



GUIDELINES FOR ACADEMIC ADVISING

Introduction

While attendance at academic advising is not mandatory, it is in a student's best interest to obtain academic advising. Students who fail to get academic advising do so at their own risk. The following serves as a guide to students and Academic Advisors:

1. A student's track is usually printed. However, a student ought to be reminded that his/her track should be used as a guide and not taken as an official record of courses completed. The transcript is the official record of the student's progress.
2. Diploma students should be advised to complete the courses in the **Institutional Core** and **Major categories**, the **General Education** category on the track is not applicable to Diploma students. Only the course (**GS 313**) **Research Methods** on the General Education category has to be done by both Diploma and Bachelor students. Additionally, for a Diploma student, **Research Methods** does not contribute toward his/her 81 credits.
3. All questions concerning the GATE programme can best be explained by the Business Department. Students should direct all questions and concerns about the GATE programme to the business department.
4. Completion of Programme - The maximum period of time to complete a programme must not exceed double the number of years in which the programme is regularly scheduled to be completed. For example, a two-year Diploma can take a maximum of four (4) years to be completed; a four-year degree can take a maximum eight (8) years. Should a student exceed this period then all previous work and grades become invalid and the student must reapply for admission as a new student.
5. Where a student elects to do a course against the advice of the academic advisor, the academic advisor should note his/her objection in the "comments section" of the Course Registration Form.
6. The General Education category of a Bachelor student's track provides a guide to some of the courses which a Bachelor student can elect to do in order to complete the additional (48 credits) required for the Bachelor programme. However, within the General Education category a Bachelor student is allowed to do any other course not stated on his/her track but offered as a course under the General Education category. However, Bachelor students should be reminded that only 48 credits are awarded and applied to his/her programme under the General Education category. As such, Bachelor students should be advised to complete the **36 credits (Institutional Core category)** and the **45 credits (Major category)** required for his/her programme. Bachelor students should be cautioned that in the event that he/she elects to do more than the 48 credits required in the General Education category, the excess credit cannot be transferred to the Institutional Core or Major category of his/ her programme.
7. A student may complete a Double Major by subsequently completing the required courses for the second major (in the case of a Diploma student) or by concentrating the general courses in the area of a second major (for Bachelors students). The second major is only awarded when the required courses are completed.
8. All students should be advised to do those courses which are required to fulfill his/her programme requirement in the semester in when the course is being offered and not to defer these courses to a later date.

