



ADVISING AND EARLY COURSE SELECTION FOR SUMMER 2010 AND FALL 2010 SEMESTER

Early Course Selection Period for FALL 2010 semester will begin Saturday, April 17 and continue until Friday, April 23, 2010.

Early Course Selection Period for Summer I and Summer II 2010 will begin Monday, April 26 and continue until Friday, April 30, 2010.

Questions concerning Summer School should be directed to Dr. Kamal Abdelrahman located on the first floor of the Blackmon Administration Building.

- All students must contact their Major Advisor for advising and course selection approvals.
- Students who are undecided about a major should contact Mrs. Alfredlene Armstrong, Director of CARP in Holmes 19A.
- Student who are unable to contact their Advisor, do not know their Advisor or who have not been assigned an advisor must contact the Department Chair for their Major.
- Only the advisor, the department chair or the division dean has access to their respective student's record. Students should be advised to log onto [STARS](#) to determine if their advisor is listed correctly. If the advisor is not listed correctly, contact your dean or department chair. If a student's major is listed incorrectly or a student desires to change their major, they should contact the **Student Academic Success Center** to make appropriate changes. A copy of the completed declaration form or a new declaration form will be required for any changes. The Major Declaration/Change of Major form is located on the intranet in the faculty/staff/forms section.
- The [Official 2010 Course Listings](#) for both Fall and Summer is available on the Tougaloo College Website.
- Select courses from the [Official 2010 Course Listings](#)
- Complete the [Approved Trial Schedule & Course Request Form](#). The [Approved Trial Schedule & Course Request Form](#) is available on the intranet in the faculty/staff/forms section.
- Secure Signatures (Advisor and Advisee). **Overloads (19 or above hours) must be approved by the Vice President for Academic Affairs**
- Leave duplicate copy of the [Approved Trial Schedule & Course Request Form](#) with the Advisor
- Advisor/Advisee enters approved courses into [STARS](#)

Questions concerning procedures for logging onto [STARS](#) should be directed to Information Technology Help Desk at 601-977-7822 or helpdesk@tougaloo.edu.