

Advising Notes – BAEN

Preregistration for Summer and Fall 2015

Everyone	<ul style="list-style-type: none"> • The student advising period will be March 30-April 10. Students need to schedule an appointment to see their faculty advisors during this time. Many faculty will post sign-up sheets for advising appointments outside their office door. Some faculty may not be available these exact dates. • Student files will be sent to faculty advisors prior to advising appointments. Students do NOT need to see Ashlea to pick up their folders. • BAEN courses (except BAEN 320) are offered only once per year. Students need to take all required BAEN courses offered in the fall for which they have completed the prerequisites but which they have not yet taken. If there is a time conflict, the lower level course should be taken. • ENGL 210 will satisfy the technical writing requirement in the degree program. • No substitutions will be allowed (no exceptions) for BAEN 479 or BAEN 480. Students will need to plan on taking these classes during the fall/spring (15-16). They should be able to graduate in May, August, or December 2016. • No substitutions for BAEN 300 level classes will be allowed without prior approval from the BAEN curricula coordinator.
Blocks	<ul style="list-style-type: none"> • All students: There is a hold placed on your account until you have seen your advisor. • If you are below a 2.0 GPR at mid-semester, you will be allowed to pre-register; however, your registration may be cancelled if final grades are not sufficient to warrant continuation. Being allowed to pre-register does NOT imply automatic continuation for the next semester.
Advising and registration procedures	<ul style="list-style-type: none"> • Schedule a time to meet with your advisor during advising week. • Be familiar with your degree plan and have a preliminary schedule for the summer and/or fall worked out before the advising meeting. If courses will be taken at another institution and transferred for credit, indicate which courses and the institution on the advising form. • Check your degree audit on Howdy (MyRecord tab, degree evaluation). All courses taken at TAMU or other institutions should be shown. Some courses may be listed in the “Work not applied” area if we have not submitted an adjustment form. If a course you took at another institution is not showing anywhere on the audit, then TAMU has not received a transcript for it. You will need to have the other institution send a transcript to Texas A&M. • You may wish to print a copy of your degree audit to take to your advising meeting. • During your assigned registration time, register for the courses recorded on the advising form during the advising meeting. If you need to change these courses, contact Ashlea. • If you plan to take BAEN 485 Special Problems or BAEN 491 Research, you MUST fill out the departmental form, which can be obtained from Stormy (303E), get the required signatures and return to Stormy.
Grade requirements	<ul style="list-style-type: none"> • You are required to make a grade of “C” or better in all CBK (common body of knowledge) courses and all other engineering and math courses for them to count toward your degree. The CBK courses include CHEM 107 and 117, ENGR 111 and 112, MATH 151 and 152, PHYS 218 and 208 and ENGL 104. Any of these courses in which you make a D or F must be retaken as soon as possible and must be completed successfully before proceeding to any course for which it is a prerequisite. • If you make a D or F this spring, you likely will have to change your fall schedule before classes start. • University policy states that a course may be repeated no more than two times. • University policy states that in addition to a 2.0 overall GPR, you must also have a 2.0 in your major to graduate. For BAEN students, the courses in the major are all BAEN courses taken.

Prerequisites	<ul style="list-style-type: none"> • Prerequisite courses are required to ensure students have the necessary background material on which the follow-on course builds. Without the prerequisite material, you will be behind in a course. • Prerequisites are required for all of our upper level departmental courses. Failure to complete prerequisite courses in a timely manner may lead to postponement of graduation. In exceptional circumstances, a prerequisite may be waived with the consent of the instructor and curricula coordinator (Dr. Smith). If you wish to take a departmental course without having the prerequisites, you MUST fill out the departmental petition, which you can get from Ashlea, obtain the indicated permissions, and return to Ashlea. • If you Q-drop a prerequisite for a departmental course, you will not be allowed to take the departmental course concurrently with, or prior to, that prerequisite.
U1, U2 and Transfer Students	<ul style="list-style-type: none"> • Recent curriculum changes require that BIOL 113 and CHEM 222 be completed by the start of the junior year as they are prerequisites for BAEN 302. Failure to complete these courses in a timely manner may lead to postponement of graduation. • If you have completed the CBK courses, BIOL 113 and CHEM 222 or plan to register in CHEM 222, you should take BAEN 302 this fall. • BAEN 201 will be offered during SPRING 2016 for the first time. If a student HAS NOT completed BAEN 150, they need to plan on taking BAEN 201 NEXT spring. • There is a section of GEOG 201 specifically for engineering students; this course fulfills both the Social Science requirement and the ICD requirement. • You must have MEEN 221 completed with a C+ before Fall in order to enroll in BAEN 340. • You need to complete CVEN 305 this spring or summer if you plan to take BAEN 375 in the fall; MEEN 221 is a prerequisite for CVEN 305.
U3 and U4 Students	<ul style="list-style-type: none"> • Departmental elective courses offered this fall include BAEN 414 (renewable energy), 417 (nanoscale bio engr), 422 (unit op in food proc), 460 (hydrology), 464 (irrigation), 471 (bioreactor engineering), and 477 (air pollution). • Our department does NOT give academic credit for working on a summer job or internship. Following the Co-op precedent, it is possible to do a special project as part of a summer job or internship, write a detailed report over the special project, and receive a maximum of 1 credit of BAEN 485. This MUST be arranged BEFORE the work is done, not afterwards, and requires filling out and filing the standard departmental 485 form. To avoid registering for the summer session, you may register for the BAEN 485 credit for next fall; however, the report will have to be submitted prior to the start of the fall semester. • Recommended electives for various emphasis areas are available on the departmental web site. • No courses in ENTC, IDIS or ENDG can be used as engineering electives.
Study Abroad	<ul style="list-style-type: none"> • BAEN 460 and 465 will be offered during 2015 Summer II in the Belgium Environmental Science and Engineering study abroad program. In addition to receiving course credit for these two classes, students participating in the program will receive 6 hours of International and Cultural Diversity credit or may apply the credit toward the International Engineering Certificate.

<p style="text-align: center;">Core curriculum requirements</p>	<p>Students are placed in the catalog that was in effect when they started college here or at another institution or in a later catalog.</p> <p>Catalog Core curriculum Requirements:</p> <ul style="list-style-type: none"> • Students in Catalogs 2007-2013 require 2 years high school foreign language, one visual and performing arts, one social and behavioral sciences, POLS 206 and 207, two American history, one KINE 199 (S/U), and one KINE 198 (graded or S/U). Additionally, 6 hours of International and Cultural Diversity (ICD) courses (that can be selected to meet other curriculum requirements) and two writing intensive (W) courses are required. • Students in Catalog 2014 (freshmen/new transfers this year) require 2 years of the same foreign language from high school, a CREATIVE ARTS class, one social and behavioral science class, POLS 206/207, and two American history courses – all other core curriculum requirements are built into the degree; see http://core.tamu.edu for more information on the new requirements • Writing intensive courses are identified by section numbers in the 900s. ENGR/PHIL 482 and BAEN 480 are approved as W courses. • Selecting International and Cultural Diversity courses that do not also meet another core curriculum requirement will increase the total number of hours required to graduate.
<p style="text-align: center;">Certificate Programs</p>	<p>The College of Engineering offers several certificate programs that may be of interest to BAEN students. For details, see http://engineering.tamu.edu/essap.</p> <ul style="list-style-type: none"> • Energy Engineering Certificate • Engineering Project Management Certificate • Engineering Honors Certificate • International Engineering Certificate • Safety Engineering Certificate • Business Management Certificate for Engineering Students • Engineering Therapeutics Manufacturing
<p style="text-align: center;">Faculty</p>	<ul style="list-style-type: none"> • Use the advising forms to record what courses the student will take and to indicate that the student should be unblocked. These forms are kept in the student's file. • Have the student record data on the High Impact Form on the bottom of the advising form. This will be given to Stormy. <u>PLEASE make sure your students fill out this information.</u> • Include the UIN (Universal ID Number) on the advising form. • Identify the curriculum and emphasis area, if applicable, that each student plans to follow. Note that emphasis areas are developed by selection of appropriate engineering electives. Recommended electives for emphasis areas are available in the advising notebook and on the departmental web site. • Make note of a student's intention on completing a specific minor; have the student notify Ashlea if they intend to complete a minor so that it can be added into their account. • If you request a student be unblocked by email, also send an advising form so it can be included in the student's file. • No substitutions will be allowed (<u>no exceptions</u>) for BAEN 479 or BAEN 480. Students will need to plan on taking these classes during the fall/spring (15-16). They should be able to graduate in May, August, or December 2016. • No substitutions for BAEN 300 level classes will be allowed without prior approval from the BAEN curricula coordinator.