



FYE Advising First Group Meeting

Nadim Alkharouf, FYE Advisor
Madelyn McClure, FYE Leader

First task: complete FYE Advising Survey

Introductions



FYE Advising Syllabus

Description: Participation in the FYE Advising program is required of all first-year students at Towson University. Each freshman is assigned to a First Year Experience (FYE) advisor who assists the student in their transition to TU and who serves as a facilitator and resource person during the student's first year. The purpose of the FYE program is to help students:

- 1) become more knowledgeable about the academic programs, policies, and opportunities available at TU;
- 2) learn and apply the skills necessary to make sound decisions and develop a plan for completing their degree at TU;
- 3) identify and use resources at TU in order to successfully transition to the University and to enhance the educational experience; and
- 4) select and prepare for the transition into a major.

Learning Outcomes/Objectives: Students will:

- 1) understand the Core Curriculum at TU including its purpose, philosophy, and requirements;
- 2) learn how to develop an educational plan for their second semester;
- 3) learn about educational resources available to them that address interests/needs
- 4) learn how to select, schedule, and register for courses for the second semester;
- 5) learn how to use the Academic Requirements report in their Student Center to assist them in planning and monitoring their educational program at TU; and
- 6) research and select, and declare a major, if ready to do so.

Program Requirements: Students will:

- a) participate in an academic planning workshop or meeting during the semester;
- b) use their TU email account regularly to facilitate communication;
- c) meet with their advisor to discuss course selection and registration;
- d) consult with their advisor prior to making any changes in course enrollment.

Outline of Semester Events / Expectations

August/September: After the initial mandatory FYE orientation meeting, your advisor will be sending important information relating to significant policies, procedures, dates, and reminders to your **TU email account**, which you should check daily.

September – Meet for individual advising appointment to discuss your academic plan and address any questions or concerns as you settle in to TU.

October - Mandatory group advising meeting in mid to late October to go over the process of preparing for your Spring semester registration.

November - Mandatory individual advising meeting to plan and discuss your course selection for Spring. The advising hold placed on your registration access for Spring cannot be removed without this advising session.

Failure to attend any of the mandatory meetings (group and individual) will mean a delay in your ability to register for Spring classes, so please plan to attend all required meetings!

Fall FYE Advising schedule



September

Individual
check-ins

October

Group meeting
(mandatory)



November

Individual
appointments
to prepare for spring
registration
(mandatory)



FYE Advising Resources

<https://wp.towson.edu/nalkharo/fye/>



Undergraduate Catalog

FYE Advising Resources



This is the official site for the 2022-2023 *Undergraduate Catalog* for Towson University. The catalog contains details on every college, department and academic program, including majors and minors, in the university, as well as all relevant policies and procedures. All information contained in this catalog is updated annually and published in the summer preceding the given academic year.

Exploring Major Requirements in the Online Catalog

Undergraduate Catalog



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2022-2023 CATALOGS



[Graduate Catalog](#)

[Undergraduate Catalog](#)

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Organized
by
Academic
College

Exploring Major Requirements in the Online Catalog

Requirements

Four-Year Plan of Study

Learning Outcomes

Requirements for all Business Administration Majors

Courses Required for Admission to Major

<u>ACCT 201</u>	PRINCIPLES OF FINANCIAL ACCOUNTING	3
or <u>ACCT 211</u>	HONORS ACCOUNTING PRINCIPLES I	
<u>ECON 201</u>	MICROECONOMIC PRINCIPLES	3
or <u>ECON 203</u>	HONORS MICROECONOMIC PRINCIPLES	
<u>ECON 202</u>	MACROECONOMIC PRINCIPLES	3
or <u>ECON 204</u>	HONORS MACROECONOMIC PRINCIPLES	
<u>LEGL 225</u>	LEGAL ENVIRONMENT OF BUSINESS	3
<u>MATH 211</u>	CALCULUS FOR APPLICATIONS	3
or <u>MATH 273</u>	CALCULUS I	
Select one of the following:		3
<u>ECON 205</u>	STATISTICS FOR BUSINESS AND ECONOMICS I	
<u>MATH 231</u>	BASIC STATISTICS	
or <u>MATH 233</u>	HONORS BASIC STATISTICS	

Suggested Four-Year Plan

Based on course availability and student needs and preferences, the selected sequences will probably vary from those presented below. Students should consult with their adviser to make the most appropriate elective choices.

Freshman

TERM 1	UNITS	TERM 2	UNITS
<u>ECON 201</u> or <u>203</u> (Core 6)	3	<u>ECON 202</u> or <u>204</u>	3
Prerequisite for MATH 211 or MATH 273 (Core 3)	3	<u>MATH 211</u> (may substitute MATH 273)	3
Core 1 (or Core 2)	3	Core 2 (or Core 1)	3
Core 5	3	Core 10	3
Core 12	3	Core 11	3
	15		15

Major requirements

Suggested 4-year plans

Your Schedule & Class Requirements



Your class schedule

View from student Dashboard

Term: Fall 2022

[Class Schedule](#) [Class Exams](#)

Monday

CLASS	DESCRIPTION	INSTRUCTOR	START	END	DATES	ROOM	WAIT LIST POSITION
> MATH 115 006-LEC (4788)	COLLEGE ALGEBRA	Ilya Kerzhner	2:00 pm	3:15 pm	08/29 - 12/20	MATH Priority Multimedia Room	-

Tuesday

CLASS	DESCRIPTION	INSTRUCTOR	START	END	DATES	ROOM	WAIT LIST POSITION
> MTRO 101 003-LEC (1053)	INTRO TO METROPOLITAN STUDIES	Robert J. Nell	11:00 am	12:15 pm	08/29 - 12/20	CIA Priority Lecture Hall	-
> BIOL 120 005-LEC (1414)	PRINCIPLES OF BIOLOGY [LEC]	Bruno A. Franco	12:30 pm	1:45 pm	08/29 - 12/20	CSM Priority Classroom	-
> ECON 202 004-LEC (3024)	MACROECONOMIC PRINCIPLES	Marc Rubin	2:00 pm	3:15 pm	08/29 - 12/20	CBE Priority Multimedia Room	-

Wednesday

Your class schedule

To see the classroom:
Click the arrow to open the class detail

The screenshot displays a class schedule interface. On the left is a dark sidebar with navigation icons: a hamburger menu, a home icon, a folder icon, a graduation cap icon, a document icon, a link icon, and two information icons. At the bottom of the sidebar is the text 'CK'. The main content area shows a class entry for 'POSC 107 001-LEC (3855)'. The class title is circled in red with a downward-pointing arrow. Below the class header, the 'INFORMATION' section lists details such as 'Class Number: 3855', 'Career: Undergraduate', 'Session: Regular Academic Session', 'Units: 3 units', 'Grading: UNDERGRADUATE GRADING', and a description. The 'DETAILS' section lists 'Instructor: Gorana Draguljic', 'Dates: 08/30/2021 - 12/21/2021', 'Meets: MoWeFr 9:00am - 9:50am', 'Room: LA3214' (circled in red with an arrow), 'Campus: Main Academic Campus', 'Location: On Campus', and 'Components: Lecture Required'. A vertical ellipsis menu is visible on the right side of the class entry.

Class	Section	Instructor	Start Time	End Time	Dates	Priority
POSC 107 001-LEC (3855)	INTRO/ INTERNATNL RELATIONS	Gorana Draguljic	9:00 am	9:50 am	08/30 - 12/21	CLA Priority Multimedia Clsm

INFORMATION

Class Number: 3855
Career: Undergraduate
Session: Regular Academic Session
Units: 3 units
Grading: UNDERGRADUATE GRADING
Description: An introductory examination of principles of legal, political, and social relations among nations, coordination and conflict in the international system, global issues, such as trade, security, war and peace, power and formation of foreign policy. Core: Global Perspectives.

Class Attributes: Core Category12: Global Perspectives
Group II.D. Global Awareness: Non-Western




DETAILS


Instructor: Gorana Draguljic
Dates: 08/30/2021 - 12/21/2021
Meets: MoWeFr 9:00am - 9:50am
Room: LA3214
Campus: Main Academic Campus
Location: On Campus
Components: Lecture Required

Your class schedule

Calendar view of schedule

Schedule

Download (.ics)   

Sep 18 - Sep 24 Time Period: **Week** 


Class Schedule Class Exams Wait List Classes

	SUN 18	MON 19	TUE 20	WED 21	THU 22	FRI 23	SAT 24
8 AM							
9 AM							
10 AM							
11 AM			MTRO 101 INTRO TO METROPOLITAN STUDIES 08/29/2022 - 12/20/2022		MTRO 101 INTRO TO METROPOLITAN STUDIES 08/29/2022 - 12/20/2022		
12 PM			BIOI 120 PRINCIPLES OF BIOLOGY [LEC] 08/29/2022 - 12/20/2022	BIOI 120L PRINCIPLES OF BIOLOGY [LAB] 08/29/2022 - 12/20/2022	BIOI 120 PRINCIPLES OF BIOLOGY [LEC] 08/29/2022 - 12/20/2022		
1 PM							
2 PM		MATH 115 COLLEGE ALGEBRA 08/29/2022 - 12/20/2022	ECON 202 MACROECONOMIC PRINCIPLES 08/29/2022 - 12/20/2022	MATH 115 COLLEGE ALGEBRA 08/29/2022 - 12/20/2022	ECON 202 MACROECONOMIC PRINCIPLES 08/29/2022 - 12/20/2022		
3 PM							

Your class schedule

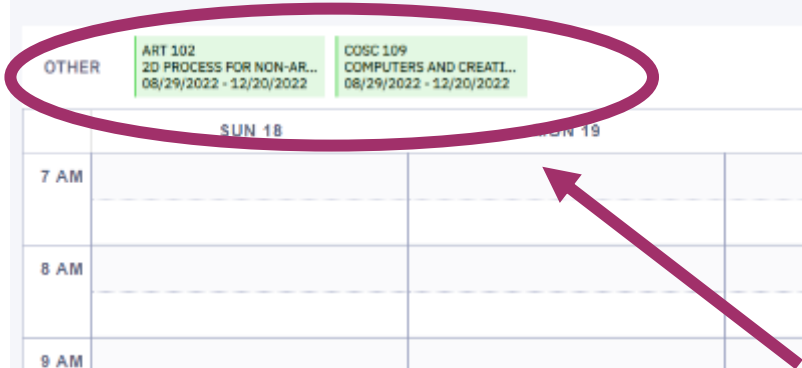
Check for asynchronous online classes

Sep 18 - Sep 24 ▾ < Today >

Time Period: *
Week ▾ 

Class Schedule Class Exams Wait List Classes

	SUN 18	SUN 19	TUE 20	WED 21	THU 22	FRI 23	SAT 24
7 AM	OTHER ART 102 2D PROCESS FOR NON-AR... 08/29/2022 - 12/20/2022 COSC 109 COMPUTERS AND CREATL... 08/29/2022 - 12/20/2022						
8 AM							
9 AM							
10 AM		LEGL 225 LEGAL ENVIRONMENT OF BUSINESS 08/29/2022 - 12/20/2022 *		LEGL 225 LEGAL ENVIRONMENT OF BUSINESS 08/29/2022 - 12/20/2022 *		LEGL 225 LEGAL ENVIRONMENT OF BUSINESS 08/29/2022 - 12/20/2022 *	
11 AM							
12 PM							
1 PM							



First-Year Benchmarks for TU Students

ENGL 102

English Composition

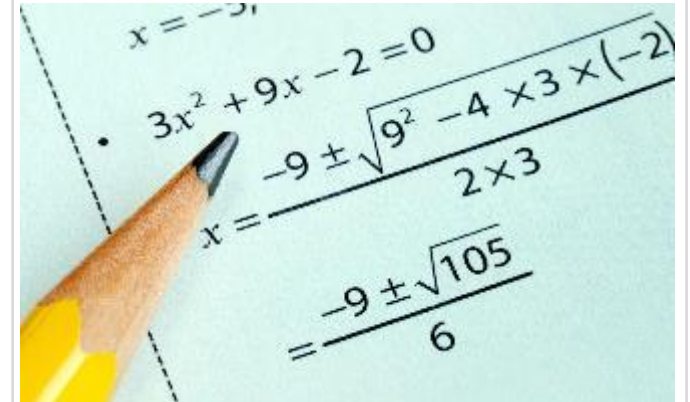


TSEM 102

Towson Seminar



MATH



what are the 5
**Graduation
Requirements?**



The 5 Graduation Requirements



Complete 120
credits

300
400

including 32 Upper-
Level credits



2.0 GPA

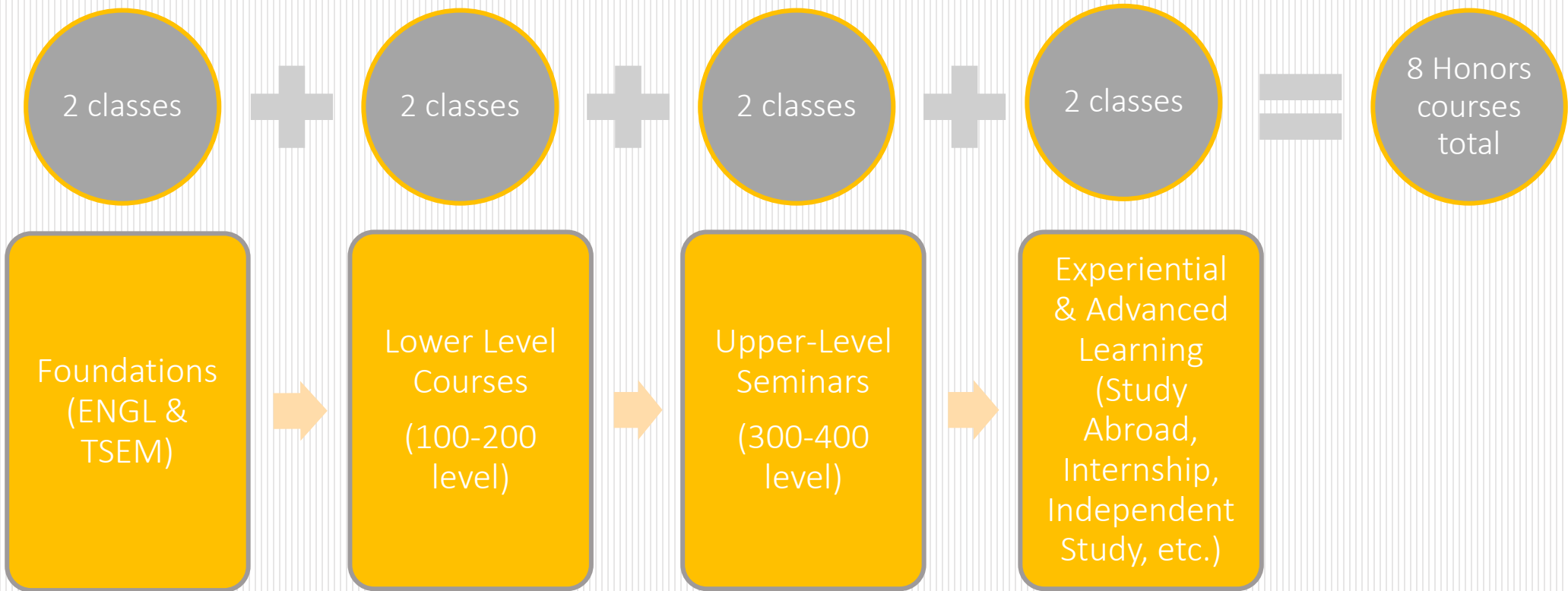


Complete the Core
Curriculum



Complete a Major

Honors College Requirements





**BREAK
TIME !!**



Change of Schedule period

Add/Drop/Swap

8:00 a.m. Saturday August 27

through

11:59 p.m. Wednesday September 7th



▼ Core (1) Towson Seminar (G1666)

Not Satisfied: Core (1) Towson Seminar. A grade equivalent of "C" or higher is required to fulfill the requirement (G1666).

▶ Core (2) English Composition (G1667)

▶ Core (3) Mathematics (G1668)

▶ Core (4) Creativity and Creative Development (G1669)

▶ Core (5) Arts and Humanities

▶ Core (6) Social and Behavioral Sciences

▶ Core (7 & 8) Biological & Physical Sciences (G1672)

▼ Core (9) Advanced Writing Seminar (G1673).

Not Satisfied: Core (9) Advanced Writing Seminar. A grade equivalent of "C" or higher is required to fulfill the requirement (G1673).

▼ Core (10) Perspectives: Metropolitan (G1674)

Not Satisfied: Core (10) Perspectives: Metropolitan (G1674)

▶ Core (11) Perspectives: The United States as a Nation (G1675)

▶ Core (12) Perspectives: Global (G1676)

▶ Core (13) Perspectives: Diversity and Difference (G1677)

▼ Core (14) Perspectives: Ethical Issues and Perspectives (G1678)

Not Satisfied: Core (14) Perspectives: Ethical Issues and Perspectives (G1678)

Academic Requirements Report

Check your Cores!

Key campus resources



Career Center

Help with choosing a major as well as a career

Book online appointments through Handshake



Tutoring & Learning Center

Course-specific tutoring

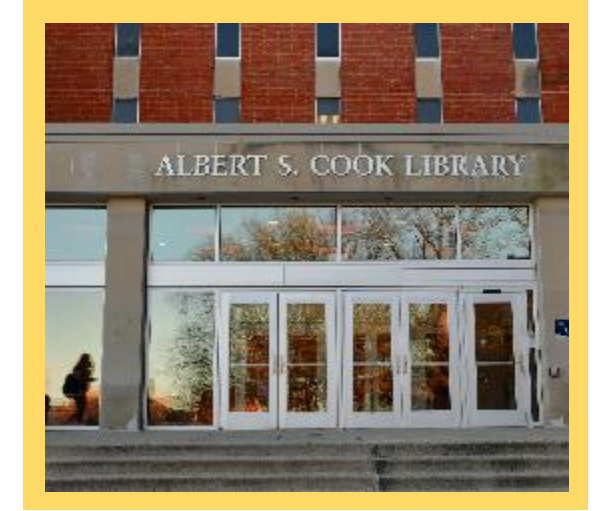
Academic Coaching
(time management, study skills, test-taking skills, etc.)

Workshops offered



Writing Center

Writing assistance for any phase:
brainstorming, outlining,
developing a thesis



Cook Library

Academic Commons
Research paper support
Group study spaces

Key campus resources (continued)



Counseling Center

Same-day appointments
After-hours emergency support



Public Communication Center

Help with all aspects of presentations:
choosing/researching topics, outlining & organizing, improving visuals, combating speech anxiety, practice delivering



Center for Student Diversity

University Union 313
Advocacy and support for under-represented and marginalized populations



Accessibility & Disability Services

Support for students with all types of disabilities:
learning, mental health, mobility, etc.

Student Outreach & Support (SOS)

Towson University assists students with navigating challenges and overcoming obstacles—whether large or small. We help students connect with the support and resources they need.



How We Support Students

Our team of case managers in the Division of Student Affairs are committed to supporting students and making a difference in their lives at Towson University. Our approach is solution-focused problem solving through motivational interviewing, self-advocacy and coaching. We help students navigate the university's processes across a wide range of departments and services. Providing coordination of care, on- and off-campus referrals and interventions, and assisting students in crisis during and after an experience or life event is part of our daily work.

Need Help?

Students: Get help with **academics, finances, mental health** and more.

For Students ↪

Student Support

towson.edu/studentaffairs/student-outreach-support



Scheduling an Appointment
















through SSC

Steps:

Step 1.
Open your preferred internet browser (Chrome or Firefox recommended) and navigate to <https://mytu.towson.edu/mytu/studentapps>

Step 2.
Click on the "SSC Campus Advising" icon in the 5th row down.

What do you want to do today?

 Blackboard	 Towson Online Services Student Center	 Towson Online Services Mobile (formerly myTU Mobile)
 Tigers Care QuickScan	 Report a COVID Case/Contact	 Campus Clearance Tool
 Onecard	 Laundry	 eParking Portal
 Maps	 Labs	 Involved
 Library	 SSC Campus Advising	 Course Evaluation

Step 3.
Click on the blue “Get Assistance” button in the top right corner of the page.

Get Assistance

Student Home

Class Information Reports Calendar



Get Assistance

Courses This Term

Actions					
<input type="checkbox"/>	COURSE	PROFESSOR	DAYS/TIMES	MID	FINAL
<input type="checkbox"/>	BIOL-120-001-LEC PRINCIPLES OF BIOLOGY [LECTURE]	Christa Partain	Begins on 08/30/2021 MWF 12:00pm - 12:50pm ET Science Complex-2226		

Quick Links

Take me to...
[School Information](#)

Current Visits

You have no current visits.

Step 4.
You'll be taken to the "New Appointment" screen. The type of appointment is defaulted to "Advising," and service is defaulted to "Advising Appointment."

You only need to select the date you want to meet with your advisor.

You will then be presented with all the available times your advisor has to meet with you for that week. Select your desired time.

New Appointment

What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.

* What type of appointment would you like to schedule?

X Advising X

* Service

X Advising Appointment X

Pick a Date ⓘ

Thursday, May 27th 2021

Find Available Time



Robert Karp

Virtual Advising

Virtual Advising

[View Drop-In Times](#)

Mon, May 31st

8:00 - 8:30 AM 8:30 - 9:00 AM 9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM 10:30 - 11:00 AM 1:30 - 2:00 PM 2:00 - 2:30 PM 2:30 - 3:00 PM

Tue, Jun 1st

1:30 - 2:00 PM 2:00 - 2:30 PM 2:30 - 3:00 PM

Wed, Jun 2nd

8:00 - 8:30 AM 8:30 - 9:00 AM 9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM 10:30 - 11:00 AM 1:30 - 2:00 PM

Thu, Jun 3rd

9:15 - 9:45 AM 9:45 - 10:15 AM 10:15 - 10:45 AM 10:45 - 11:15 AM 11:15 - 11:45 AM 11:45 - 12:15 PM

Step 5.
After you select your desired time, you will be directed to the review page. You can add additional information, as well as provide a phone number for text alerts, before confirming the appointment by hitting the “Schedule” button.

Would you like to share anything else?

Add your comments here

Email Reminder

Reminder will be sent to kafsha1@students.towson.edu

Text Message Reminder

Phone Number for Text Reminder

Schedule

Student Home

Class information Reports Calendar

Courses This Term

Actions

<input type="checkbox"/>	COURSE	PROFESSOR	DAYS/TIMES	MID	FINAL
<input type="checkbox"/>	BIOL-120-001-LEC PRINCIPLES OF BIOLOGY [LECTURE]	Christa Partain	Begins on 08/30/2021 MWF 12:00pm - 12:50pm ET Science Complex-2226		



Get Assistance

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College Email 101

WHAT IS EMAIL ETIQUETTE?

- Think of it as the '**Code of Conduct**' for email communications.
- It refers to the principles of behavior that individuals should use when writing and answering emails.



WHY IS EMAIL ETIQUETTE IMPORTANT?

- Emails are a form of communication. Just as you follow face to face communication norms in conversation, you should do the same in written communication.
- Larger class sizes, busy schedules, & online classes make it difficult to have in person discussions with faculty about questions and/or concerns.
- You want your message to be understood in a positive manner as well as taken seriously.
- The written word can be easily misinterpreted resulting in the recipient holding a negative opinion or simply ignoring your email altogether.

Click to add text

UNDERSTANDING PARTS OF AN EMAIL:

TO: type in the email address of the individual the message is intended for.

CC (Carbon Copy): Use this to add individuals who need a copy of the email. The original receiver of the email will see this person added.

BCC (Blind Carbon Copy): Use this when you want another individual to get a copy of the email and only they know they get a copy. The Blind means the original receiver does not know anyone else is getting a copy.

The diagram shows a stylized email form with several fields. On the left, there are three fields labeled 'To...', 'Cc...', and 'Bcc...' with a 'Send' button below them. Below these is a 'Subject' field. At the bottom is a large box labeled 'Body of the email'. Lines with circular endpoints point from the text descriptions to these specific fields in the diagram.

SUBJECT: Input a clear subject line. Keep it short & simple, but not vague. Include your name, class, & what the email is specifically regarding in the subject.

BODY OF THE EMAIL Include a greeting like you would a letter, try to keep emails brief (one screen length), use complete sentences, double check spelling/grammar/punctuation, use professional font (not decorative), & give a proper salutation that matches the message of the email (Thank you or Sincerely).



TONE:

- Don't email your professor asking and/or complaining about grades. If you have inquiries, schedule an appointment to meet in person to review areas of improvement.
- Think about the impression your tone will make in the email. If you are emotionally charged, it is best to wait 24 hours before emailing or responding to emails.
- Do not write in all CAPITALS. This makes it seem that you are shouting at the receiver.
- Treat faculty (and other students) with respect. Refrain from bad mouthing or calling unnecessary attention to situations. Golden rule- treat those how you want to be treated.

FORMAT:

- Be mindful of formatting. Special characters, images, fonts, etc. may appear differently on the intended receivers end.
- Use proper structure and layout. Reading from a screen can be difficult, ensuring your email has a structure and concise layout is important. Make sure you have short paragraphs with spaces in between and use numbers or tick marks when making points.
- Watch out for run on sentences and long emails. Emails are meant to be concise and to the point not dissertations.
- Leave out the abbreviations and emoticons. The receiver may not understand or be aware of the meanings behind these two things. When in doubt, it is best to leave it out.



CONTENT:

- Always read and reread your emails before sending. Double check spelling, grammar, proper titles, etc.
- Consider your content and what following up is needed. If you have multiple questions or your email is running long, consider revising your email or meeting with the receiver face to face.
- Double check your attachments. Always reference your attachment in the body of the email. Do not attach files that are very large and consider sending it as a PDF.

BAD EMAIL EXAMPLE:

Send

To... John.Doe@asu.edu

Cc...

Bcc...

Subject assignment

I cant find the assignment u gave in class. can you send me a new copy? that!

GOOD EMAIL EXAMPLE:

Send

To... John.Doe@asu.edu

Cc...

Bcc...

Subject Jane Lee: Assignment #5 MAT117 MW 9am-10am

Dear Professor Doe,
My name is Jane Lee and I am in your MW MAT117 9am-10am class. I am emailing in regards to assignment #5. I have a couple of questions about some of the topics. may I come by during your office hours at 10am tomorrow to discuss these questions? if another time would be better for you, please let me know and I will reschedule. Thank you in advance for your help.

Sincerely,
Jane Lee

**Individual
questions &
concerns?**



**Quick
Question**

Check in with me before you
leave for a quick chat

Up next:

Welcome to TU continues:
TU Takeover tonight

Follow advising on
Instagram at @TUAdvising

Have a great first day of class next week!

