



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

Degree Plan Advising Procedures

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- Step 1:** Obtain your degree audit form from School of Architecture website. All degree plans are in an Excel file format. Choose one of the following:
- **Masters: Architecture**
 - **Masters: Community Development**
 - **Bachelors: Architecture Professional Track**
 - **Bachelors: Architecture Non-Professional Track**
 - **Bachelors: Construction Science**
- Step 2:** Prior to starting the audit, please access **Panther Tracks** and obtain a print of your “unofficial” transcript.
- Step 3:** Open the file and type in your **name** and **student identification number**. Without this information your submittals can not be identified.
- Step 4:** Proceed to **Section A: Core Courses** and enter your grades and the credit hours. Then proceed to **Sections B, C and D** (as appropriate).
- Step 5:** Save the file on your computer using the title “Architecture Professional Degree Audit 2012 Edition” and ADD your last name to it. Example: “rchitecture Professional Degree Audit 2012 Edition G Smith.xls”
- Step 6:** Print a record copy of the file for your records. Submit electronically to Mr. Barry Norwood, Director for Student Services at bhnorwood@pvamu.edu or Ms. Sonja Perry, Academic Specialist, at slperry@pvamu.edu. After reviews and approval bring the original copy to Dr. Bockhorn and email the file to him at bfbockhorn@pvamu.edu.
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Notes:

1. No grade below a “C” will be allowed in your major course of study.
2. For courses taken at a community college (or another four year institution) that you are seeking credit via **transfer** to Prairie View A&M University, please confirm that the courses are shown on your transcript. Grades should be shown as “T ” for “Transfer,” “TB” for “Transfer B,” etc. Note the college in the “Notes/Comments” column.
3. For both course transfers and course substitutions make sure that you have filled out and received approval of the **appropriate forms** that are available from the Academic Advisors (Mr. Norwood or Mr. Wood). Without these forms being completed and approved by the School of Architecture and the university, you will NOT be given credit. Once a Course Substitution Form or Transfer Course Form has been approved by the university your transcript should reflect this authorization.
4. For the “**Natural Science**” and “**Behavioral Science**” courses as part of Section A Core, please use the list provided to find approved courses to choose from. If you took a course NOT listed in this document please consult with Mr. Norwood or Mr. Wood to find out if it will be accepted.
5. **Electives:** Students seeking a “**Minor in Construction Science**” must have all six courses with a “CONS” prefix.
6. **Second Baccalaureate Degree:** Students pursuing second bachelor’s degree in Construction Science should track your courses in the appropriate section. This degree plan, and any proposed substitutions, must be approved by the Construction Science Department Head.

School of Architecture

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