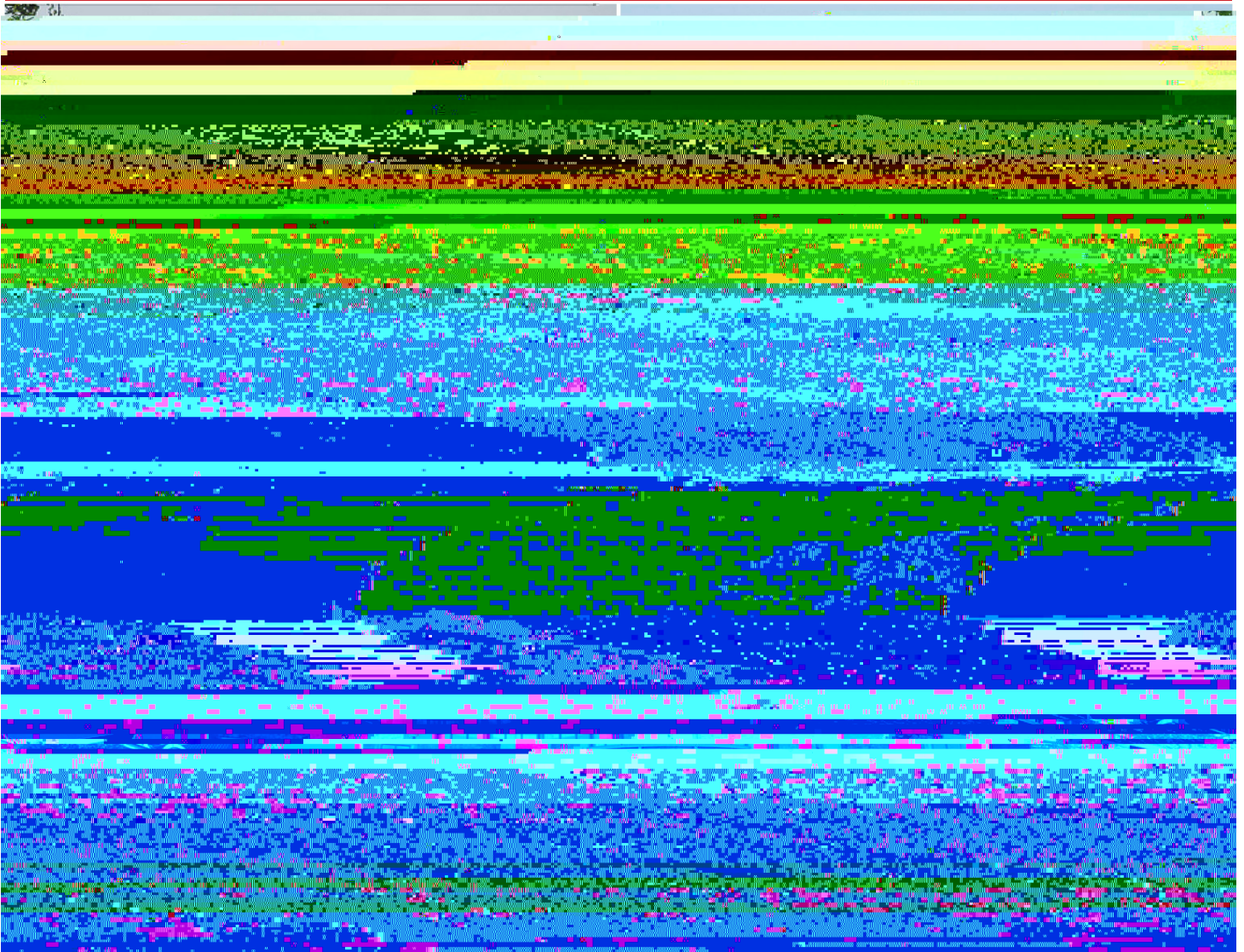
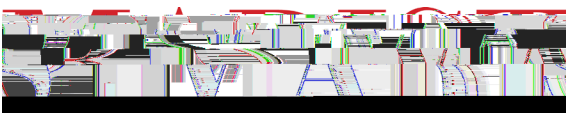


Academic Advising Planner



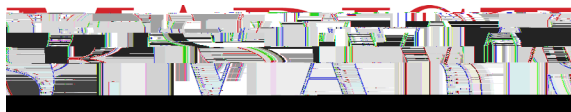
Center for Advising & Academic Services (CAAS)



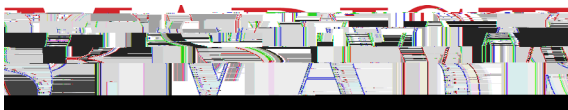
Academic Advising Planner

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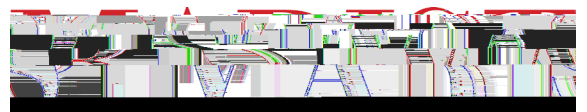


- Get to know the academic system, my.Marist (including the Advising (undergraduate) portal), Self Service Banner (SSB), and DegreeWorks audit
- Review your detailed schedule
- Review the Academic Calendar for important fall deadlines. View the Calendar here: <https://www.marist.edu/academics/calendars>
- Purchase textbooks and school supplies
- Consider contacting your academic advisor



Spring Semester

January



Core Planning Worksheet

Student: _____

CWID _____-_____-_____

I. FOUNDATION COURSES7 cred

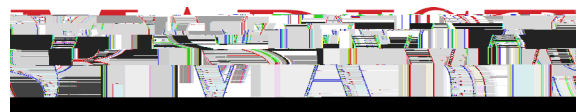
Remember you can include
a one credit course.

[illegible][illegible][illegible][illegible]

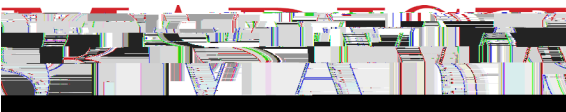


The Short Answer: Choose Something Interesting!

- Check out the Pathways D Q G courses on the Marist Core web page.
-

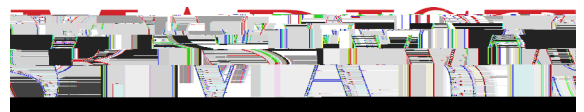
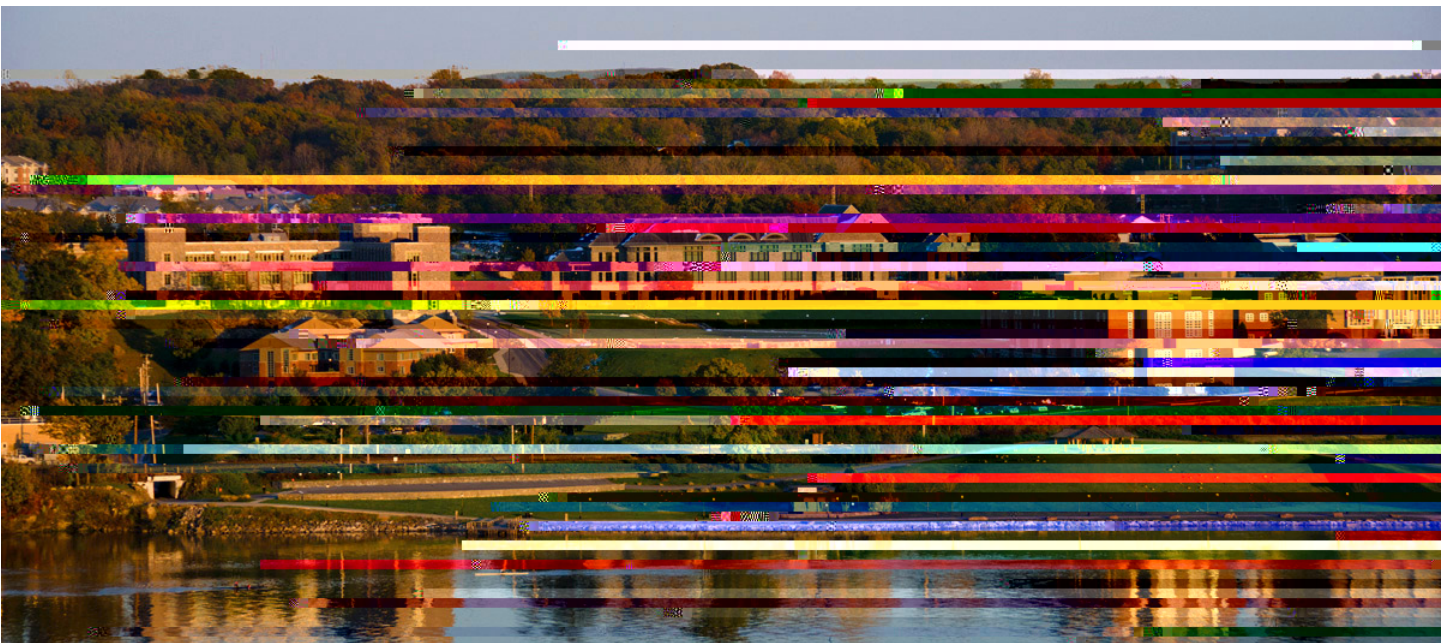


- Plan and attend regular appointments with your advisor each semester
- Come prepared for advising appointments (eg., bring a



Advisor Responsibilities

- Be accessible and responsive to advisees
- Communicate college policies & procedures
- + H O S V W X G B Q W G E Y H I Q R S U H D O L V W L F J R D O V V K R U W O R Q J W
- Match students' needs with available resources & make appropriate referrals
- Assist students with planning programs consistent with their abilities & interests
- (G X F D W H V D G E Y R L W F D K M H U H Q E Q W H U I R U & D U H H U 6 H U Y L F H V
- Monitor and support students' progress
- Keep abreast of curriculum requirements



Your 'H J U & R P S O C H e c k L i s t

Year 1

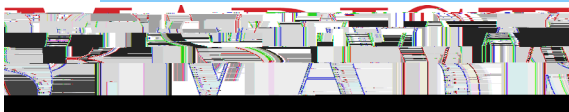
- Learn what campus clubs and activities are right for you
- Visit the Activities, Majors/Minors and Marist International Programs fairs
- Think about if going abroad is right for you
- Learn major requirements
- Familiarize yourself with your DegreeWorks audit
- Check your DegreeWorks Audit for accuracy
- Develop G H J U H p l a n S t o d y with the help of your advisor
- Meet with your advisor about courses to take in the spring/fall
- Choose your Core Pathway with the help of your advisor
- Attend lectures on campus related to career, major and personal interests

- Visit Career Services to take Focus2 career interest review
- Attend career fairs and events on campus (Z R U N S O D E M a n d i q F R X U D J H G
- Utilize + D Q G V K D N H to begin learning about career tools, schedule an appointment with a career counselor, D Q G V L J Q X S W R U H F H L Y H H P D L O Q R W L I L F D W L R Q V R I S U 6 H U Y L F H V
- Consider taking CRDV105 for Career Planning (1 credit)
- Begin to develop a resume and have it reviewed by Career Services

Year 2

- Meet with your advisor concerning internship possibilities
- Continue to attend on campus information sessions and career events and workshops
- 6 K D G R Z F D U H H U S U R I H V V L R Q D O V L Q I L H O G V \ R X D U H F R Q V L G
- If you have not done so, declare your major by the end of your second year
- ' H W H U P L Q H L I \ R X Z D Q W W R J R D E U R D G D Q G G H W H U P L Q H Z L V E H Q H I L F L D O
- Check your DegreeWorks Audit for accuracy
- Review/adjust G H J U H p l a n S t o d y with your advisor when to develop this
- Continue involvement in extra curricular activities
- Attend lectures on campus related to career, major and personal interests

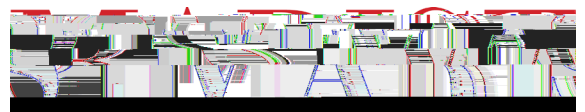
•



Year 3

Year 4 UHSHDW DV QHFHVVDU\

- Check your DegreeWorks Audit for accuracy
- Apply for graduation
- Apply to graduate/professional sc/TT0 11 Tf18 0 TGS1 gs-15Vis05 Student Financi8 0Services and com6 Tdwith ar



Academic Learning Center (ALC) Provides online tutoring and proofreading services. Brightspace@marist.edu > Discover > Academic Learning Center	AcademicLearningCenter@marist.edu https://www.marist.edu/academicsources/alc (845) 5753300 – Library 331
Accommodations & Accessibility (OAA) Provides support and services for students with disabilities.	Accommodations@marist.edu https://www.marist.edu/academics/academicresources/accommodationaccessibility (845) 5753274 – Donnelly Hall 226
Center for Advising & Academic Services (CAAS) Provides advising for students on academic probation and services through early alert warnings. my.Marist portal under Student Tab (Advising undergraduate)	Advising@marist.edu

Absent from classes for 4 or more consecutive days.	Contact the Center for Advising & Academic Services	Office: Donnelly Hall room 224 Email: Advising@marist.edu Phone: 845-753-3500
Add/drop a course during first week of classes *	Contact major advisor for approval. Make changes in Banner Self Service.	Email/call/visit major advisor. Resolve by posted deadline.
Add/drop a course after first week.	Complete "Add/Drop Form" by the deadline. Requires major advisor signature.	Submit the form to the Registrar's office. Office: Donnelly Hall, room 203 Email: Registrar@marist.edu
Add/drop a course after the deadline.	Email request to Advising & Academic Services	Email: Advising@marist.edu
Change of advisor.	Complete "Advisor Change Form" in myMarist>Student>AdvisingUndergraduate portal	Questions? Contact Advising & Academic Services Office: Donnelly Hall, room 224 Email: Advising@marist.edu Phone: 845-753-3500
Credit overage request more than 18 for fall/spring – more than 3 for winter – more than 9 for summer	Email request to Advising & Academic Services	Email: Advising@marist.edu
Declare/change major/minor/certificate.	Complete "Change of Major..." form and email it to the department chairperson for approval/signature	Submit the form to the Registrar's office. Office: Donnelly Hall, room 203 Email: Registrar@marist.edu
Declare a Pathway	Complete "Pathway Declaration Form" and email it to your major advisor 36.4 day	

Activities Fair:

An opportunity for students to explore what clubs and organizations are available at Marist and to determine which one(s) to participate in.

Add/Drop:

2 FFXUV GXULQJ WKH 2 UUV ZHHN RI WKH VHPHVWHU \$ VWXGHQW FDQ

Advisor:

An administrator or faculty member assigned to a student because of their major or special program they may be a part of. Advisor(s) are there to help guide students in their academic career at Marist. A major/undecided advisor will approve courses a student may want to take and will help them develop a G H J U H V H S O D Q Guidance Counselor an advisor P D \ Q R W D O Z D \ V U H D F K R X W W R D V W X G H Q W I L U V K H U W I D U I S W R

GL I I H U H Q W I S W R A student may have one or all of the following:

3 U L P D U \ S O G Y L V R U A primary advisor is typically a faculty member in a student's major department. If a student is undecided, their primary advisor is either a faculty or an administrator.

6 H F R Q G O D M R U \$ G Y L V R U If a student has a second major, they will have a faculty advisor in that major. A student should always verify their registration with this advisor.

3 U R J \ S O G Y L V R U A program advisor is someone who may be listed in addition to the above because a student may be a part of a particular program (\$ F F R P P R G D W L R Q V D Q \$ S I S F H V W E T D L W \

Career Services:

\$ F D P S G H S D U W P H Q W D V V L V W L Q J V W X G H Q W V L Q H [S O R U L Q J L Q W H U Q V K P X K R H U \ P H L Q P D Q V R Q & D U H H U 6 H U Y L F H V Y L V L W K W W S V Z Z Z P D U L V W

CareerShift:

\$ Z H E V L W H Z K H U H V W X G H Q W V F D Q V H D U F K V H O H F W D Q G V W R U H M R P D U N H W L Q J F D P S D L J Q V L Q F O X G L Q J \ R X U U H V X P H V D Q G F R Y H U O H W V

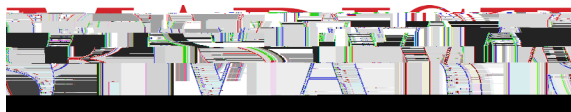
Change of Advisor Request:

\$ V W X G H Q W F D Q U H T X H V W D Q D G Y L V R U F K D Q J H E V L F R P S O G Y L V R U D I G H K S R U W D O

Course Catalog:

Offers information on the ins and outs of the College. Among other things in the catalog, information can be found on academic services, campus life, academic policies, programs of study (including ready-made G H J U H V), and course descriptions. For more information visit: <https://www.marist.edu/academics/registrar/undergraduate-catalog>

Core:



Glossary

Core Planning Sheet:

An overview of the Core curriculum at Marist. For more information on the Core Planning Worksheet go to [K W W S V Z Z Z P D U L V W H G X D F D G H P L F V F R U H](#)

Coordinator of First Year Programs (FYP):

[\\$ O V R F R P P R Q O \ N Q R Z Q D V D 0 H Q W R U W K H & R R U G L Q D W R U O L Y H V L Q D F D G H P L F V](#). They also assist with the personal and social transition to college, as well as, conduct academic and social programs.

'H J U H H 3 O D Q

[\\$ W H U P X V H G W R G H V F U L E H D V W X G H Q W \ V D F D G H P L F W L P H O L Q H D W P L Q R U & R U H F X U U L F X O X P V W X G \ D E U R D G L Q I R U P D W L R Q D Q G L Q W H U K D Y H E H H Q S U H P D G H I R U H D F K S U R J U D P R I V W X G \ P D M R U \) R U P R U Z Z Z P D U L V W H G X D F D G H P L F V U H J L V W U D U X Q G H U J U D G X D W H F D W D O R](#)

DegreeWorks Audit:

(Also referred to as a student's audit) - A web-based tool that provides a clear and convenient method for students and advisors to track degree progress, to prepare for registration, and to plan for graduation. To access your degree audit, go to [my.Marist.edu](#).

Enabled:

A term used when an advisor has removed a registration hold from a student's account.

FERPA:

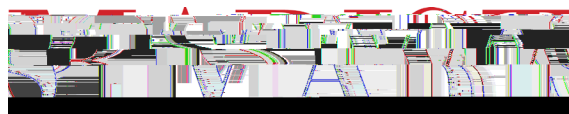
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. This law prohibits faculty/staff to speak with anyone other than the student about their academic record. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. For more information visit [K W W S V Z Z Z P D U L V W H G X D F D G H P L F V](#)

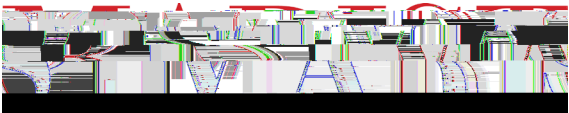
Focus 2:

An on-line career guidance program where students can explore their interests, skills, work values, personality and leisure activities and then research related career options. Go to <https://www.marist.edu/academic-resources/career-services> and click on Undergraduate Students, then on My Major and Career Plans. Click on FOCUS 2, then on New User. Use your Marist account/password to set up an account and this access code: MaristRedFoxes.

Forms:

To access readily used forms by Marist students [W i s P \ 0 D U L V W H G X D Q G V H O H F W W K H 5 H V R](#)





Glossary

Pathways:

\$ VHW RI IRXU FRXUVHV DFURVV WKUHH GLVFLSOLQHV WKDW RIIHUV DURXQG D FHQWUDU. For more information visit <http://www.marist.edu/academics/core/corepathways.html>

Permission to Take a Course Elsewhere:

, I D VWXGHQW ZDQWV WR WDNH D FRXUVH HOVHZKHUH LW PXVW ILUW. If a course is offered at Marist during any given semester a student will not be allowed to take that course elsewhere. For more information, please see <http://ww2.marist.edu/registrar/pdfs/permcourse.pdf> RU VWRS E\ WKH 5HJLWU I RUP

Pre-Requisite:

A course a student must take prior to taking a subsequent course. For more information review the course descriptions L Q WKH FRXUVH FDWDORJ FRQVXOW WKH 5HJLWU DW I RUP. A Requisite Permit form must be completed.

Refund Dates:

7XLWLRQ UHIXQG RFFXUV GXULQJ WKH ILDNWVFRXUVH ZWHDNFRIVRHW ZHHN RI FODVWU. A student can drop from their courses and/or the College and receive 100% tuition refund. During the second and third week of the semester, a student can drop from their courses and/or the College and receive 50% of their tuition. After the third week of classes, there is no tuition refund.

Restriction Permit Form:

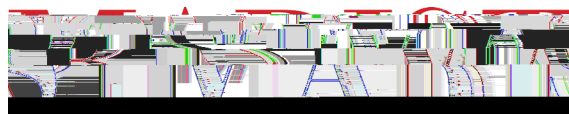
7KLV IRUP SLQN LV SURYLGHG E\ WKH 5HJLWU DW I RUP. A student must complete this form if they are withdrawing from a course due to major, minor, or concentration requirements.

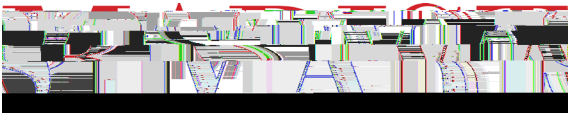
Self Service Banner (SSB):

An online portal accessed via my.Marist.edu. Through SSB a student can register for classes, view class offerings, their VWXGHQW UHFRUG VXFK DV PLGWHUP JUDGHV ILQDOV JUDGHV KROG, advisor, etc.) and access their DegreeWorks audit.

Withdrawal (W) Process:

, I D VWXGHQW ZDQWV WR ZLWKGUDZ IURP D FRXUVH WKH\ QHHG WR withdraw from the College, they need contact the Center for Advising & Academic Services (CAAS). For more information on withdrawing from the College visit KWWSV ZZZ PDULVW HGX GRFXPHQWV G JXHVV DEVHQFH





* R D O 6 H

6 H W * R D O V

6 H W W L Q J J R D O V L Q F R O O H J H K H O S V \ R X I R F X V \ R X U W L P H D Q G U H V R
E H I H H O L Q J R Y C H U S Z K H J P D H G L V \$ D I R U P X O D X V H G E \ L Q G L Y L G X 6 0 \$ 5 7 D L Q G
D Q D F U R Q S F H F R H L F V X U S D V E O D I L 5 Q H D E O L W W L P H B R X Q G 6 0 \$ 5 7 J R D O V K H O S \ R
D F K L H Y L Q J \ R X U R E M H F W L Y H V V W D \ L Q J L Q F R Q W U R O D Q G I H H O L Q J

/ L V W R Q H R U P R U H D F D G H P L F R S F S G U V R Q D O D J P S X O V , Q K P O W H P O M Q D M Q B R
Z R X O G O L N H W R D F K L H Y H I R U W K H V H P H V W H U R U W K H \ H D U 5 H Y L V L

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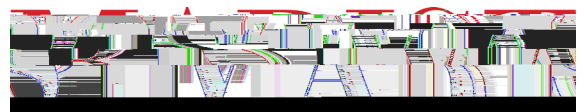
% H V X U H W K S W J R D O V D V L W

6 S H F L I L F , Z L O O V W X G \ I R U R Q H K R X U S H U G D \ I R U * H Q & K H P

0 H D V X U D E O H , Z L O O S D V V D O O W H V W V D Q G T X L J J H V

\$ W W D L Q D E O H , D P J R R G D W & K H P L V W U \

5 P D O L P W W L F D Q M L O € @ i À s P P Ç À H B D V K O W , O p @ À F D W b 4 p @ X (Q Q W \ D € ` À @ ` p P À





Contact Us



The Center for Advising and Academic Services
Donnelly Hall 224
845.575.3500
Fax: 845.575.3502