

# EMF Schedule-Building and Advising

EMF is committed to a student-centered approach to advising. Your EMF advisor can help you with more than simply building your course schedule. Your advisor can also assist in helping you achieve your academic and professional goals.

To make the advising process more efficient, EMF recognizes **two types of advising**: schedule-building and academic advising. **Schedule-building** involves selecting your courses for the upcoming semester and removing your registration hold. **Academic advising** includes schedule-building, but more importantly, involves a discussion of your academic career and professional aspirations with an EMF faculty member.

If you are an **EMF pre-major or major**, have a **minimum overall GPA of 3.0**, have **completed 45 units**, and feel comfortable in planning and monitoring your own academic progress, you may opt for **online, self-administered schedule-building**. All other EMF students (including first-semester Transfer Students) must participate in academic advising. We also recommend that **students that have completed 75-90 units** schedule an academic advising session to discuss internships, directed study, and graduation. You may, of course, choose academic advising at any time.

For steps on how to prepare for an **academic advising session**, see the EMF Advising Website. Academic advising is an integral part of the teaching/learning process. It is a shared responsibility between you and your academic advisor.

Once you are admitted (or transferred) to Towson University and declared a Pre-EMF major or minor, you will be assigned an EMF advisor.

**Advising is mandatory.** Advising in either form must take place each semester in order to have the advising hold flag lifted from your PeopleSoft student account. You will not be able to register without removing this flag.

You must be familiar with and able to use your **Online Services Account**. You must familiarize yourself with your **Undergraduate Catalog** and degree requirements. You must understand your **Degree Progress Report** or **My Academic Requirements**. The DPR and the MAR are official documents used by the department and the graduation office to evaluate if you have completed the requirements for the degree. It is your responsibility to monitor your DPR or MAR. Any discrepancies should be immediately reported to your advisor.

As the Towson University Catalog states, "Failure to satisfy all published degree requirements does not provide a basis for exceptions to academic requirements or policies. It is expected that students will receive assistance from general academic and faculty advisers, **but students must assume responsibility for completing published degree requirements.**" You are responsible for your progress towards graduation.

To begin online self-administered schedule-building, download and print the **Online Self-Administered Schedule-Building Form (PDF)**.

After you complete the form, sign and date it, and deliver it to your assigned advisor. **Do not place this form in a faculty mailbox.** This form allows your assigned advisor to lift the advising hold flag from your student account.

Your advisor will confirm your total units (minimum of 45 units completed) and GPA (minimum 3.0) and if these criteria are met, will remove your advising hold. If these criteria are not met, your advisor will notify you and you will need to schedule an advising session.

Your assigned advisor will make every effort to remove the hold flag prior to your registration deadline. After lifting the hold flag, your assigned advisor will also sign and date the form and submit it to the EMF department. The form will then become part of your student file.

It is your responsibility to verify the removal of the advising hold flag prior to registration. You can view your hold flags by logging onto your Online Services account.

**Electronic Media & Film  
Self-Administered Schedule-Building Form**

**Directions:** Use your Degree Progress Report to complete this form. Follow this path to access your DPR or MAR: Self Service > Student Center.

Student Name (please print) _____	
(Last)	(First)
TU Email: _____@students.towson.edu	TU ID: _____
Pre-EMF _____	EMF _____
Concentration: F/V/DM _____	R/A _____ F&MS _____
Catalog Year: _____	
Remaining Gen-ED Categories: _____	
Total TU Units Completed: _____	TU Cumulative GPA _____
Upper Level (300, 400) Units Completed in the Major: _____	
My Academic Advisor: _____	

Please read and initial your agreement with **all** of the following statements in A + B:

**A. Understanding of My Academic Progress**

- \_\_\_\_\_ I have reviewed and understand my Degree Progress Report or My Academic Requirements.
- \_\_\_\_\_ I understand the university requirements and have completed these courses or am making adequate progress in completing them.
- \_\_\_\_\_ I understand that I need to earn 120 units to graduate from Towson University, 32 of which must be from 300- or 400-level courses.
- \_\_\_\_\_ I understand that I need a cumulative GPA of 2.0 to graduate.
- \_\_\_\_\_ I understand that I need a 3.0 average across the three EMF core courses (120, 140, and 221) to be able to apply for full major status.
- \_\_\_\_\_ I understand that I must earn a grade of C (2.0) or higher in all major courses.
- \_\_\_\_\_ I understand that I need a minimum of 21 units of upper level EMF courses.
- \_\_\_\_\_ I have reviewed and understand my progress within the EMF major and my concentration.

**B. Waiver of My Individual Advising Option**

\_\_\_\_\_ By signing this form, I am declining the academic advising offered by the EMF Department for the \_\_\_\_\_ semester registration.

\_\_\_\_\_ By signing this form, I accept full responsibility for my progress towards graduation and fulfilling university and department requirements.

\_\_\_\_\_ By signing this form, I understand that the advising hold on my account will be lifted (assuming stated criteria are met).

\_\_\_\_\_ I understand that any other holds (e.g., Bursar's hold) on my account will not be affected by signing this form.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Print this form and hand-deliver to your assigned advisor.**

For EMF Advisor Use Only:

\_\_\_\_\_  
Hold Flag Removed (Date)

\_\_\_\_\_  
Advisor's Name (Print)

\_\_\_\_\_  
Advisor's Signature