

Advising Syllabus

Transfer Advisors

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Academic Advising Definition

Academic advising is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (NACADA, 2004).

TAP Mission

The mission of the UH Transfer Advising Program (TAP) is to create a successful and seamless transition for students transferring to UH after completing their associate's degree. Our goal is to nurture relationships with community college stakeholders, increase student access, and commit to the academic success of prospective transfer students.

Student Responsibilities

- Be informed of University of Houston general admission requirements, deadlines and documentation by contacting an admissions counselor (Current UH general admission requirements and deadlines can be found at <http://www.uh.edu/admissions/apply/index>)
- Schedule timely, regular appointments with a transfer advisor
- Bring questions and unofficial transcripts to your appointment
- Follow through with all recommendations from your advisor
- Keep a personal record of your progress toward meeting your academic goals
- Research college programs, policies, procedures, and opportunities as appropriate
- Accept responsibility for your decisions and actions

Advisor Responsibilities

- Understand respective college degree requirements and effectively communicate them
- Communicate University of Houston academic policies and procedures
- Assist you in choosing community college courses applicable to your degree at the University of Houston
- Refer you to quality resources and relevant departments
- Listen carefully to your questions, concerns, and points of confusion
- Maintain confidentiality

Student Learning-Outcomes

- Articulate an informed choice of major
- Calculate GPA (current and needed)
- Understand requirements for chosen major at UH
- Understand general University of Houston admission requirements (student will be referred to an admissions counselor)
- Understand State of Texas general education core curriculum
- Understand the Texas Common Core Numbering System
- Understand UH academic policies

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Important Academic Policies

Transfer students must be aware of the following academic policies. Your performance at the community college may affect your compliance with these policies after transferring to UH. Please meet with your UH TAP advisor for questions.

66-hour Rule: A maximum 66 hours of freshmen and sophomore level credit may be applied to your UH major. (Source: <http://www.uh.edu/academics/catalog/policies/degree-reqts/transfer%20credit-gen-regulations/index.php>)

Residency Requirement: The last 30 hours toward any UH degree must be completed in residence at UH (source: <http://www.uh.edu/academics/catalog/policies/degree-reqts/gen-requirements-degree/index.php>)

6 W Grades Limit: As of Fall 2007 undergraduate students are limited to dropping **6** courses in their UH career with a grade of **W**. Courses dropped or withdrawn *on or before official reporting date* are not considered *attempted hours*, receive no grade, and are thereby not counted in the student's **6 Ws**. (Source: <http://www.uh.edu/provost/stu/policy-updates/6-Ws-limit/index.php>)

Three-Peat Rule: With limited exceptions, Texas-resident undergraduate students who *attempt* a course with the same content for a third or more times will be charged a premium tuition rate - an additional \$100 per semester credit hour over the Texas resident rate - for those credit hours. (Source: <http://www.uh.edu/provost/stu/policy-updates/three-peat/index.php>)

120 hours: All bachelor's degrees at UH require a *minimum* of 120 hours to complete. Some bachelor's degrees may require more than 120 hours. (Source: <http://www.uh.edu/academics/catalog/policies/degree-reqts/gen-requirements-degree/index.php>)

Enrollment Cap for Texas Residents: Enrollment cap totals are based on *attempted* hours. Texas resident undergraduate students who enrolled for the first time in a Texas public institution of higher education in Fall 1999 or later may be charged a premium tuition rate - an additional \$100 per semester credit hour over the Texas resident rate - after they reach their established enrollment cap. (Source: <http://www.uh.edu/provost/stu/policy-updates/enrollment-cap/index.php>)

Semester You First Enrolled in a Texas Public Institution of Higher Education	Your Enrollment Cap (hours allowed in excess of your minimum degree hours)
Prior to Fall 1999	no cap
Fall 1999 through Summer 2006	45 hours
Fall 2006 and thereafter	30 hours

UH GPA CALCULATION: "All grades earned from college-level courses, including repeated courses, are used in computing the grade point average. All colleges attended must be U.S. regionally accredited" (source: <http://www.uh.edu/admissions/apply/apply-transfer/admissions-criteria/index.php>)

Out-of-State, private institution, and international credit: All transcripts are evaluated after the admission process to determine course equivalencies at University of Houston.

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How to Calculate Your Grade Point Average

Your admission into the University of Houston and into special majors will be based on University of Houston specific GPA calculation. Your current college may calculate your GPA differently.

The University of Houston operates on a 4.0 point system for calculating grade point average (GPA); each letter grade earns a specified number of grade points. *All courses, regardless if they were repeated, are counted in the determination of your UH GPA.* However developmental, remedial and ESL courses are not used in the calculation of your UH GPA. Grades of S, U, I, and W are not assigned grade point values and are not used in the computation of the grade point average.

Grade Points

A = 4.0	B- = 2.67	D+ = 1.33
A- = 3.67	C+ = 2.33	D = 1.00
B+ = 3.33	C = 2.00	D- = 0.67
B = 3.00	C- = 1.67	F = 0.0

Example

Course	Grade	Grade Points		Course Credit Hours		Total Grade Points
PSYC 2301	A	4.00	X	3	=	12
HIST 1301	B	3.00	X	3	=	9
MATH 1314	C	2.00	X	3	=	6
BIOL 1406	B	3.00	X	4	=	12
TOTALS				13		39

The Total Grade Points (39) divided by the Total Semester Credit Hours (13)= GPA:

$$39/13 = 3.00 \text{ (GPA)}$$