

Advising FAQs- Industrial and Systems Engineering

- **When should I come see my advisor?**

Your academic advisor works as a resource for you. Listed below are some examples of what your academic advisor can do for you.

1. Help you create a plan of study
2. Unlock your registration PIN
3. Graduation clearance
4. Transient enrollment
5. Sign off on co-op rotations
6. Sign study abroad approval forms
7. Adding/Withdrawing from a class
8. Help you find resources and support around campus

- **Where can I find my advisor?** Students who are 'in major' are to meet with Mrs. MacKenzi Boothe, located in 3320 Shelby Center. Pre-IE students should meet with their assigned advisor in Engineering Student Services, located in 1201 Shelby Center.

- **When is registration advising?**

Registration advising happens twice a year. In the fall semester, you will meet with your advisor to plan your classes for the coming spring. In the spring, you will meet with your advisor to plan your classes for the following summer/fall. Registration typically opens in **October** (for spring semester) **and April** (for summer and fall). You will receive emails from your advisor alerting you that registration is approaching, and reminding you to sign up for a registration advising session. All IE students should be on our department's email list serve. If you are not, please contact me (mrg0014@auburn.edu) and I will add you.

- **How do I schedule an advising appointment?**

Advise Assist is a campus-wide platform for scheduling advising appointments. You can schedule appointments by logging into AU Access, clicking the 'My Academics' tab, and looking for the Advise Assist (owl) logo. You can also access Advise Assist by following this link: <https://adviseassist.campus.eab.com/>

Advise Assist will route you to an advisor's schedule based on your declared major.

- **Do I have to be advised or can I just request for my pin to be unlocked?**

Registration advising is mandatory in the IE department. You must speak with an advisor to have your registration pin unlocked. Students who are on a co-op rotation or interning during registration advising may schedule their appointments to speak with an advisor over the phone.

- **What should I do if a class I need is full?**

First, you should add yourself to the waitlist for the class. When a student drops a class, the first person on the waitlist is contacted through Tigermail. That person has 24 hours from the time of the notice to add the class. If you fail to add the class within 24 hours of being notified, the system will jump to the next person on the waitlist and notify them of an open seat. If you miss your 24 hour time frame, we cannot retroactively add you to the class.

- **I added myself to a waitlist, but I still really want to talk to someone about possibly getting into the class. What should I do?**

You should contact the department offering the class. For example, if you are waitlisted for a Statistics class, you should contact the Statistics department. As your advisor, I can answer any waitlist questions you have regarding INSY classes, but I cannot provide information on another department's policy. Contact information for all academic departments at Auburn University can be found on Auburn's main webpage (www.auburn.edu).

- **Can I take classes at another institution? How do I do that?**

Auburn University students in good standing can take classes at other institutions as transient students. First, come talk to your advisor about your plan. Next, log on to AU Access, click the 'My Academics' tab, and scroll to the bottom of the page until you see **Transient Enrollment for Auburn Students at Other Institutions**. Click on this link. You will be taken to a page that you can print out. Take this printed page to the institution you will be attending as a transient student, and keep a copy for your own records as well.

If you are not given the option to print out a form, this most likely means that you do not meet the criteria to enroll as a transient student. Please see your advisor.

- **Where can I find information on internship opportunities?**

Internships are not a required component of our major, therefore we do not place students into internships. However we do encourage students to have an

internship experience and we have some resources to help you along the way. Merrette Ische is the College of Engineering's Career Counselor, and she is the point of contact for companies that reach out to us looking to fill internships or job openings. You can make an appointment to meet with Ms. Ische (ischeme@auburn.edu). Any information that Ms. Ische passes along to me, I will send out to students via our department email list serve.

- **Who should I speak with about declaring a minor?**

To declare a minor, visit or contact the department offering the minor. Your in major advisor cannot declare the minor for you.

- **Where can I find a list of minors?**

<http://bulletin.auburn.edu/undergraduate/minors/>

- **What is a GAP and how can I use it?**

The University allows students to use the Grade Adjustment Policy (GAP) to forgive up to **three courses with a D or F grade**. Engineering students are encouraged to discuss the GAP option with their academic advisor.

GAP procedure: To begin the grade adjustment policy (GAP) process, students must watch the GAP video and complete the test with a score of 100 percent. To do this follow the steps below:

1. Log in to Tigeri
2. Select Student Records
3. GAP Video and Test

If student does not watch the video and successfully complete the test, the GAP will be rejected.

Once students correctly answer the 10 questions, they may email their GAP request to their advisor:

- A - E [Jane Lamb](#)
- F - K [Destiny Valle](#)
- L - R [Elizabeth Gowan](#)
- S - Z [Candace Vann](#)

Students must provide the following information in the e-mail:

1. Student Name
2. Global ID (Auburn University email)
3. Banner ID (902/3 number)

4. Course name/number and semester course was taken

Once your advisor has processed the GAP, you will receive an e-mail from the Registrars Office asking you to confirm it. Be sure to confirm the GAP on your Tigeri account under student records. You have 72 hours to respond via email to continue the GAP process.

Scholarship awards are based on GPA's not including the GAP.

- **What should I do if I want to be considered for a scholarship?**

Students wishing to be considered for institutional, college or departmental scholarships should fill out the AUSOME scholarship application, which can be found by logging on to your AU Access. Scholarship deadlines are March 1st of each year.