

Advising Notes - BAEN

Preregistration for Fall 2009

<p style="text-align: center; font-size: 2em;">Notice</p>	<p>Every student</p> <ul style="list-style-type: none"> • The student advising period will be April 6-17. You need to schedule an appointment to see your advisor during this time. Many faculty will post sign-up sheets for advising appointments outside their office door. Note that some faculty may not be available these exact dates. • Student files will be sent to faculty advisors prior to advising appointments. Students do <u>NOT</u> need to see Ashlea to pick up their folders. • BAEN courses (except BAEN 320) are offered only once per year. You need to take all required BAEN courses offered only in the spring for which you have completed the prerequisites but which you have not yet taken. If there are time conflicts, the lower level course should be taken. • Pending curriculum changes will require that BIOL 113 and CHEM 222 be completed before the start of the junior year.
<p style="text-align: center; font-size: 2em;">Blocks</p>	<ul style="list-style-type: none"> • All students are blocked until you see 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 <u>NOT</u> imply automatic continuation for the next semester.
<p style="text-align: center; font-size: 2em;">Advising and registration procedures</p>	<ul style="list-style-type: none"> • Schedule a time to meet with your advisor during advising week. • Read this advising memo and note items that affect you. • Be familiar with your degree plan and have a preliminary schedule for the spring 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 myrecord.tamu.edu. All courses taken at TAMU or other institutions should be shown. Some courses may be listed at the end in "Section 3 - Work not yet applied" if we have not submitted a substitution 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, see your faculty advisor again. • If you plan to take BAEN 485 Special Problems, you MUST fill out the departmental form, which can be obtained from Ashlea, get the required signatures and return to Ashlea. • Arrange to have Ashlea take your picture if one is not already in your file.
<p style="text-align: center; font-size: 2em;">Grade requirements</p>	<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 MATH 151 and 152, CHEM 107, 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 spring 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 advising coordinator (Dr. Engler). 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"> • For ENGR 111 and 112, make sure you register for a section specified for BAEN majors. Sections numbered in the 800s are clustered with math and physics. • Pending curriculum changes will require that BIOL 113 and CHEM 222 be completed by the start of the junior year. Freshmen and sophomores who do not take BAEN 265 this spring should plan to complete those courses before fall 2010. Failure to complete these courses in a timely manner may lead to postponement of graduation. • If MEEN 221 is full or you have a time conflict, you may take CVEN 221. • If MEEN 222 is full or you have a time conflict, you may take CVEN 306. • You need to have completed MEEN 221 and CVEN 305 if you plan to take BAEN 375 this fall.
U3 and U4 Students	<ul style="list-style-type: none"> • Departmental elective courses offered this fall include BAEN 460 (hydrology), 464 (irrigation), 465 (bio waste treatment), 474 (food engineering), 477 (air quality), and 489 (alternative energy). • 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 the summer work 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. • 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	<p>BAEN 460 and 465 will be offered Summer II in 2009 and 2010 in the Belgium Environmental Soil and Water 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>
Core curriculum requirements	<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. All students for Fall 2009 will be placed in catalog 129 or later. Listed below are differences in core curriculum requirements by catalog:</p> <ul style="list-style-type: none"> • Catalog 129 - requires foreign language, one visual and performing arts, one social and behavioral sciences, POLS 206 and 207, two American history, one KINE 199 (graded S/U), and one KINE 198. Additionally, 6 hours of International and Cultural Diversity (ICD) courses (that can be selected to meet other curriculum requirements) and one writing intensive (W) course are required. • Students in Catalog 130 and later have the same core curriculum requirements as Catalog 129 except that two writing intensive (W) courses are required. • Writing intensive courses are identified by section numbers in the 900s. ENGR 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:</p> <ul style="list-style-type: none"> • Safety Engineering Certificate - requires a minimum of 6 credits of SENG courses in addition to the BAEN curriculum. • International Engineering Certificate - potentially applicable to students participating in BAEN Study Abroad program and would require an additional 6 credits of ICD courses and 6 credits of 200 level or above foreign language. • Engineering Project Management Certificate - requires a minimum of 6 credits in addition to the BAEN curriculum.
<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. • 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. • If you request a student be unblocked by email, also send an advising form so it can be included in the student's file.