

ACADEMIC ADVISING

Your path to success.

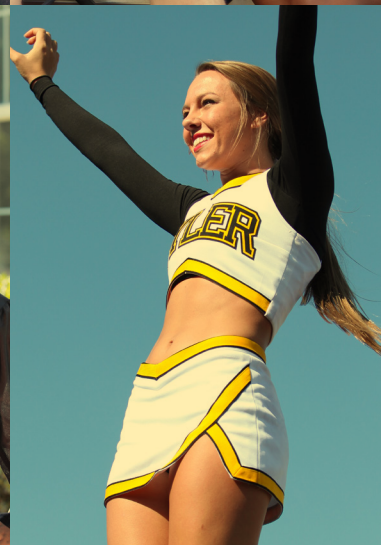


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Phone and virtual advising sessions are now available!

Welcome to Academic Advising

Academic advisors encourage academic success by assisting students in selecting a degree plan compatible with their educational and career goals, referring to campus resources, assisting with university transfer, and providing ongoing guidance toward completion of their academic goals.

Visit with an advisor from your area prior to registering for classes. Our academic advisors are trained to help you select your classes and get the schedule that fits your lifestyle.

After completing admissions and testing requirements, advising is the next step to starting your college experience at TJC and to getting registered for the classes you need. All first-time students are required to see an advisor before registering. Booking an advising appointment is easy:

- 1 Go to [TJC.edu/advising](https://www.tjc.edu/advising)
- 2 Click on “Contact an Advisor” or call 903-510-3287
- 3 Email TJCAdivising@tjc.edu

Advisors can assist with:

- Interpretation of test scores
- Degree plan and transfer information
- Course selection
- Information on campus resources
- Information on the registration process and clearance to register

What to bring:

- Test scores
- Official transcripts from high school or another college, if you have not already submitted them to Admissions
- An official photo ID
- Know your major or area of interest

Academic Advising is located on the second floor of the Rogers Student Center

The advising office is open Monday thru Wednesday from 8 a.m. to 5 p.m., Thursday from 8 a.m. to 7 p.m., and Friday from 8 a.m. to 5 p.m.

Walk-ins are encouraged to either arrive early in the day or come in on Thursdays from 4 p.m. to 6:30 p.m. or Fridays from 8 a.m. to 2 p.m.

TJC also regularly offers registration events on the main campus and other TJC locations. Please call ahead to ensure advising availability.



ACADEMIC ADVISING VISION AND MISSION STATEMENTS

Vision Statement

TJC aspires to be recognized for providing academic advising that serves as a vital source of knowledge and shapes student learning, development and success.

Mission Statement

Academic advising at TJC is a collaborative process between students, staff and faculty. The goal is to provide students with the tools and resources to become independently invested in their own academic and personal success.

ACADEMIC ADVISING

STUDENT AND ACADEMIC ADVISING GOALS

STUDENT ADVISING GOALS

Through engagement in the shared relationship that defines the academic advising partnership at TJC, students will demonstrate learning, engagement and achievement in the following areas:

Educational Planning

- Learn who to contact for academic advising help
- Understand major and graduation requirements
- Become knowledgeable about and responsible for relevant policies, procedures, expectations and deadlines
- Students will know how to register for classes
- Students will understand course loads necessary for timely progress toward their degree
- Develop a realistic educational plan

TJC Resources

- Become familiar with and use TJC resources in order to optimize their college experience
- Learn to successfully navigate the TJC campus and its processes

Relationship Building

- Understand and respect the roles of advisor and advisee in the advising relationship
- Be involved in campus and community activities as a way to build and sustain lasting personal and professional relationships
- Actively connect with faculty, staff and other students in and out of the classroom

Personal Development

- Understand strengths and values as they relate to their academic, career and life goals
- Become independent, self-directed learners with the ability to advocate effectively for themselves
- Understand the importance and value of higher education to their futures
- Set realistic goals consistent with their strengths, values and interests
- Accept responsibility for academic decisions and performance
- Follow through on suggested actions or referrals

ACADEMIC ADVISOR GOALS

- Ensure each student interaction is one that is professional, inclusive, informational, solution-based and one where the student feels his/her needs were met or concerns resolved
- Encourage appointments and be available to advisees via face to face, phone or online appointments or via text or email
- Encourage and navigate with students to define and develop realistic educational goals
- Interpret test scores that impact course recommendations and placement
- Provide a safe and trusting environment where open thoughts, goals, concerns and questions can be safely discussed
- Partner with the student early to define and map out a degree or certification plan
- Teach and enhance the student's exposure to Degree Works, resource videos and how to review the degree audit and degree plan
- Remain current with the academic catalog and TJC's policies, procedures, deadlines and requirements
- Maintain confidentiality
- Inform students of and provide appropriate referrals to campus resources
- Monitor student progress toward educational/career goals
- Understand and effectively communicate TJC's curriculum, requirements, policies and procedures
- Always strive to apply best practices in accordance with TJC's core values and evolving advising best practices within higher education

APACHE ACCESS LOGIN

In Apache Access, you can register for classes, view your grades, pay your tuition, view your student email, apply for housing, apply for scholarships and more.

You can get to Apache Access by clicking the "Login" button at the top of every page on the TJC website or by entering this URL into your browser: myapacheaccess.tjc.edu.

First-time users:

- Your password will be the capitalized letters "TJC" followed by your birth date in MMDDYY format. [example: TJC010188 for 01/01/88]
- Once you are in, the system will ask you to change your password.

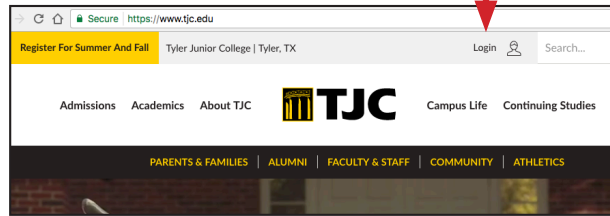
Login issues?

Some users may experience problems logging into Apache Access for the first time, or from a new computer. Usually this problem is fixed by clearing your browser's cache.

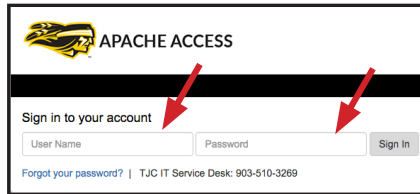
1. Go to: [tjc.edu](https://www.tjc.edu)



2. Click the **Login** button



3. Login with **A#** and **Password**



COURSE NUMBERING

A four-letter prefix is used to identify subject areas. The four-digit numbers are used as follows:

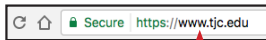
- First digit:** to identify level (0 = developmental, 1 = freshman, 2 = sophomore)
- Second digit:** to identify credit-hour value
- Third and fourth digits:** to establish course sequence

Course #	Course Name
ENGL 1301	Composition I
HIST 1301	US History I
EDUC 1300	Learning Framework
GOVT 2305	Federal Government
	Second digit identifies credit hours
12	Total credit hours

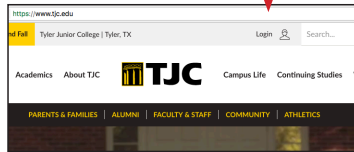


HOW TO REGISTER

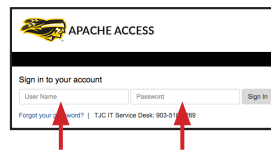
1. Go to: [tjc.edu](https://www.tjc.edu)



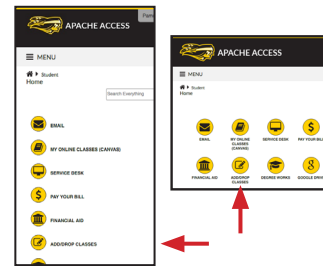
2. Click the **Login** button



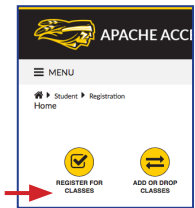
3. Login with **A#** and **Password**



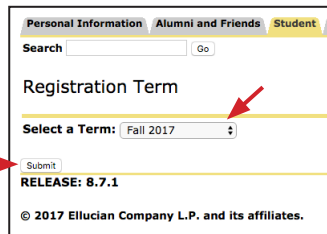
4. Press the **ADD/DROP CLASSES** button



5. Press the **REGISTER FOR CLASSES** button

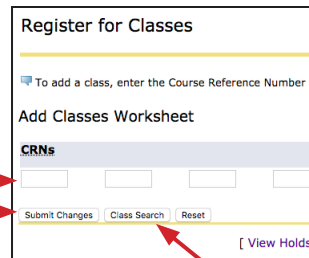


6. Select **Term** & click **Submit**



Note: you will not be able to register until all holds are cleared. View your holds in your Apache Access account under "Student Records."

7a. If you know the Course Reference Number (CRN) for your classes, you may enter the CRN for each class in the **Add Class** section and click on **Submit Changes** to register for your classes.

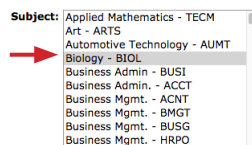


7b. If you do not know the CRN for your classes, you will need to select **Class Search**.

8a. Scroll to find your **Subject**, highlight your selection and click on **Course Search**.

Look Up Classes

Use the selection options to search the class's Subject. Select Class Search when your select

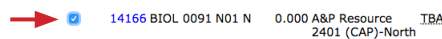


Course Search | Advanced Search

8b. Scroll down to find the specific class number and click on **View Sections**.



8c. Check the box in front of the CRN. You may select **Register** or **Add to Worksheet**. Repeat the Class Search to continue adding other classes.



Register | Add to Worksheet | New Search

9. If you use the Worksheet, you must click **Submit Changes** to successfully register your classes.

10. **Pay for your tuition** online on your Apache Access account or at the cashier's office.

ACADEMIC STANDING

Good Standing: A student is considered to be in good standing when they maintain a cumulative TJC grade-point average (GPA) of 2.0 or higher.

Academic Probation: A student who fails to maintain a cumulative TJC GPA of 2.0 or higher is placed on academic probation. The student may continue to enroll while on probation but is limited to no more than 13 semester hours without prior approval.

Suspension: Students on academic probation who do not earn a semester GPA of 2.0 or higher in the next semester of enrollment will be placed on academic suspension. Students on academic suspension will not be eligible to enroll for classes at TJC for the period listed below. Students who wish to appeal this period must make petition to the Admissions Appeals Committee three weeks prior to the start of the semester in which they plan to enroll.

- **First Academic Suspension:** One regular semester or one full summer (May Term, Summer I and Summer II)

- **Second Academic Suspension:** One academic year. Petitions for readmission to the College following the first and second suspensions may be obtained from the Admissions or Registrar's Office and returned to the Admissions Office. Petitions are required ONLY if the student is requesting to be readmitted prior to their suspension term. The completed petition will be reviewed by the Admissions Appeals Committee to consider the student for continued enrollment. It is recommended that the student complete the petition at least three weeks prior to the beginning of the semester in which they plan to enroll. ALL students placed on academic suspension must complete RISE 0300 the semester the student returns to the institution.

- **Third Suspension:** If a student is placed on academic suspension a third time, he/she may not enroll indefinitely. One academic year must pass from the time of suspension before a request of readmission can be submitted to the Admissions Appeals Committee.

Students on Probation or Suspension at Another Institution Transferring to TJC

Students placed on academic probation and/or suspension at a previous institution must complete the same processes for continued enrollment as TJC students.

The student is held responsible for knowing College regulations and policies regarding the standards of work required to continue as a student of the College, as well as the regulations dealing with academic probation.

HOW TO REGISTER FOR ANATOMY AND PHYSIOLOGY

1

Find your lecture and lab options. Note that the lecture option is not marked, but the red arrow will show you how to distinguish the lab. Select an option for both a lecture and lab by checking the box. Once both selections have been made, scroll to the bottom of the sheet and press the "Add to Worksheet" button (green arrow).

<input type="checkbox"/>	11833	BIOL 2404 010 M	4.000 Anatomy & Physiology TR	02:30 pm-03:45	65	26	39	Pamela S
<input type="checkbox"/>	14977	BIOL 2404 012 M	0.000 Anatomy & Physiology R	02:30 pm-05:00	24	22	2	Samantha
<input checked="" type="checkbox"/>	15046	BIOL 2404 013 M	0.000 Anatomy & Physiology M	02:30 pm-05:00	24	24	0	Eva C Dod

Register Add to WorkSheet New Search

2

The next page shows the first two blanks filled with your class selection (green arrows). You will now press "Class Search" (red arrow) where you will continue to find your Center for Anatomy and Physiology (CAP) class.

Add Classes Worksheet

CRNs

15285 15286

Submit Changes Class Search Reset

3

Select a day and time for your CAP class. This is a one-hour-per-week, mandatory study hall required for all of our Anatomy and Physiology classes. Please note that the CAP class must be done in person on the campus you used to schedule your lecture and lab times (green arrow). Press the "Add to Worksheet" button (red arrow).

<input checked="" type="checkbox"/>	13833	BIOL 0094 055 M	0.000 A&P 2404 Resource (CAP)	TBA	0	0	0	TBA
<input type="checkbox"/>	13835	BIOL 0094 J01 J	0.000 A&P 2404 Resource (CAP)	TBA	24	7	17	TBA
<input type="checkbox"/>	14167	BIOL 0094 N01 N	0.000 A&P 2404 Resource (CAP)-North	TBA	24	17	7	TBA

Register Add to WorkSheet New Search

4

Your worksheet should show all three selected CRNs. Once you have verified you have selected a lecture, lab, and CAP, then you will press "Submit Changes" (red arrow). Now you are successfully enrolled!

CRNs

14627 13977 11306

Submit Changes Class Search Reset

TSI READINESS

READING

If a student isn't TSI complete in Reading, he or she will not be able to register for the following courses:

ENGL 1301 or higher
 HIST 1301 & HIST 1302
 GOVT 2305 & GOVT 2306
 PSYC 2301
 ECON 2301 & ECON 2302
 BCIS 1405
 Any lab science, except BIOL 2404
 ANTH 2302
 ANTH 2351
 COMM 2311

Students who test into 2nd level of Reading & Writing may enroll in a corequisite course and ENGL 1301.

WRITING

If a student isn't TSI complete in Writing, he or she will not be able to register for the following courses:

ENGL 1301 or higher
 BIOL 2401

Students who test into 2nd level of Reading & Writing may enroll in a corequisite course and ENGL 1301.

MATH

If a student isn't TSI complete in Math, he or she will not be able to register for the following courses:

MATH 1314 or higher
 ACCT 2302
 PHYS 1401
 CHEM 1411 & CHEM 1412

Students who have completed the 2nd level of developmental math may enroll in MATH 1342 and MATH 1332.

Students who test into 2nd level of developmental math may enroll in corequisite courses that include MATH 1342 and MATH 1332.

Students who test into 3rd level of developmental math may enroll in a corequisite course and MATH 1314.

DEGREE WORKS

Degree Works is a web-based planning tool to help you monitor your progress toward degree completion. It will show you in an easy-to-read format the courses that you must complete to achieve your degree. You can check your degree completion percentage, GPA and individual coursework grades, or even explore other degree plan scenarios. Degree Works is a great way for you to research and examine your options before seeing an academic advisor.

You can access Degree Works directly from your student homepage in Apache Access.

The **What If** function allows you to hypothetically change your major, showing you what coursework is required, what courses you have taken that satisfy requirements and what courses are still left for you to take.

Degree Works is a snapshot of courses in progress, planned and in academic history, displayed in block format with degree requirement information. Look for unchecked boxes to identify requirements that you still need to complete.

TJC DEGREEWORKS

Student ID: [Redacted] Name: [Redacted] Degree: AAS Major: Wellness & Exercise AAS Last Audit: 01/17/2020

Worksheets: Plans GPA Calc

History: Format: Student View View Save as PDF Class History

What If

What If History

Look Ahead

Tyler Junior College

Student View as of 01/17/2020

Student ID	[Redacted]	Level	Undergraduate
Classification	Sophomore	Degree	Associate of Applied Science
Advisor	[Redacted]	Major	[Redacted]
Academic Standing	Good Standing	Overall GPA	2.25
Hold		TSI	College Ready

Requirements 72%

Degree in Associate of Applied Science Catalog Year: 2018-2019 Credits Required: 60 Credits Applied: 44

- TSI Status
- Minimum GPA requirement.
You meet the minimum GPA requirement.
- Nursing/Health Sciences General Education Requirements
- Major Requirements **Still Needed: See Major in Wellness and Exercise Specialist section**
- Texas Success Initiative
All courses used to meet TSI requirements must be completed with a grade of C or better. If you are a student who has received an exemption in the past please see Academic Advising.
- TSI Reading, Math, & Writing Rules
- READING REQUIREMENT MET
- MATHEMATICS REQUIREMENT MET
- WRITING REQUIREMENT MET
- Health Sciences GenEd Requirements
- GENERAL EDUCATION REQUIREMENTS
- Anatomy & Physiology I
BIOL 2401 Anatomy & Physiology I C 4 Fall 2019
- Anatomy & Physiology II
BIOL 2402 Anatomy & Physiology II IP (4) Spring 2020
- Public Speaking OR Bus. & Prof. Communication
SPCH 1315 Public Speaking C 3 Sum 1 2012

When should I look at my degree audit?

- Prior to meeting with an advisor
- Prior to registering for courses
- At the end of each term
- Prior to applying for graduation
- Before and after any changes to major

For more information and videos about Degree Works, please visit tjc.edu/degreeworks/about

STUDENT RESOURCES

Tutoring

tjc.edu/tutoring

TJC offers FREE tutoring services.

TRIO Programs

tjc.edu/trio

Programs are designed specifically to assist students who may be first-generation, low-income, or protected under the ADA.

Counseling Services

tjc.edu/counseling

Supporting your mind, body and soul.

Andrews Center: 903-597-1351

East Texas Crisis Center: 903-595-5591

Suicide Prevention Lifeline: 1-800-273-TALK (8255)

Crisis/Depression Textline: text "GO" to 741-741

Disability Services

tjc.edu/ada

Providing needed accommodations to support your success!

Veterans Affairs

tjc.edu/veterans

Programs are in place to guide military veterans through academics and into a fulfilling career.

Career Planning

tjc.edu/careerplanning

Find a major. Choose a career. Ace the interview.

TJC Clinic

tjc.edu/supportservices

Certified physicians backed by 24/7 support.

Presidential Honors

tjc.edu/honors

Designed for the high-achieving student.

Degree Works

Apache Access

Monitor your progress and graduate on time.

Office of Technology Services

tjc.edu/it

FREE online access to Microsoft Office applications.

FAFSA

studentaid.gov

Grants, loans and work-study jobs that can help fund your education.

Work Study Programs

You'll be working with quality people and getting a hands-on education as well. It's great for references and friendships. Plus, you get paid for it!

Scholarships

tjc.edu/scholarships

Free money that can help fund your education.

Perkins Grant

www.tjc.edu/PerkinsCTESuccessCenter

Students majoring in an Associate of Applied Science Degree or one-year certificate as listed in the TJC course catalog may be eligible for limited financial support. (Child care, book loans, transportation reimbursement & tool assistance.)

Campus Life

tjc.edu/campuslife

TJC provides a full college experience – we offer opportunities and programs that add to your involvement outside the classroom.

TJC Academic Advising

tjc.edu/advising

Meet Your Academic Advisor

tjc.edu/advising/meetyouradvisors

TJC Catalog

tjc.edu/catalog

TJC Student Handbook

tjc.edu/StudentHandbook

Course Syllabus Search

tjc.edu/syllabussearch

TJC Financial Aid

tjc.edu/finaid

PHONE NUMBERS

TJC Main 903-510-2200

TJC West..... 903-510-2900

TJC North..... 903-510-3100

Academic Advising..... 903-510-3287

Admissions..... 903-510-2523

Apache Enrollment Center..... Walk-In

Bookstore 903-510-2522

Business Services..... 903-510-2569

Campus Clinic 903-510-3862

Campus Safety

Campus Safety (business hours) 903-510-2258

Campus Safety Substation 903-510-2571

On-Campus Emergency..... 903-510-2222

Cashier's Office..... 903-510-2672

Career Planning 903-510-3346

Computer Open Labs 903-510-2502

Financial Aid..... 903-510-2385

Library..... 903-510-2503

Registrar's Office 903-510-2401

Residential Life and Housing 903-510-2345

Scholarships 903-510-2386

Student Affairs

Coordinator 903-533-5434

Student Life Office..... 903-510-2797

Testing

Main 903-510-2617

TJC West (RTDC)..... 903-510-2993



TJC is one of the largest community colleges in Texas, with over 600 faculty members, more than 13,000 students enrolled per semester, and nearly 1,900 graduates in 2019.

1327 S. Baxter - Tyler, TX 75701
 Toll Free: 1 (800) 687-5680
 Local: 903-510-2200
 www.TJC.edu



PARKING:
 S - STUDENT
 F - FACULTY/STAFF
 R - RESIDENT

ACADEMICS, ADMINISTRATION & SERVICES

- | | |
|---|---|
| 38. Apache Belle Studio | 7. Residential Life & Housing (RLH) |
| 16a. Apache Rooms | 1. Robert M. Rogers Nursing & Health Sciences Center (RNHS) |
| 13. Baldwin Facilities & Construction (BMB) | 1a. Dental Hygiene Clinic |
| 36. Band Hall | 16. Rogers Student Center (RSC) |
| 11. Campus Police | 16c. Campus Safety Substation |
| 12. Campus Police Annex | 41. Satellite Physical Plant |
| 6. Campus Services (PRCH) | 17. Vaughn Conservatory (VC) |
| 29. Fine Arts (FA) | 21. Vaughn Library (LRC) |
| 22. Genecov Science Buildings(G)(G2)(GB) | 9. Dual Credit/Early College Office (DCB) |
| 25. Jenkins Hall (J) | 20. White Administrative Services Center (WASC) |
| 27. Pirtle Technology (T) | 32. Wise Cultural Arts (WCA) |
| 23. Potter Hall (P) | |
| 5. Research & Marketing Services (RMS) | |

ATTRACTIONS

- 24. Gatewood Garden
- 31. Ina Brundrett Azalea Garden
- 32a. Jean Browne Theatre (JBT)
- 28. The Earth & Space Science Center featuring Hudnall Planetarium
- 39. Tyler Museum of Art
- 30. Wise Auditorium (WA)

DINING

- 16b. Apache Junction Cafeteria
- 2a. Chick-fil-A
- 21a. Starbucks
- 27a. Subway

TJC WEST

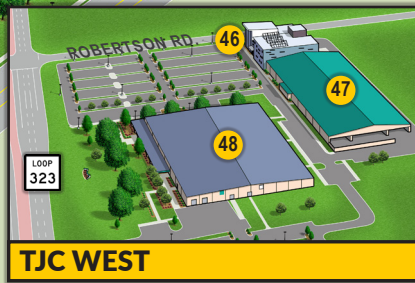
- 46. Energy Center (ECB)
- 47. Skills Training Center (STC)
- 48. Regional Training and Development Center (RTDC)

RESIDENCE HALLS

- 8. Bateman Hall
- 3. Claridge Hall
- 2. Crossroads Hall
- 18. Holley Hall
- 10. Hudnall Hall
- 40. Louise H. & Joseph Z. Ornelas Residential Complex
- 4. Sledge Hall
- 19. Vaughn Hall
- 14. Wesley House

ATHLETIC FACILITIES

- 43. Athletic Field House (FH)
- 42. Athletic Strength & Conditioning Facility
- 34. Intramural Field
- 33. JoAnn Medlock Murphy Tennis Center (JMTC)
- 26. Louise Brookshire Community Tennis Complex
- 37. Ornelas Health & Physical Education Center (OHPE)
- 44. Pat Hartley Complex & Concession Stand
- 45. Pat Hartley Field
- 35. Wagstaff Gymnasium (WG)



TJC WEST

1530 S. SW Loop 323 • Tyler, TX 75701