

# CIS FACULTY ADVISING GUIDE



**2023-2024**



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## Introduction

Advising allows for students to meet with their academic advisor to discuss their degree requirements, review the student's progress, and help students decide what courses they should take in the next semester.

*\*Please note, mandatory advising holds are being placed back onto all student accounts. Degree Completion Plan holds will be placed on a student's account when they reach 45 credits or if they are a first semester transfer student.*

## Getting Started

### How do I find my list of advisees?

You can find your current list of advisees by following the below steps:

1. Navigate to [inside.towson.edu](https://inside.towson.edu) (My TU) and select *Towson Online Services/Peoplesoft*.
2. Under *Main Menu*, select *Self Service*.
3. Under *Advisor Center*, select *My Advisees*.

A list of all your advisees will be displayed. In order to view a specific advisee, select *View Student Details* next to their name.

### How do I know if a student needs to meet with me?

A student needs to meet with you (preferably in person, over phone/email, or on Zoom) if they have a service indicator or hold on their account. Your advisee does not need to meet with you if they do not have an Academic Advising or Degree Completion Plan hold. However, you should still make an effort to meet with your advisee if they do not have a hold but still request a meeting.

### When Does Advising Season Start?

Advising Season takes place beginning mid-October for the spring semester and mid-March for the fall semester. Students can typically begin registering for spring in early November and for fall in early April.

### What are Service Indicators?

Service Indicators are placed on a student's account to prevent registration until certain actions are completed. These may include but are not limited to: academic advising, outstanding financial obligations, and incomplete medical records.

# The Advising Process

## Steps to Take Before Meeting with Your Advisees

1. Navigate to your *My Advisees* page in PeopleSoft for a list of your advisees with holds on their account. An advisee has a hold (or service indicator) if they have a red circle with a line through it next to their enrollment status.
2. Create a set of advising procedures.
  - a. Advising procedures can include available dates and times for appointments, actions to take before meeting with you, how to make an appointment with you for advising, etc.
3. Review current course sheets and updated advising guidelines.
  - a. All course sheets, advising forms, and tutorials are located on the [CIS SharePoint](#) site.
4. Send advising procedures by email to [cisstudentadvisor@gmail.com](mailto:cisstudentadvisor@gmail.com).

## Degree Completion Planning

All students must create a Degree Completion Plan at 45 credits. Your advisees should be directed to the website below for instructions on how to create a plan before meeting with you: [Advising and Degree Completion Planning](#)

## How to Set Up appointments

1. You can notify your advisees through PeopleSoft by selecting a certain set of advisees (advisees with holds or degree plans) or by selecting *Notify All Advisees*. This will take you to a page where you can send an email to your advisees through your PeopleSoft account. (Tip: if you want to include attachments, copy and paste your advisees' email addresses into your Outlook Email.)
2. You can notify your advisees through the SSC platform; however, you will need to have your account set up by Robert Karp ([rkarp@towson.edu](mailto:rkarp@towson.edu)) before using such features as Appointment Campaigns.
3. Use an outside platform to make appointments such as Sign-Up Genius.

# Guide to Academic Requirements

## Where is the Academic Requirements Report?

The Academic Requirements Report can be found as follows:

1. Navigate to your *My Advisees* page in PeopleSoft.
2. Select *View Student Details* next to the advisee's name you want to review.
3. Select *Academic Requirements* under *Academics* in your advisee's Student Center.

## Understanding Academic Requirements

The Academic Requirements Report is an audit of students' academic work. The report allows students to determine which course to enroll in that may satisfy a requirement directly

from the report. Students must complete (or close) all boxes in order to be eligible to graduate.

Your advisees' Academic Requirements Report contains the following information:

1. Catalog Year (the year the student started at Towson)
2. Courses in Progress and Incompletes
3. 32 Upper-Level Units
4. Cores or General Education Requirements
5. 120 Units
6. Pass Option
7. Honors Requirements (if Honors student)
8. Major Requirements
9. Minor Requirements (if taking a minor)

\*You can also now track your advisees' course progress and how many times they have attempted a course by selecting *Course History* from the dropdown box under *Academics*.

### **Core Curriculum Requirements**

In order to fulfill Towson University's core curriculum requirements, students must complete a minimum of 43 units of coursework in these 14 categories. Core (or General Education) requirements are listed in 14 separate "boxes" in the Academic Requirements Report. Each box must show as Satisfied or "closed" in the Report.

Please note the following constraints:

1. A student may not count more than four courses for both the major and core.
2. Cores 4 and 5 must be taken in different subjects.
3. Cores 7 and 8 must be taken in different subjects or sequentially in the same subject.

Specific cores are also required by each of our majors. See the list below:

#### **Computer Science:**

Core 5: COMM 131 (does not apply to CS and MATH Secondary Education)

Core 9: ENGL 317 (does not apply to CS and MATH Secondary Education)

Core 14: COSC 418

#### **Information Systems:**

Core 9: ENGL 317

Core 14: COSC 418

#### **Information Technology:**

Core 5: COMM 131

Core 9: ENGL 317

Core 14: COSC 418

## Special Major Requirements

### Computer Science

Students can major in:

Computer Science

Computer Science with a track in Cyber Operations

Computer Science with a track in Software Engineering

\*Must take MATH 119 or equivalent before COSC 236.

\*Must take COSC 175 or equivalent before COSC 236.

\*Must take MATH 273 before COSC 237.

\*Must take MATH 274 before COSC 336.

\*Must take COSC 236 before MATH 263 (starting spring 2022).

\*Must take two sciences that are on the approved sciences list (located on course sheet).

\*Two approved sciences cannot also be counted as elective sciences for the major.

### Computer Science and Mathematics

Students can major in:

General Concentration (starting 2022-2023)

Secondary Education (starting 2022-2023)

\*Must take MATH 119 or equivalent before COSC 236.

\*Must take COSC 175 or equivalent before COSC 236.

\*Must take MATH 273 before COSC 237.

\*Must take MATH 274 before COSC 336.

\*The Secondary Education concentration requires the following cores:

-Core 4: COSC 109

-Core 5: SEMS 250

-Core 9: MATH 310

-Core 14: COSC 418

### Information Systems

Students *must* select a track with the Information Systems major:

Business

Interface Design

Systems

Data Analytics

\*Must take MATH 119 or equivalent before COSC 236.

\*Must take COSC 175 or equivalent before COSC 236.

\*Must take MATH 211/273 before COSC 237.

\*Must take COSC 236 before MATH 263 (starting spring 2022).

\*ITEC 231 is now a requirement for IS majors starting in 2017-2018 catalog year.

\*COSC 111 is not a required course, but it is a prerequisite for CIS 211.

\*CIS 115 (transfer course) is equivalent to COSC 111.

\*COSC 111C4 (transfer course) is equivalent to COSC 111.

## Information Technology

Students can major in:

Information Technology

Information Technology with a track in Network Security

Information Technology with a track in Data Management and Analytics

\*COSC 175 is now a requirement for ITEC majors starting in 2018-2019 catalog year.

\*If students transfer in ITEC 236/COSC 236 they do not need to go back and take COSC 175. We will put in an exception for this course.

\*Must take MATH 231/ECON 205 before taking COSC 236.

\*ITEC 236 is equivalent to COSC 236 for ITEC majors only.

\*MATH 263 is now a requirement for ITEC majors (starting in 2019-2020).

\*Must take COSC 236 before MATH 263 (starting spring 2022).

\*CIS 115 (transfer course) is equivalent to COSC 111.

\*COSC 111C4 (transfer course) is equivalent to COSC 111.

## All majors:

\*CIS 377 will be a required course for all majors starting catalog year 2019-2020.

**\*Please note:** all prerequisite courses (whether they are required for the major or not) must be completed with a grade of C or higher. A student cannot receive a grade of D or D+ in MATH 119 and then take COSC 236. This holds true for all of our courses. Additionally, please **do not waive** the prerequisite of COSC 236 for classes or tell students to ask for permission to do this from their advisor or the professor teaching the course. This is a rule we are following across the board. If the student **does not** meet the prerequisites, they **cannot** take the course.

## Transfer Credits

A student's transfer credits can be viewed on their *Student Center* page by selecting the tab *Transfer Credit*. Transfer Credits are listed by institution and note the original transfer course and the TU equivalency.

## Transfer Equivalencies

Some courses may not have a direct equivalency and are noted as TLL for lower level and ULL for upper level. If the student believes a course equivalency came through incorrectly, they should be directed to submit a [Petition to Change Original Transfer Credit Evaluation](#).

If your advisee is a current student at Towson and would like to take a course at another institution, they should fill out an online [Transfer Petition Form](#). Transfer credits will be awarded for most academic courses completed. For course transferability regarding four-year colleges and Maryland community colleges, access the new [Transfer Evaluation System](#).

**Note:** Course work in which a grade is earned at TU cannot be repeated at another institution. Students who have 90 units or more, including current course work, must petition the Academic Standards Committee before registering for courses at another institution by




writing a separate, brief statement explaining the reason an exception should be made. Student's final 30 units toward their degree must be completed at TU.

<https://www.towson.edu/registrar/grades/standards.html>

## Removing Holds and Submitting Degree Plans

### How do I remove holds?

1. In the *Advisor Center*, click on the  button at the top of the page, then click on *ADV*, then *release*.
2. Repeat procedure if they have a degree plan hold and their DCP has been reviewed. Click on *DCP*, then *release*.

### Additional Holds

All other holds must be removed by the Department who places the hold (i.e. Bursar, Registrar, etc.)

### Where do I submit the Degree Completion Plan?

Degree Completion Plans should be submitted to the CIS SharePoint Site under Documents in the folder entitled [Degree Completion Plans](#).

## Enrollment in Classes

### When can a student enroll in classes?

Students can enroll in classes on their enrollment date which can be found in their *Student Center* on Peoplesoft. Enrollment dates are designated by student status (athlete, honors, etc.) or by credit number. Clicking on *details* under their enrollment appointment date will indicate what time they can begin enrolling in classes after selecting the semester.

### Why are they receiving an error when trying to enroll?

A student may receive an error when they try to enroll for several reasons:

1. They are trying to enroll on their enrollment appointment date but have not reached their appointment time yet.
2. They do not meet the prerequisites for the course they are trying to enroll in.
3. They meet the prerequisites, but their Academic Requirements Report does not accurately reflect this in Peoplesoft. (In this case, they would need permission to enroll.)
4. They have additional holds on their account that must be first removed before enrolling.
5. They need to re-enroll in the University by going through Admissions if they have missed a semester.

6. They applied for graduation in the previous semester but did not graduate. They will need to contact the Graduation Office to have their application removed.

### **Reenrollment**

If a student has missed or withdrawn from a previous semester, they must contact University Admissions to be readmitted to the University. Students will not be able to enroll in courses until this is completed.

### **Class Permissions**

Students must receive permission from the course instructor to add a course. The instructor should send an email to Daria Nadeem at [anadeem@towson.edu](mailto:anadeem@towson.edu) and copy Heather with the student's name, email, id number, course, and section number. Permission must come from an instructor, program director, or advisor. A student request sent directly to Daria must be verified before it is entered.

**Note:** Class permissions are no longer being given to students who do not meet the required prerequisites for a course. Class permissions should be used to overfill a course or add a student who meets the prerequisites for the course, but the requirements are not showing correctly in their Academic Requirements Report.

Students who plan to take a class outside of Towson (example: a math course at CCBC over the summer) will not be able to enroll in classes that require this course as a prerequisite until the course is completed. The student will need to receive class permission in this case but must also prove that they are enrolled in the outside course.

### **Third Attempts**

We are no longer approving third attempts in our major courses unless there are extenuating circumstances. Students must fill out and submit a [Third Attempt Petition Form](#) online. After submission, Heather will approve or deny the third attempt.

See Policies and Procedures [here](#).

### **Course Exceptions**

Students should not be told that they can waive or skip a course that is required for their major. All students must complete all of the required major/minor/core courses.

We can make an exception; however, if a student has taken a course (such as a transfer course that did not equate correctly) and it is similar in content to a required major course. Or, if a student is switching to a different major/track in our department and has completed an equivalent course. This student must request an exception from the Program Director of their major. Course exceptions are only put in by Heather after approval by the Program Director.

## Changing Majors

If a student decides to change their major, add/remove a track, or add/remove a minor, they must do this themselves by following the below link. Once the change of major is processed, they will be assigned a new advisor. (Note: A new advisor will not be assigned to the student until this process is completed. Please do not tell your current advisee to ask us for a new advisor.)

[Change of Major/Minor Form](#)

### **What-If Scenario**

If a student is interested in changing their major or adding a minor, they can run an *Advising What-if Report* in their *Student Center* to determine whether or not they want to change. The what-if scenario creates a new Academic Requirements Report with the newly intended major/minor. This allows students to see how many additional classes they might need to take if they change majors.

## Change of Schedule

### **Prerequisite Checking**

A month before the beginning of the fall and spring semesters, a query report is run to determine whether students meet prerequisites for each course. A list of students is generated by course of those who have failed to meet the course's prerequisites. Students are then notified by email to drop the course by a given date or they will later be dropped by the Registrar.

In some cases, students have a valid reason for failing to meet the prerequisites (ex: student took a course outside TU and they are waiting to have it transferred in) and we will allow them to stay in the course. If a student does get dropped from one or multiple courses, they are encouraged to contact their advisor to determine which classes they should enroll in.

### **Add/Drop Period**

During the add/drop period at the beginning of each semester, students have 1 ½ weeks to change their course schedules. Students can add/drop classes from their Student Center account. If you are allowing a student to add or want to overload a student into your class during this period, you should contact Daria Nadeem ([anadeem@towson.edu](mailto:anadeem@towson.edu)) by email.

### **Withdrawing from a Course**

Students can withdraw from a course up until the withdraw deadline through their Student Center account. (The process is similar to dropping a course.) Students should carefully consider withdrawing from a course before making this decision. It can affect their financial aid, graduation timeline, etc. To withdraw after the deadline has passed, students will need to submit a Letter of Appeal to Academic Standards.

## Ready for Graduation

Students are ready to graduate when they have completed their academic requirements. All of the “boxes” should be closed in their *Academic Requirements Report*. This includes:

1. Major Requirements
2. Core or General Education Requirements
3. Honors, Minors, etc.
4. 120 overall units
5. 32 upper-level units
6. GPA of 2.0 or higher

### Applying for Graduation

Students should submit an official Graduation Application through their *Student Center*. Commencement ceremonies are only held in the spring and fall semesters. There are no summer graduation ceremonies; however, students can still graduate in the summer. Applicants should apply for graduation by the following dates:

Spring: January 15

Summer: July 4

Fall: August 15

After applying for graduation, the student will receive an information packet about graduation procedures, including how to order the cap and gown. Students will receive their diploma after graduation, which will be mailed to their permanent address.

For more information, students can visit the [Graduation website](#).

### Graduation Deficiencies

At the beginning of the semester, students who have applied for graduation but do not meet all of the requirements to graduate, will receive an email from the Graduation Office. Students are encouraged to meet with their advisor during this period to have their deficiencies resolved.

After add/drop, if a student is still missing requirements, our department will be sent a list of students to review for graduation clearance from the Graduation Office. Students will either be cleared or not cleared to graduate. Students who are not cleared, will need to complete their remaining requirements and apply for graduation the following semester.

### Appealing for Early Graduation

Although very rare, a request process is in place for those students with extreme, extenuating circumstances, warranting alternate (early or deferred) participation in an upcoming commencement ceremony. Students should contact the Graduation Office for more information.

## Additional Help

### CIS Advising Webpage

Students should be directed to the [Advising and Degree Completion Planning website](#) for help with the advising process and starting their Degree Completion Plans:

### CIS SharePoint

The CIS SharePoint site has a number of helpful resources for you to use while advising. In the [Advising](#) folder under [Faculty Resources](#), you will find the following helpful items:

Advising Tutorials

Curriculum Sheets

Advising Forms

[FERPA Form](#)

Core Recommendations

Core Curriculum

**Note:** The curriculum sheets found on SharePoint, the CIS website, and the front office should be the only course sheets you are using for reference when advising.

### CIS Advising Hub

The CIS Advising Hub located in YR207 is run by computing majors in our department. Student Advisors can help with course selection, degree planning, change of majors, transfer petitions, and general advising. Student led meetings and workshops are also held throughout the semester to help students build degree plans and learn more about our majors.

In addition to in-person help our Student Advisors also offer the following services:

-Zoom (linked on [CIS Advising webpage](#))

-Email ([sisstudentadvisor@gmail.com](mailto:sisstudentadvisor@gmail.com))

-Phone (410-704-4776)

## Additional Resources

### FCSM Advisor

Students should be referred to \_\_\_\_\_ if they are struggling academically, planning to switch majors, or need additional academic resources.

**Zinah Aldulaimi**

FCSM Academic Advisor

[zaldulaimi@towson.edu](mailto:zaldulaimi@towson.edu)

410-704-3027

### **FCSM Career Center Staff**

Students should be referred to the FCSM Career Center staff if they have questions about careers, internships, or finding a job after graduation.

#### **Tanja Swain**

Assistant Director, STEM Career Education

[tswain@towson.edu](mailto:tswain@towson.edu)

410-704-3224

### **Internships**

If a student has secured an internship and wants to receive credit for it as a course, they should first fill out the Internship Description Form before contacting Josh Dehlinger. (Note: this form can be found in the front office and on the CIS Sharepoint under Documents > Faculty and Student Forms.)

The prerequisites for the internship course are:

- Have an IT-related job
  - No more than 20% of the job may be administrative or clerical
- Have a GPA of 2.8 or greater
- Have completed
  - Computer Science students: COSC 336
  - Information Systems students: CIS 334
  - Information Technology students: ITEC 315 or ITEC 325 or ITEC 345

Deadlines to enroll in the internship course are:

Spring Semester: January 20

Fall Semester: August 20

Summer Semester: May 20

### **Tigers CARE**

The university's CARE Team coordinates support resources that assist students in being successful academically and in promoting their health and well-being.

If you are concerned about the well-being of a TU community member, please contact the Office of the Vice President for Student Affairs (VPSA) by calling (410) 704-2055, or by submitting the online CARE Form. <https://www.towson.edu/studentaffairs/care/>