

Graduate Advising Procedures + Process:

Graduate Advising Cycle:

Spring 2017 – Advising begins March 27 and concludes April 28. Objectives:

- a. Summer Session 2017 – course registration
- b. Fall Semester 2017 – course registration
- c. Winter Term 2018 – planning
- d. Spring Semester 2018 – planning

Beginning of Semester Procedures:

1. Faculty members will email the current graduate students, introducing themselves and making advisees aware of availability during the semester.
 - a. The advisor is responsible for making advisees aware of their availability during the semester for advising appointments.
 - b. The advisee is responsible for making and keeping an appointment with their advisor during the advising period to clear their “blocked registration” for a class.
 - c. Advisees should be aware that faculty members will not be available to approve course registration outside the advising period.
2. The Director will send students the Graduate Student Information Form. This form will provide some insight into the student’s goals, personal and professional concerns, and sheds light onto the most basic information, such as “Why Architecture?”
3. A week prior to the advising meeting, the student will send the advisor the completed form. The intention of the form is to break the ice and offer the advisor a bit of insight into the student’s background, interests, etc.

Typical Advising Appointment Procedure:

1. Students are to set up appointments during the faculty member’s office hours (or other designated time).
2. The Director’s Office will provide the student with an M. ARCH worksheet and students will download a copy of their transcript.
3. The student will fill out the M. ARCH worksheet in advance of the meeting.
4. Students will meet with their advisors.
5. Advisors will examine past performance (worksheet) and talk with students about progression towards their degree.
6. Advisors will work with students to identify completed and unfulfilled degree requirements (worksheet)
 - a. Advisor and advisee discuss how many directed advanced electives, Architectural History electives, and seminars are to be fulfilled.
 - b. Advisor and advisee will discuss progress through the studio sequence.
 - c. Advisor and advisee will discuss the upcoming semester and answer any questions students might have about courses.
7. When the student’s M. ARCH worksheet is accurately completed, the advisor will sign off indicating that the Architecture Program Assistant is to remove any registration blocks.
8. It is the student’s responsibility to submit the completed worksheet and transcript to Sheila Williams (sheilaw@umd.edu), the Architecture Program Administrative Assistant. Sheila will unblock classes.

Frequently Asked Questions:

Q. How are registration blocks removed?

- A. The Architecture Program Administrative Assistant will remove blocks upon receipt of a signed and approved Advising and Course Registration Worksheet.

Q. Where can I find information on deadlines?

- A. You can find information on deadlines by referring to the University of Maryland’s Graduate School website. Visit: <http://gradschool.umd.edu/calendar/deadlines>

Q. Where can I find the approved program form?

- A. Please refer to the PDF file: <http://gradschool.umd.edu/forms>

Q. Where can I find the electronic publication form?

A. Please refer to the pdf file: <http://www.gradschool.umd.edu/forms>

Q. Where can I find the form for the nomination of thesis committee?

A. Please refer to the pdf file: <http://www.gradschool.umd.edu/forms>

Q. Where can I find the application for graduation?

A. Students can apply for graduation via Testudo (see link below). They should be sure to apply within the first ten days of their last semester at the University. <http://www.gradschool.umd.edu/forms>

Q. How do I get a copy of my transcript?

A. Visit Testudo at: <http://testudo.umd.edu/>

Q. I am advising student, where can I find the appropriate curriculum worksheet?

A. The curriculum worksheets will be emailed to students and advisors. In the future, these worksheets will be posted on the Architecture Program Academics webpage: <http://arch.umd.edu/arch/student-services-arch>, click on *Grad Advising* in black Nav Bar, scroll down and click on *Advising Forms for Graduate Students* scroll down to and click on Graduate Advising.

Q. What level courses can graduate students take?

A. Graduate Students can only take courses at the **400** level or higher.

Q. What's a directed advanced elective?

A. Directed Advanced Electives are intended to provide graduate-level educational experiences that enable students to pursue their special interests. This array of courses has been designed to provide sufficient flexibility so that students can develop areas of concentration, either within or outside the program. Download the Directed Electives sheet at <http://arch.umd.edu/arch/student-services-arch>, click on *Grad Advising* in black Nav Bar, scroll down and click on *Advising Forms for Graduate Students*.

Q. What if a graduate student wants to register for different courses than what is on their advising worksheet?

A. Graduate students should not make any changes to their schedule without first consulting your advisor. Changes could affect their graduation.

Q. Where is the Graduate Catalog?

A. <http://apps.gradschool.umd.edu/Catalog/policy.php>

Q. What courses qualify as an ARCH Seminar?

A. Seminars have the function of bringing together small groups (typically 12 students / faculty member) for recurring meetings, focusing each time on some particular subject, in which everyone present is requested to actively participate. A list of seminars will be posted during every advising cycle.

Q. Can a seminar count as an Elective, ARCH Elective or Advanced Directed Elective?

A. Yes

Q. Can an elective count as a seminar?

A. Only if the elective course is offered in a seminar format.

Q. Can Architectural History courses count as electives or seminars?

A. If the history course is offered in seminar format it can count as a seminar. Any Architecture History course may count as an elective

Q. Can a seminar count as an Architectural History elective?

A. A seminar can count as an Architectural History elective only if the topic is Architectural History and the student produces a research paper as a major component of the grade.

Q. I am doing a dual degree. Why can't my ARCH advisor sign off for my non-ARCH degree?

A. Each program in the school is responsible for its own curriculum. Consequently advisors can only verify your progress within their curriculum. Dual degree students will need to meet with advisors in both disciplines.