

**JAN/SPRING/SUMMER 2016
ADVISEMENT &
REGISTRATION**

*The Office of Academic Advisement
Lower Level Nugent*

WELCOME TO ADVISEMENT & REGISTRATION

- **Key Players**
- **Curriculum Requirements**
- **The Advisement Process**
- **The Registration Process**
- **Videos**

KEY PLAYERS IN ADVISEMENT & REGISTRATION

■ First Year Advisor

- Mentorship/Guidance
- Discuss academic progress within the major and general education requirements.



■ Center for Student Services

- Pick up registration forms
- Register in person (if necessary)
- Process of add/drop forms
- Clear financial holds
- Pay tuition bills



KEY PLAYERS IN ADVISEMENT & REGISTRATION (CONT'D)

■ The Office of Academic Advisement

- Program Changes
- Declare/Change Major/Minor
- Degree Requirement Sheets & Academic Plans
- Discuss AP/IB/Transfer Credits
- Permission to take courses at another institution
- CLEP/NYU
- Advising policy/procedures
- General advising questions



A LOOK AT MMC DEGREE REQUIREMENT SHEETS & ACADEMIC PLANS

The road to success



DEGREE REQUIREMENTS & ACADEMIC PLAN

- Please see handout



DEGREE REQUIREMENTS & ACADEMIC PLAN

■ Cover

- Major
- Concentration (if applicable)
- Name
- First year advisor

■ General Education Requirements 39-42 credits

- Writing Seminar (Writ 101 & 102; 201 where applicable)
- Math 113 or higher
- Disciplinary Studies (15 credits)
 - All students must complete a course to fulfill each of the five disciplinary studies areas (DS 1- DS 5)
 - NYC Seminar counts for one of the DS 1 – DS 5 requirements
- Advanced Interdisciplinary Perspectives (18 Credits)
 - CP, EP, IP, NP, UP & one additional of your choice
 - Must have completed 45 credits
- Students must earn a D or higher in the general education requirements

DEGREE REQUIREMENTS & ACADEMIC PLAN (CONT'D)

■ Major Requirements

- Number of credits vary by major
- Courses used in the major may also be used in the minor or 2nd major
- Need to earn a C - or higher

■ Degree Requirement Sheet

- Provides a check list of the requirements within the major
- Will list the pre-req's for the course
- Electives are courses a student takes that will not count towards the general education or major requirements. Students can take courses of interest to complete these credits.
- All students must meet the graduation requirement of a 120 credits (not just any 120 credits)

■ 8-Semester Academic Plan

- A suggestive guide to indicate the sequence courses can be taken in
- Under advisement from your first year advisor and your future faculty advisor, students may tweak their academic plan

STEPS TO A SUCCESSFUL ADVISEMENT SESSION

Stepping up the ladder of success



HOLDS WEEK

- Dates: October 19th – October 23rd
- During this week, students have the opportunity to login to MMC Connect to do the following:
 - Print a copy of your transcript or *Program Eval*
 - Sign up for an appointment with your first year advisor
 - Check your account to make sure you are clear for registration

PRIOR TO ADVISEMENT

■ Step 1:

- Review latest course listings & Bulletin (posted on the current students page).
- Review course descriptions in the catalogue if interested.

■ Step 2:

- Choose your 1st & 2nd choice courses just in case you get closed out of a course.

■ Step 3:

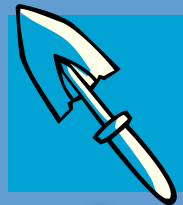
- Take your degree requirement sheet & academic plan to your faculty advisement meeting to keep track of courses taken.

■ Step 4:

- Run your *Program Eval* & bring it to your advisement session.

WHAT IS *PROGRAM EVAL*?

A tool to the easy life....



PROGRAM EVAL

- **Program EVAL** is an advising tool for both faculty and students. It provides the following information:
 - Requirements in the academic program (major, minor and concentration requirements)
 - Requirements that have been completed
 - Requirements that students still need to complete before graduation
- **Program EVAL** aids students with choosing the appropriate courses for future semesters.
- **Program EVAL** also allows students to explore different majors with the “What If?” option.

STRUCTURE OF *PROGRAM EVAL*

■ Student Information

- Academic Program
- Catalogue Year
- Student Email
- Minor

■ Program Summary

- Institutional Credits & GPA
- Overall Credits & GPA
- Current Earned & Current Remaining Credits
- Anticipated Additional/Anticipated Remaining Credits



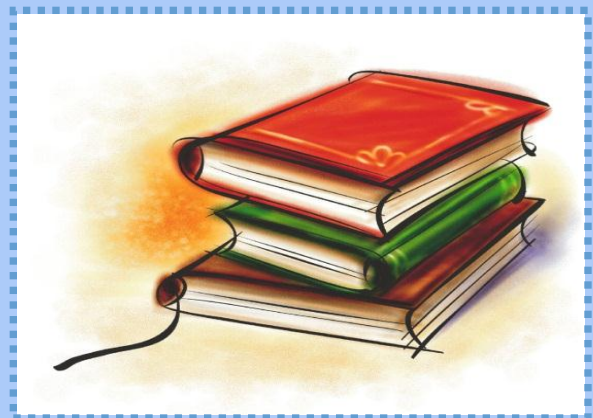
STRUCTURE OF *PROGRAM EVAL* (CONT'D)

■ Program Requirements

- General Education requirements
- Major Requirements (including Concentration requirements)
- Major Residency requirements
- Minor requirements
- General College requirements (including the MMC Residency requirement & the 300/400 level requirement)
- Liberal Arts requirement

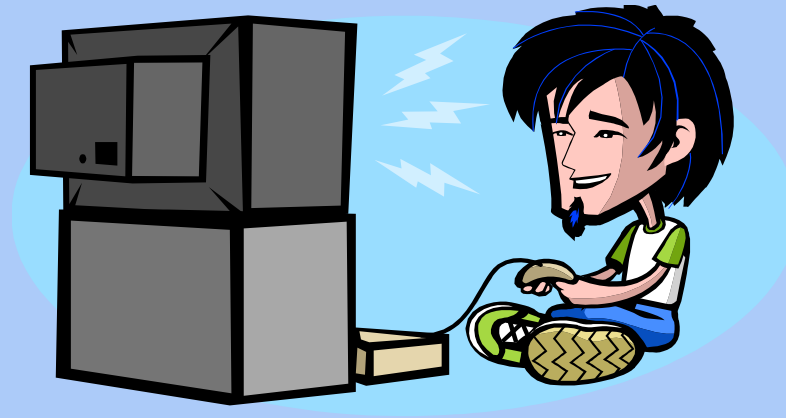
■ Other Courses

■ Notes



PROGRAM EVAL VIDEO

<http://www.youtube.com/watch?v=VHq4oqZ3RU4&feature=youtu.be>



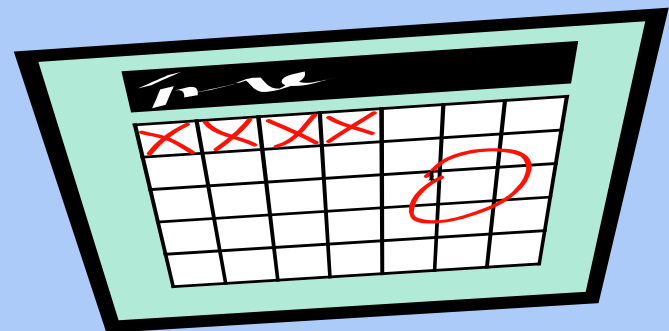
ADVISEMENT

1. Students are required to set up an appointment with their First Year Advisor.
2. Students are not permitted to register for classes prior to meeting with your First Year Advisor. The First Year Advisor will put a HBA (Has Been Advised) on your account indicating an advisement session has taken place.
3. Students can set up an appointment with their advisor by:
 - Signing up a specific time slot on the faculty member office door (Advisor sign up sheets will be posted around October 23rd)
 - Via email
 - Visiting the department



WHEN DO I GET ADVISED?

- MMC sets up Advisement Days for students.
 - Seniors/Juniors- see their faculty advisor October 27th
 - Sophomores/Freshman- November 5th
- *There are no classes on these days*
- Most appointments will be held on the date above. However, a First Year Advisor may open his/her schedule to different days. Again, this is dependent upon the advisor.



WHAT HAPPENS DURING MY ADVISEMENT SESSION??

1. Advisement sessions allow students to talk about courses for the Jan/Spring/Summer terms.
2. You and your advisor will look at the courses that you need in order to stay on track for graduation.
3. **DON'T** forget to take your *Program EVAL* & academic plan with you to your advisement meeting!!!



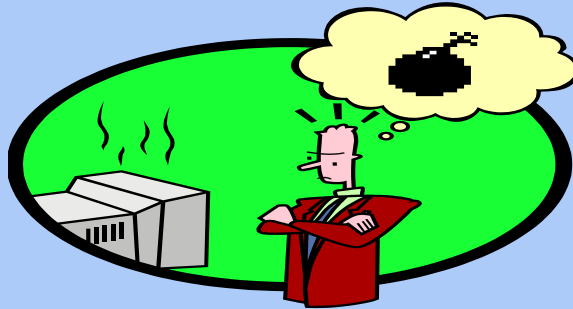
REGISTRATION

What do I do?



HELP!!! HOW DO I REGISTER?

- <http://www.youtube.com/watch?v=FqRwmadjMtl&feature=youtu.be>



- **OR in person at Center for Student Services**
 - As you register, you will be using the form that you and your advisor filled out.
 - No guarantee that classes will be open, so make sure you have alternatives planned
- You will receive an email that lets you know that you have successfully registered! Check your schedule again through MMC Connect.

REGISTRATION

Student Priority Registration Date and Time

- During the week of October 19th, all students will receive an email with access information to the MMC Portal
 - In the portal- You will be able to see your registration date and registration time (You cannot register BEFORE this time slot)
 - You will see a countdown of time remaining until you can access MMC Connect for registration
- Please note: On Tuesday, November 5th MMC Connect will be locked. You will not be able to access some information (i.e., your transcripts, *program eval*) anymore
 - MMC Connect will reopen when it is your priority date/time

IMPORTANT TIPS

- Remember - holds must be removed manually by the pertinent office(s).
- **NO HBA = NO Registration!!!**
- Pre-requisite/Course restriction waivers must be submitted to the CSS
- The CSS & Academic Advisement Office will be open at 7 AM each morning during registration to resolve any last minute issues
- Be prepared for your advisement session! Take a registration form and a list of courses (plus alternatives) that you plan to take.



It's QUESTION TIME!!