

ACADEMIC ADVISING GUIDELINES

School of Architecture
Mississippi State University

October 2010

Goals

To provide students with the best possible academic experience while enrolled in the School of Architecture.

To provide students with personal guidance throughout their academic career.

Students

The reason for establishing the faculty advising system is to provide each student with a faculty member with whom you may discuss your personal strategy during your academic career. *The faculty is not there to simply sign off on the registration forms.*

1. You should take an active interest in your academic career. *Continually think about what you desire from your academic career: What do you want to learn? Which courses will satisfy your objectives? Are there non-architecture courses on campus in which you need to enroll?*

1a. Prepare a plan for your academic career. Write it out in the form of a proposal along with courses that you believe satisfy this plan.

1b. Send this plan to your advisor ahead of your pre-registration meeting so he or she is aware of your intentions.

1c. Keep in mind, the plan may change as you desires and needs change.

2. Do not assume that the prescribed curriculum precisely outlines all of the courses and the exact schedule of your academic career. *As early in your academic career as possible, you should develop a strategy for your electives, for a concentration in another discipline, for co-op, and/or for one of the many possible overseas programs.*

3. You should make all necessary appointments with your faculty advisor. *Come to the meeting with a plan not only concerning the upcoming semester but also concerning your future in the program. Be prepared to discuss that plan.*

4. You should bring all necessary material, paperwork, or forms to pre-registration meetings with your faculty advisor. *It is the faculty member's responsibility to discuss the strategy with you, not define it for you. It is your responsibility to guarantee complete accuracy of your schedule and compliance with all university regulations regarding both registration and financial aid.*

Faculty

1. Full-time faculty and professional staff will serve as student advisors; therefore, the number of students assigned to a faculty member will depend on the number of full-time faculty and number of students enrolled any given semester. Each faculty member will advise approximately 20-25 students each year.

2. Each faculty member will be assigned a proportional number of students from each of the first four years, except Jackson faculty who will be responsible for the fifth-year class.

3. Each faculty member will be responsible for advising their students before and during all registration periods, attending all design reviews when possible, responding to faculty concerns on a particular student's problems, having the student's file on hand when advising, and meeting with students to discuss their academic careers. Faculty members should be ready to discuss a wide variety of topics including choosing academic interests outside of architecture, choosing approved electives, deciding whether (and when) a student should co-op, and (perhaps) advising whether a student should remain in architecture.

4. Stay in contact with students who are co-oping; ease the transition both into co-oping and back into school environment.

5. Contact the Director (Michael Berk), the Admissions & Advising Coordinator (Chris Cospers), or Pandora if significant problems or questions arise.

6. Confirm all information that a student gives you regarding course work, transcripts, and procedures with Pandora, the Director, or the appropriate MSU department.

7. Please note that in lieu of attending an advising session, students may opt to fill out a sign a "waiver of advising" form.
8. The S/ARC website contains all instructions, forms, and procedures for advising.

General Requirements

1. All students must successfully complete the University Core, which for architecture students entails English Comp 1 + 2, Physics 1 + 2, Passives, 6 hours of Social + Behavioral Science, 3 hours Fine Arts, 6 Humanities (Arch History 1 + 2) , JR/SR writing (Arch Theory), and Business Calculus.
2. All pre-ARCH students must successfully complete PH 1113 General Physics I, PH 1123 General Physics II, and ART 1213 Freehand Drawing I and maintain a 2.5 overall GPA in order to be admitted into the summer studio.
3. Ensure that a student has successfully completed all prerequisites before admitting him or her into a course. Err on the side of satisfying a prerequisite over consent of instructor.
 - a. Our technology sequence, Passives, Materials, Assemblages, and Actives must be taken in this order.
 - b. Our History/Theory sequence, History 1, 2, 3, and Architectural Theory must be taken in this order, unless a person is in his/her spring semester of fourth year and then History 3 and Arch Theory may be taken concurrently.
4. As students progress through our curriculum, they encounter greater difficulty as the number of architecture courses per semester increases. During their first year, our students typically take only one architecture course per semester, while in second year they take two to three ARC courses per semester, and in third through fifth year they take a full slate of ARC courses. Advise students how to cope with the increased number of required ARC courses, particularly as they make the transition to the fall semester of third year.
5. All fourth-year students must successfully complete all of the prescribed courses before they are admitted into the fifth year. Pay particular attention to University Core and Approved Electives.
6. To receive the Bachelor of Architecture degree, students need a total of 152 credit hours.

Pre-registration Meetings and Registration Week

For Spring Semester courses, pre-registration conferences with students will generally occur during the last week in October and the first week in November. Registration for classes will occur during the first week in November.

For Summer and Fall Semester courses, pre-registration conferences with students will generally occur during the last week in March and first week in April. Registration for classes will occur during the first week in April.

Practical Information for Registration

At the beginning of each advising or pre-registration period, Pandora will distribute to each faculty a photocopy of each of your students a Grade Checklist Sheet. (A copy of this sheet is attached.) On the sheet you will see what courses the student has completed and the respective grades for each course. This information along with any other insights from conversations with students should be used to advise them not only for the upcoming semester's courses but also for their academic career in general.

At each registration period, students will receive a blue sheet, which contains personal information and their registration access code or RAC number. They need the RAC number to register.

They will also receive a Registration Work Sheet, which is the one with both a white and a yellow sheet attached. It has text at the top and a course schedule matrix. Both you and the student are to sign this sheet. Do not sign the sheet until the student has completed the form. Take the yellow sheet to Pandora at the front office so the sheet can be placed in the student's file.

Pandora will not distribute students' academic files. She will make photocopies of portions of files for faculty members.

Academic Probation and Financial Aid Issues

A student with an MSU GPA below 2.00 will automatically be placed on academic probation and will not be allowed to enroll in architectural design studios. If you or a student has a question about this policy, contact the Director.

A student receiving financial aid with less than a 2.00 MSU GPA may only apply courses taken at MSU to raise his or her GPA. If you or a student has questions, you should contact the Admissions and Financial Aid Office – Gail Henderson 325-7428.

SARC “Double D” Policy

A student receiving a “D” in two sequential design studios (whether fall then spring of the same year level or spring then fall of different year levels) must repeat both design studios. If the student chooses to repeat the studios, he or she must receive at least a “C” in **both** studios to proceed in the design curriculum.

The advisor will be notified if one of his or her students receives a Double D. A meeting with the student should be arranged to discuss the causes for the poor grades and options, including whether the student should remain in architecture.

Procedure for Add/Drop

First, the student should meet with the instructor of record for the class in question to inform the instructor that the student intends to add or drop the class. Then, the student should obtain signatures **in this order**:

- a. Instructor
- b. Advisor (If faculty member is advisor sign at both locations)
- c. Dean

Deadlines

All university deadlines for registration, adding and dropping courses, withdrawing (from a class or the university), or any other procedure **must be honored**. Students will not be allowed to process these requests after these dates have passed. These dates are posted in the University Bulletin and found on the MSU website.

Entering and Pre-ARCH Students

The S/ARC Admissions & Advising Coordinator will advise entering students and Pre-ARCH students on particular course requirements.

Office Hours

Provide Pandora and members of the front office with your office hours for regular weeks and extended hours during pre-registration week.

Correspondence with Net ID

The University assigned Net ID (for example dcl1@caad.msstate.edu) is an official means of correspondence. Please check your email daily.

First Year: Getting To Know the Student, Introducing Them to the University, and Defining Professionalism

Advising is an opportunity for the faculty member to have discussions with students on their particular academic interests, what it means to be an architect, as well as addressing the specific course requirements.

Once admitted into the design sequence, students must maintain a **2.0 MSU GPA** to remain in the design sequence. If a fall semester first year student fails to achieve the 2.0 GPA, he or she cannot be admitted into the spring semester. It will be up to the discretion of the Director and Admissions Committee to determine whether he or she will be admitted into the second summer session design studio.

Spring Semester First Year Courses

ARC 1546	Architectural Design I-B	6	
EN 1113	English Composition II	3	
PH 1123	General Physics II (w/Lab)	3	(Pre-requisite for Passives and ARC 2536)
	Social/Behavioral Science Elective (*)	3	* See approved elective list University Core
	<i>Approved Elective</i> (****)	(3)	
		18	

*** ART 1223 Freehand Drawing II (3) (Required if student received a "C" or below in ART 1213)

Students who have completed core electives may start the architectural history sequence (ARC 2313 History of Architecture I) during the spring of second year, which should ultimately lighten the student's load during the most difficult year (third year).

Second Year: Establishing Academic Interests

Second year provides the first opportunity that a student may enroll in electives, other than core electives. Speak with the student about his or her academic interests outside of architecture. Students may want to pursue a minor in another subject, or take a sequence of courses, or simply want a broad range of classes. We opened up our curriculum to allow this opportunity for students to enroll in courses across the campus.

Many fall semester and even spring semester students question whether they want to remain in architecture. Some feel they have made a significant commitment; therefore, they may feel obligated to stay in the program. During the fall semester, make appointments with students whose grades are marginal, especially in design studio.

Fall Semester Second Year Courses

ARC 2536	Architectural Design II-A	6	
ARC 2713	Passive Building Systems	3	
	Fine Arts Elective (Art Appreciation, Art History I or Art History II) . . .	3	(Pre-ARCH use ARCH Appreciation)
	Social/Behavioral Science Elective (*)	3	* See approved elective list University Core
	<i>Approved Elective</i> (****)	(3)	
		15 (or 18)	

Spring semester second year is a significant threshold semester. It is the first semester that most students take an architectural history course as well as one in technology. Issues with balancing these courses and design studio may arise.

Spring Semester Second Year

ARC 2546	Architectural Design II-B	6
ARC 2313	History of Architecture I	3
ARC 2723	Materials	3
MA 1613	Business Calculus	3
<i>Approved Elective</i> (****)		(3)
		15 (or 18)

Third Year: Coping with the Heavy Work Load and How to Balance Fundamental Design Skills with an Expanding Body of Knowledge

Third year marks a significant transition point in our students' academic careers. It is the first year when all of their classes are required architecture courses and the content of lecture courses is expected to be assimilated into the design studio. In the design studio, we expect students not only to retain fundamental design principles but to express them in more architectural conditions. It is the year level that requires the greatest course load.

The completion of third year is a good time for students to consider enrolling in the co-op program, which allows them to remain full-time students regarding scholarships and insurance, yet work for a licensed architect for as much as fifteen months.

Discuss with students overseas travel opportunities.

Fall Semester Third Year

ARC 3536	Architectural Design III-A	6
ARC 3313	History of Architecture II	3
ARC 3713	Assemblages	3
ARC 3904	Structures I (w/Lab)	4
<i>Approved Elective</i> (****)		(3)
		16 (or 19)

Spring Semester Third Year

ARC 3546	Architectural Design III-B	6
ARC 3323	History of Architecture III	3
ARC 3723	Active Building Systems	3
ARC 3914	Structures II (w/Lab)	4
<i>Approved Elective</i> (****)		(3)
		16 (or 19)

Fourth Year: Establishing Independent Thinking

Although most students understand that "Starkville courses" must be complete before a student can move to Jackson, reinforce the importance of this requirement. Advise students to review the CAPP audit in Banner. Of particular concern is satisfying the approved electives; each student should have taken a minimum of four electives. This number may increase substantially if a student chooses to pursue a minor or concentration in another subject area.

By fourth year, registration for classes will take a back seat to more scholarly concerns; therefore, advising should address a student's ability or problems with independent, critical thinking. Many former students recount how third and fourth year did not provide them with opportunities for creative expression; they strove to solve the cornucopia of technical, formal, and experiential problems. Even though this issue should be addressed in the design studios, advisors can assist students.

Discuss with students the relative merits of continuing to fifth year versus co-oping for a year.

Fall Semester Fourth Year

ARC 4536	Architectural Design IV-A	6
ARC 4733	Site Planning for Architects	3
<i>Approved Elective</i> (****)	3
<i>Approved Elective</i> (****)	3
		12 (or 15)

Spring Semester Fourth Year

ARC 4546	Architectural Design IV-B	6
ARC 4313	Architectural Theory	3
<i>Approved Elective</i> (****)	<u>3</u>
		12

Fifth Year: Make Sure the Door Stays Open

Discuss what it means to be a professional architect today. Ensure that each student fulfills his or her academic obligations. Further promote independent, critical thinking. Discuss with the student how he or she can integrate minors or concentrations within fifth-year inquiries. Work with students interested in pursuing graduate education.

Fall Semester Fifth Year

ARC 5576	Architectural Design V-A	6
ARC 5353	Philosophy of Architecture	3
ARC 5443	Architectural Programming	3
ARC 5623	Theory of Urban Design	<u>3</u>
		15

Spring Semester Fifth Year

ARC 5589	Architectural Design V-B	9
ARC 5383	Legal Aspects of Architecture	3
ARC 5493	Architectural Practice	<u>3</u>
		15

Student's Name _____
 Number _____

Net ID _____ MSU

	CORE REQUIREMENTS		Cr.	Date	Grade
EN 1103	English Composition I *		3		
EN 1113	English Composition II *		3		
MA 1613	Business Calculus *		3		
PH 1113	General Physics I (w/Lab) *		3		
PH 1123	General Physics II (w/Lab) *		3		
	Social/Behavioral Science Elective *		3		
	Social/Behavioral Science Elective *		3		
	Fine Arts Elective (Art Appreciation, Art History I or II) *		3		

STUDENT ADMITTANCE YEAR	
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	ARCHITECTURE PRE-REQS		Cr.	Date	Grade
ART 1213	Freehand Drawing I		3		
ART 1223	Freehand Drawing II (if required)		(3)		

	ARCHITECTURE REQUIREMENTS		Cr.	Date	Grade
ARC 1536	Architectural Design I-A		6		
ARC 1546	Architectural Design I-B		6		
ARC 2313	History of Architecture I		3		
ARC 2536	Architectural Design II-A		6		
ARC 2546	Architectural Design II-B		6		
ARC 2713	Passive Building Systems *		3		
ARC 2723	Materials		3		
ARC 3313	History of Architecture II *		3		
ARC 3323	History of Architecture III *		3		
ARC 3536	Architectural Design III-A		6		
ARC 3546	Architectural Design III-B		6		
ARC 3713	Assemblages		3		
ARC 3723	Active Building Systems		3		
ARC 3904	Structures I (w/Lab)		4		
ARC 3914	Structures II (w/Lab)		4		
ARC 4313	Architectural Theory *		3		
ARC 4536	Architectural Design IV-A		6		
ARC 4546	Architectural Design IV-B		6		
ARC 4733	Site Planning for Architects		3		
	Approved Elective		3		
	Approved Elective		3		
	Approved Elective		3		
	Approved Elective		3		
ARC 5353	Philosophy of Architecture		3		
ARC 5383	Legal Aspects of Architecture		3		
ARC 5443	Architectural Programming		3		
ARC 5493	Architectural Practice		3		
ARC 5576	Architectural Design V-A		6		
ARC 5589	Architectural Design V-B		9		
ARC 5623	Theory of Urban Design		3		

Approved Elective?	
Approved Elective?	
Approved Elective?	
Approved Elective?	

	CONCENTRATION / MINOR		Cr.	Date	Grade

Minor Requirements confirmed ?	
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	OTHER COURSEWORK	Cr.	Date	Grade

Student's Name _____
Number _____

Net ID _____MSU

FIRST YEAR Getting to Know the Student, Introducing Them to the University, and Defining Professionalism

Fall Once admitted into the design sequence, students must maintain a **2.0 MSU GPA** to remain in the design sequence. It will be up to the discretion of the Director and Admissions Committee to determine whether he or she will be admitted into the second summer session design studio.

General Academic Interests and Concerns:

Spring All first-year students must successfully complete all of the prescribed first-year courses before they are admitted into the second year design studio. Remind them that Fall Semester Second year they are responsible for purchasing a laptop computer; CAAD website has specifications. Speak with them about their academic interests outside of architecture. Many Fall Semester and even Spring Semester students question whether they want to remain in architecture.

SECOND YEAR Establishing Academic Interests

Fall & Spring Speak with them about their academic interests outside of architecture. Many Fall Semester and even Spring Semester students question whether they want to remain in architecture. During the Fall Semester make appointments with students whose grades are marginal, especially in the design studio. During Spring semester students for the first time will enroll in three core architecture courses

General Academic Interests and Concerns:

THIRD YEAR Coping with the Heavy Work Load and How to Balance Fundamental Design Skills with an Expanding Body of Knowledge

Fall & Spring Inform students that all of their classes are required architecture courses and the content of lecture courses is expected to be assimilated into the design studio. Discuss co-op program and exchange programs.

General Academic Interests and Concerns:

FOURTH YEAR Establishing Independent Thinking

Fall & Spring By fourth year registration for classes will take a back seat to more scholarly concerns; therefore, advising should address a student's ability or problems with independent, critical thinking. Many students recounted how third and fourth year did not provide them with opportunities for creative expression; they strove to solve the cornucopia of technical, formal, and experiential problems. Even though this issue should be addressed in the design studios, advisors could assist students. Discuss with students the relative merits of continuing onto fifth year versus co-oping for a year.

General Academic Interests and Concerns:

All fourth-year students must successfully complete all of the prescribed courses before they are allowed admittance into the fifth year. Pay particular attention to University Core and Approved Electives.

FIFTH YEAR Make Sure the Door Stays Open

Fall & Spring Discuss what it means to be a professional architect today. Insure that each student fulfills their academic obligations. Further promote independent, critical thinking. Discuss with them how they can integrate their minors or concentrations within their fifth-year inquiries. Work with students interested in pursuing graduate education.

General Academic Interests and Concerns:

General comments: (appropriate if student wants letter of recommendation for employment or graduate school)