

# Academic Advising Planner



Center for Advising & Academic Services (CAAS)

# MARIST

# Academic Advising Planner

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Look for this highlighted box for important Career Services Information.

Center for Advising &  
Academic Services (CAAS)

## Our Goal:

To provide students a tool that will enhance and motivate their academic path at Marist.

## Our Mission:

The CAAS mission fosters student success via programs, services, resources, and referrals designed to help students develop skills that empower their educational, career, and life goals. CAAS recognizes excellence and supports improvement, while upholding the academic standards of the College.

As part of Marist's commitment to providing the best possible educational experience, the mission of advising at the College is to provide the resources and teach skills necessary for students to develop and achieve their academic plan and career goals while providing a mentoring role by faculty and administrative advisors.

### Student Learning Outcomes:

- Students will be informed about the Core curriculum requirements and learn to plan their academic and co-curricular schedule on a semester and yearly basis.
- Students will learn about the campus offices and services that guide a successful academic and co-curricular college experience.
- Students will be equipped with tools to help plan their own academic experience within the College's standards.

## Your Goals:

*List one or more personal goals. These goals can fall under the Academic, Campus Involvement, or Civic Engagement categories. You can also create more specific goals within varying categories including your relationship with your advisor goals, your major/minor goals, and/or academic performance goals.*

[illegible]

# Fall Semester

## Prior to the Start of the Year

- ☐ Get to know the academic system, my.Marist (including the Advising (undergraduate) portal), Self Service Banner (SSB), and DegreeWorks audit
- ☐ Review your detailed schedule
- ☐ Purchase textbooks and school supplies
- ☐ Consider contacting your academic advisor
- ☐ Review course descriptions in the College Catalog at <http://www.marist.edu/registrar/catalog/undergraduate.html>

## September

- ☐ Check your DegreeWorks audit & make sure information is accurate (i.e. transfer credits, degree, advisor, etc.)
- ☐ Develop 4-year academic plan
- ☐ Explore study abroad opportunities. For more information go to <http://www.marist.edu/international/>
- ☐ Familiarize yourself with the iLearn system. For more information go to <https://ilearn.marist.edu/xsl-portal>
- ☐ Get to know your Coordinator of First Year Programs
- ☐ Make an appointment to meet your advisor to discuss academic and career goals
- ☐ Connect with academic resources, i.e. Academic Learning Center, Writing Center, Special Services, CAAS, etc.
- ☐ Attend the Activities and Marist International Programs fairs
- ☐ Explore Career Services at <http://www.marist.edu/careerservices/>
  - ☐ Review your FoxQuest account (internship and career opportunity)
  - ☐ Create a Focus2 account (online career and educational exploration)

## October

- ☐ Review your midterm grades. Do you need to get a tutor or attend review sessions?
- ☐ Predict your GPA for the fall semester
- ☐ Meet with your professors to discuss your current course progress
- ☐ Attend a Registration Workshop
- ☐ Make an appointment with your advisor to review courses for the spring and to get enabled
- ☐ Check Self Service Banner (SSB) and make sure you have no holds on your record that prohibit registration
- ☐ Attend the Majors & Minors fair
- ☐ Attend the Career & Internship Fair
- ☐ Consider taking the Career Planning course in the spring

## November

- ☐ Register for winter (if applicable) and spring classes
- ☐ Prepare for final exam review

## December

- ☐ Continue preparation for finals and determine when and where they will take place
- ☐ Check your DegreeWorks audit for accuracy
- ☐ Visit Focus2, and, in “Your Work Experiences & Accomplishments,” make a record of significant experiences

# Spring Semester

## January

- ☐ Review your detailed schedule
- ☐ Check your DegreeWorks audit for accuracy
- ☐ Add/drop (as needed) to fine tune your schedule (first week of classes only)
- ☐ Plan how to incorporate activities within your course schedule

## February

- ☐ Attend the Activities, and Marist International Programs fairs
- ☐ Meet with your advisor, if needed, to update him/her on any changes
- ☐ Connect with academic resources, i.e. Academic Learning Center, Writing Center, Special Services, CAAS, etc.
- ☐ Utilize Career Services to identify internship/employment opportunities for the summer

## March

- ☐ Attend a Registration Workshop
- ☐ Make an appointment with your advisor to review courses for the fall and to get enabled
- ☐ Check Self Service Banner (SSB) and make sure you have no holds on your record
- ☐ Review your midterm grades. Do you need to get a tutor or attend review sessions?
- ☐ Predict your GPA for the spring semester
- ☐ Meet with your professors
- ☐ Attend the Career & Internship Fair and identify employers with internship opportunities

## April

- ☐ Declare your Core Pathway
- ☐ Register for summer (if applicable) and fall classes
- ☐ Begin preparation for final exam review
- ☐ Consider setting up a LinkedIn account (<https://www.linkedin.com/>)
- ☐ Search the Alumni Career Network (<http://www.marist.edu/alumni/career.html>)

## May

- ☐ Continue preparation for finals and determine when and where they will take place
- ☐ Check your DegreeWorks Audit for accuracy
- ☐ Note: If you want to take a course elsewhere in the summer it must be pre-approved by the department Chair/Dean and Registrar
- ☐ Visit Focus2, and, in "Your Work Experiences & Accomplishments," make a record of significant experiences

# Core Planning Worksheet

Student: \_\_\_\_\_

CWID \_\_\_\_ - \_\_\_\_ - \_\_\_\_

## I. FOUNDATION COURSES

7 credits

- ☐ First-Year Seminar (4 credits)
- ☐ Writing for College (3 credits)

## II. DISTRIBUTION COURSES

36 credits

### BREADTH

CREDITS

- |  |   |
|--|---|
| <input type="checkbox"/> Philosophy 101: Philosophical Perspectives (Taken in freshman year) | 3 |
| <input type="checkbox"/> Fine Arts _____   | 3 |
| <input type="checkbox"/> History _____   | 3 |
| <input type="checkbox"/> Literature _____  | 3 |
| <input type="checkbox"/> Mathematics _____   | 3 |
| <input type="checkbox"/> Natural Science _____   | 3 |
| <input type="checkbox"/> Ethics/Applied Ethics/Religious Studies _____                       | 3 |
| <input type="checkbox"/> Social Science _____  | 3 |

### PATHWAY

CREDITS

Selection \_\_\_\_\_

*Minimum 3 different disciplines*

- |  |       |
|--|-------|
| <input type="checkbox"/> Course #1 _____ | _____ |
| <input type="checkbox"/> Course #2 _____ | _____ |
| <input type="checkbox"/> Course #3 _____ | _____ |
| <input type="checkbox"/> Course #4 _____ | _____ |

- If applicable to a Pathway, 3 credits may come from disciplines outside of Core Breadth areas.

### OVERFLOW

CREDITS

*Courses needed to achieve 36 credits if "double-dipping" has occurred between Breadth/Pathway*

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- Courses that count for Breadth areas, as well as foreign language courses, can be used to reach the 36-credit threshold.
- Breadth and Pathway courses may overlap, but all students must take a total of 36 distribution credits (12 courses, including related field requirements.).
- Students majoring in breadth areas may apply a maximum of 6 credits to their distribution total.

Total Distribution Credits must equal 36 \_\_\_\_\_

## III. SKILL COURSES

- ☐ Public Presentation Intensive requirement
- ☐ Technology Intensive requirement

## IV. CAPPING

3 credits

- ☐ Capping (3 credits)

For more information on the Core Planning Worksheet, go to  
<http://www.marist.edu/academics/core/core2013overview.html>

### Honors Program Students...

Remember to review your program requirements:

<http://www.marist.edu/academics/honors/>



# Four Year Plan

Remember you can include a one credit Career Planning and/or Employment Practicum course.

**Academic Year** \_\_\_\_\_ - \_\_\_\_\_

[illegible]

**Academic Year** \_\_\_\_\_ - \_\_\_\_\_

[illegible]

**Academic Year** \_\_\_\_\_ - \_\_\_\_\_

[illegible]

**Academic Year** \_\_\_\_\_ - \_\_\_\_\_

[illegible]

**\*OFFICE OF THE REGISTRAR – OFFICIAL SCHEDULE OF CLASSES\***

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8:00-9:15	1	3	5	1	3	25
9:30-10:45	2	4	6	2	4	
11:00-12:15	6	7	ACTIVITY HOUR	7	5	26
12:30-1:45	8	9	ACTIVITY HOUR	8	9	
2:00-3:15	10	11	12	10	11	27
3:30-4:45	13	14	13	14	12	
5:00-6:15	15	16	15	16		
21-22 6:30-9:15 23/24 6:30-9:15 17/18 6:30-7:45	21	22	23	24		
	17	18	17	18		
	19	20	19	24		
19/20 8:00-9:15						

This slot grid represents the College's official course schedule. The numbers in the boxes are slot numbers that represent the course days and when final exam schedules will be held. All exams will be held in their regularly scheduled classrooms unless otherwise indicated.

<https://www.marist.edu/registrar/pdfs/scheduleofclasses.pdf>



# Choosing Your Pathway

## How Should I Choose My Pathway?

### The Short Answer: Choose Something Interesting!

- Check out the Pathways & courses on the Marist Core web page.
  - Determine which one or ones you find most intriguing and/or that will add a new dimension to your major. A Pre-Health major, for example, could add language proficiency and cultural competency to their skill set through a Pathway in Spanish or in Latin American & Caribbean Studies. A Communications major hoping to work in the nonprofit field could choose a Pathway in Public Health or in Environmental Studies.
  - Remember that your Pathway can also provide you with the opportunity to explore a potential minor or second major in a preliminary, low-stakes way.
  - Bring your short list to your advisor and make sure your choices will fit with your overall plan.
  - In most cases, any Pathway will work with any major. The double-dipping described below is what makes this possible.
- Consider speaking with a Career Counselor, visiting Focus2 and/or taking the Career Planning course. These can assist you in choosing a Pathway.

### Pathways & Breadth

Every student needs to fulfill the 8 Breadth areas and to complete a Pathway containing 4 courses covering at least 3 different disciplines. Also, every student needs to complete a total of 36 distribution credits. Courses can simultaneously satisfy Breadth and Pathway requirements. If you “double-dip” 1 or more courses in this manner, you will finish your Breadth and your Pathway in fewer than 36 credits. You can use the following kinds of courses to reach the 36-credit threshold:

- Other Breadth-area courses you just feel like taking or could use for a minor/second major

- Related-field courses you need for your major
- Approved AP courses in Breadth-area subjects
- Language courses at any level, including Elementary I & II

### What About Going Abroad?

Courses taken abroad can work for a Pathway as long as they receive prior approval. Below are some examples:

- Language courses, which will work for Pathways in French, Italian, Spanish, Contemporary European Studies, Italian & Italian-American Studies, Global Studies, and several others
- Courses in history, philosophy, or other Breadth areas that would fit in Pathways covering a culture-specific topic (e.g. Latin American & Caribbean Studies or Jewish Studies)
- Issue-oriented courses that overlap with your Pathway; e.g. for a Public Health Pathway. You could take an approved economics course related to the host country’s health policies.

### Reminders

- You must choose your Pathway by the spring registration process in your freshman year.
- To “declare” your Pathway, fill out the form available on the Marist Core Pathway web page or the Registrar’s website. Your advisor needs to sign off on your choice.
- For additional information, see the FAQs page on the Marist Core website and/or contact the Core Director, Prof. Moira Fitzgibbons.

# Student Responsibilities

- ☐ Plan and attend regular appointments with your advisor each semester
- ☐ Come prepared for advising appointments (eg., bring a four-year plan, Core planning worksheet, and a list of courses you're interested in taking the following semester)
- ☐ Gather all relevant decision-making information
- ☐ Clarify personal values and goals
- ☐ Become knowledgeable about college programs, policies and procedures
- ☐ Complete all "to do's" recommended by your advisor
- ☐ Ask questions if you do not understand an issue or have a specific concern
- ☐ Take responsibility for exploring career options
- ☐ Seek opportunities that are consistent with areas of interest
- ☐ Review DegreeWorks audit and graduation requirements frequently for accuracy
- ☐ Review course catalog and course descriptions
- ☐ Attend School group advising meetings (if applicable)



# Advisor Responsibilities

- ☐ Be accessible and responsive to advisees
- ☐ Communicate college policies & procedures
- ☐ Help students define & develop realistic goals (short & long term)
- ☐ Match students' needs with available resources & make appropriate referrals
- ☐ Assist students with planning programs consistent with their abilities & interests
- ☐ Educate advisee about the major and/or career field
- ☐ Monitor and support students' progress
- ☐ Discuss linkage between academic preparation and world of work
- ☐ Keep abreast of curriculum requirements



# Your Four Year Advising Checklist

## 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 four-year plan of study 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 (Some require professional attire)
  - ☐ Utilize FoxQuest to begin learning about career tools, schedule an appointment with a career counselor, and sign up to receive email notifications of programs and services sponsored by Career Services
  - ☐ 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
  - ☐ Shadow career professionals in fields you are considering
  - ☐ If you have not done so, declare your major by the end of your second year
  - ☐ Determine if you want to go abroad, and determine with your advisor the semester that would be beneficial
  - ☐ Check your DegreeWorks Audit for accuracy
  - ☐ Review/adjust four-year plan. Discuss with your advisor when to develop this
  - ☐ Continue involvement in extra curricular activities
  - ☐ Attend lectures on campus related to career, major and personal interests
- ☐ Visit Career Services and explore further internship opportunities
  - ☐ Update your resume to become competitive for summer jobs and internships
  - ☐ Consider taking CRDV105 Career Planning (1 credit)
  - ☐ Consider volunteering within areas related to your major
  - ☐ Speak with your major's Faculty Internship Coordinator to explore potential internship opportunities

# Your Four Year Advising Checklist

## Year 3

- ☐ Take graduate/professional school exams as required
- ☐ Check your DegreeWorks Audit for accuracy
- ☐ Review/adjust four-year plan
- ☐ Attend lectures on campus related to career, major and personal interests
- ☐ Create and post a resume in FoxQuest
- ☐ Consider taking CRDV100 Employment Practicum (1 credit)
- ☐ Explore the Marist Alumni Network, LinkedIn, and CareerShift
- ☐ Explore additional internship opportunities for the winter or summer breaks via the Career Services Office and your major's Internship Coordinator
- ☐ Consider after graduation plans, whether going to graduate school or joining the workforce
- ☐ Explore your career and job options

## Year 4

- ☐ Check your DegreeWorks Audit for accuracy
- ☐ Apply for graduation
- ☐ Apply to graduate/professional school
- ☐ Visit Student Financial Services and comply with any requirements
- ☐ Join the Senior Year Experience iLearn site & attend the workshops
- ☐ Attend lectures on campus related to career, major and personal interests
- ☐ Develop your career search strategy and meet with Career Services to implement
- ☐ Visit Career Services for help with interviews and the employment process
- ☐ Attend job fairs on and off campus
- ☐ Attend mock interview sessions and other career based resources
- ☐ Search for job openings on FoxQuest, Career Shift, and within Marist Career Services



# On Campus Resources

<b>Academic Learning Center</b> Provides tutoring, review sessions, and proofreading services.	<a href="http://www.marist.edu/academics/alc">www.marist.edu/academics/alc</a> (845) 575-3300 Library 331
<b>Center for Advising &amp; Academic Services (CAAS)</b> <i>my.Marist portal under Student Tab (Advising-Undergraduate)</i> Provides probationary and academic counseling & assistance with academic planning.	<a href="http://www.marist.edu/academics/advice">www.marist.edu/academics/advice</a> (845) 575-3500 Donnelly 224 Twitter: @MaristCAAS Facebook: Marist CAAS
<b>Center for Career Services</b> Provides services that help explore career options, internship, assistantship and fellowships.	<a href="http://www.marist.edu/careerservices">www.marist.edu/careerservices</a> (845) 575-3547 Library 332
<b>Center for Multicultural Affairs (CMA)</b> Sponsors programs & services to promote cultural competence, global awareness, & first generation student outreach. Houses the International Student, HEOP, & Academic Enrichment programs.	<a href="http://www.marist.edu/academics/multicultural">www.marist.edu/academics/multicultural</a> (845) 575-3204 Library 337
<b>Center for Student-Athlete Enhancement</b> Provides academic support for all student athletes.	<a href="http://www.marist.edu/athletics/studentathlete">www.marist.edu/athletics/studentathlete</a> (845) 575-3353 2nd Fl. McCann Center
<b>Coordinators of First Year Programs</b>	<a href="http://www.marist.edu/studentlife/firstyear">www.marist.edu/studentlife/firstyear</a>
<ul style="list-style-type: none"> <li>• Students living in Champagnat Hall floors 1-5 meet their mentor in CH 315, extension 3789</li> <li>• Students on Champagnat Hall floors 6-9 and transfer students meet their mentor in CH 515, extension 3795</li> <li>• Students living in Leo Hall meet their mentor in Leo 106, extension 3725</li> <li>• Students living in Sheahan Hall meet their mentor in Sheahan Hall 004, extension 3894</li> <li>• Students living in Marian Hall meet their mentor in Marian 1st floor, extension 3157</li> <li>• First-year students living off-Campus meet their mentor in the Student Center, bottom floor, extension 3787</li> </ul>	
<b>Counseling Center</b> Provides individual and group counseling as well as medication management to undergraduate students.	<a href="http://www.marist.edu/counseling">www.marist.edu/counseling</a> (845) 575-3314 Student Center 352
<b>DegreeWorks</b> Questions & problems relating to the DegreeWorks audit system.	<a href="http://www.marist.edu/registrar">www.marist.edu/registrar</a> (845) 575-3250 Donnelly 203
<b>Health Services</b> Provides health education and services to all full-time undergraduate Marist students.	<a href="http://www.marist.edu/healthservices">www.marist.edu/healthservices</a> (845) 575-3270 Student Center 352
<b>Library</b> Provides one-to-one assistance online or in person regarding research papers, and all resources. Ask a librarian questions you may have on any library service.	<a href="http://library.marist.edu">library.marist.edu</a> (845) 575-3199 <a href="http://library.marist.edu/forms/ask.html">library.marist.edu/forms/ask.html</a>
<b>Math Lab</b> Provides peer help/tutoring for certain mathematics courses.	<a href="http://www.marist.edu/compscimath/mathdept/mathlab.html">www.marist.edu/compscimath/mathdept/mathlab.html</a> (845) 575-3599 Hancock Center 3021
<b>Student Financial Services</b> Provides services for financial aid, billing, Federal College Work Study, scholarship and campus/area employment.	<a href="http://www.marist.edu/sfs">www.marist.edu/sfs</a> (845) 575-3230 Donnelly 200
<b>Special Services</b> Provides support and services for students with disabilities.	<a href="http://www.marist.edu/specialservices">www.marist.edu/specialservices</a> (845) 575-3274 Donnelly 226
<b>Writing Center</b> Provides one-to-one writing tutoring.	<a href="http://www.marist.edu/writingcenter">www.marist.edu/writingcenter</a> (845) 575-3000 ext. 2735 Library 334

# Troubleshooting Guide

Problem, Issue, or Concern:	Student Needs To:	Go To:	Ext:
Absence of 4 or more consecutive days from class	Report absence to Advising & Academic Services. Provide documentation upon return.	DN 224	3500
Add/Drop after deadline request	Schedule an appointment with Advising & Academic Services.	DN 224	3500
Add/Drop a course during Add/Drop week*	Consult advisor if planning to drop a course(s) (online process).	Advisor *Resolve online by Deadline*	
Change of advisor	Complete change of advisor form at Advising & Academic Services or online.	DN 224	3500
Declare a Major/Minor/Certificate	Requires department Chair signature and school stamp.	Submit to the Registrar's Office - DN 203	3250
Declare a Pathway	Complete a Pathway form. Have advisor sign and submit the form.	Advisor submits online or to the Registrar's Office - DN 203	3250
DegreeWorks - Resolve an error in a student's audit	Email Degreeworks@marist.edu.	DN 203 or email	3250
Drop from a course within 2 weeks after add/drop*	Complete an Add/Drop form. Consult advisor if planning to a drop course(s).	Submit to the Registrar's Office - DN 203 *Resolve by the Deadline*	3250
Incomplete requests	Request from instructor. Instructor has Dean sign paper approval and inputs "I" grade.	Submit to the Registrar's Office - DN 203 *Resolve by the Deadline*	3250
Overrides - Get into closed courses during Add/Drop	Complete override form. Requires instructor and department chair signature and School stamp.	To Registrar's Office - DN 203 after School approval	3250
Pass/No credit option for electives (non-core)*	Instructor completes Pass/No Credit form.	Submit to the Registrar's Office - DN 203 *Resolve by the Deadline*	3250
Take 19 or more credits during fall/spring, more than 3 during winter, or 9 during summer	Schedule an appointment with Advising & Academic Services.	DN 224	3500
Take a course at another college	Complete Permission to Take a Course Elsewhere form. Requires School/Department signature.	DN 203	3250
Waive a pre- or co-requisite	Complete pre-Requisite authorization form. Requires instructor and department chair signature and School stamp.	Submit to the Registrar's Office - DN 203	3250
Withdraw from a course until last day of W/D*	Complete course Withdrawal form. Requires Advisor's signature.	Submit to the Registrar's Office - DN 203 *Resolve by the Deadline*	3250
Withdraw or take a leave of absence from Marist*	Schedule appointment with Advising & Academic Services.	DN 224	3500

*\*Deadlines are posted on the Academic Calendar  
<http://www.marist.edu/academics/calendars.html>*



# Glossary

**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:**

Occurs during the first week of the semester. A student can add/drop courses online without academic penalty.

**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 four-year plan. Unlike a Guidance Counselor an advisor may not always reach out to a student first. It is up to the student to develop the relationship. There are 3 different types of advisors. A student may have one or all of the following:

*Primary/Major Advisor:* A primary advisor is typically a faculty member in a student's major department. If a student is undeclared, their primary advisor is either a faculty or an administrator.

*Second Major Advisor:* If a student has a second major, they will have a faculty advisor in that major department. A student should always verify their registration with this advisor.

*Program Advisor:* 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 (Special Services, Honors, pre-law, etc.)

**Career Services:**

A campus department charged with assisting students to obtain internships, job development skills, networking opportunities and much more. For more information on Career Services visit <http://www.marist.edu/careerservices/>

**CareerShift:**

A website affiliated with FoxQuest where students can search, select and store job listings from job boards and company career pages. Create marketing campaigns, including your resumes and cover letters. Or, search for Marist alumni contacts. Go to FoxQuest (see below) and click on the CareerShift icon.

**Change of Advisor Request:**

A student can request an advisor change by going to the Center for Advising Academic Services my.Marist Advising Portal or by making the request online at <https://www.marist.edu/academics/advise/mentorf.html>

**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 four-year plans), and course descriptions. For more information visit: <http://www.marist.edu/registrar/catalog/undergraduate.html>

**Core:**

A curriculum program requirement separate from a student's major and minor requirements. For more information go to <http://www.marist.edu/academics/core/core2013overview.html>

# Glossary

**Core Planning Sheet:**

An overview of the Core curriculum requirements at Marist. For more information on the Core Planning Worksheet go to <http://www.marist.edu/academics/core/core2013overview.html>

**Coordinator of First Year Programs (FYP):**

Also commonly known as a Mentor, the Coordinator lives in the first year residence halls and monitors students' academic progress, as well as, conducts academic and social programs.

**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](http://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 <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

**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 [www.marist.edu/careerservices](http://www.marist.edu/careerservices) 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 visit the Registrar's webpage <http://www.marist.edu/registrar/formscurrentstudents.html>

**Four-Year Plan:**

A term used to describe a student's academic timeline at Marist. A four-year plan includes courses within the major/minor, Core curriculum, study abroad information and internship/student teaching information. Four-year plan shells have been pre-made for each program of study (major). For more information visit the undergraduate catalog <http://www.marist.edu/registrar/catalog/undergraduate.html>.

# Glossary

**FoxQuest:**

A website where you can view quality internship and job postings and targeted directly Marist College or search additional postings offered by the extended job search feature. You can also create and store resumes, cover letters, and other documents. Go to [www.marist.edu](http://www.marist.edu), click on Current Students and under On-Line Services select FoxQuest - Internship and Career Opportunities. You will use this site to schedule appointments with Career Service staff.

**Honors Program:**

The Marist Honors Program has as its mission developing scholars, leaders and global citizens. In keeping with the overall mission of the College, which espouses an ideal dedicated to helping students develop the intellect, character, and skills required for enlightened, ethical, and productive lives in the global community of the 21st century, Marist's Honors program provides opportunities for academic excellence, leadership, cultural enrichment, and global engagement. For more information visit <https://www.marist.edu/academics/honors/index.html>

**iLearn:**

iLearn, which stands for Innovative Learning Environment and Research Network, is a web-based "collaborative learning environment" built to support different types of instruction (e.g. fully online, hybrid, face-to-face). The system provides a range of communication and information management tools designed to facilitate interactions with project materials, professors and peers. For more information visit [http://www.marist.edu/gpp/distancelearning/pdfs/ilearn\\_overview2010.pdf](http://www.marist.edu/gpp/distancelearning/pdfs/ilearn_overview2010.pdf)

**Major/Minor Fair:**

An opportunity for students to explore all programs of study offered at Marist. This fair is for students who are undeclared and are looking for a major/minor or are declared and are looking to change and/or add to their major or minor. For more information on all majors and minors at Marist visit <http://www.marist.edu/academics/alc/Majors%20Minor%2016-17%20edited.pdf>

**Marist International Programs Fair:**

An opportunity for all students interested in going abroad to explore programs, ask questions, meet staff and determine which program best fits their academic interests. For more information on Marist International Programs (MIP) visit <http://www.marist.edu/international/>

**my.Marist:**

my.Marist.edu is a secured, one-stop-shop online portal for all Marist students to access Self Service Banner (SSB), DegreeWorks audit, campus services information and much more. Access this planner and all advising information under the Student tab, Advising - Undergraduate portal. All Marist students have to sign in with their Marist account to access all services.

**Override:**

An override is a special approval a student receives to enter a course after it has been filled. Stop by the Registrar's Office for the form (yellow) and more information.

# Glossary

**Pathways:**

A set of four courses within three disciplines that allows students the opportunity to branch out into non-major topics that would provide a more eclectic academic experience. For more information visit <http://www.marist.edu/academics/core/corepathways.html>

**Permission to Take a Course Elsewhere:**

If a student wants to take a course elsewhere, it must first be pre-approved by the Chair/Dean and Registrar. Note: 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://www.marist.edu/registrar/pdfs/permcourse.pdf> or stop by the Registrar's Office for the form (green).

**Pre-Requisite:**

A course a student must take prior to taking a subsequent course. For more information review the course descriptions in the course catalog, consult the Registrar's Office for further information.

**Refund Dates:**

Tuition refund occurs during the first three weeks of the semester. Each semester during the first week of classes, 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:**

This form (pink) is provided by the Registrar's Office and used to allow a student to enroll in a course which has restricted enrollment 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 student record (such as midterm grades, finals grades, holds on account, unofficial transcript, placement tests results, advisor, etc.) and access their DegreeWorks audit.

**Senior Year Experience (SYE):**

A program designed to assist seniors to transition out of Marist. The SYE program consists of an online iLearn joinable site which contains pertinent resources and information for seniors. For more information on the SYE program visit <http://www.marist.edu/studentlife/senioryear/>

**Withdrawal (W) Process:**

If a student wants to withdraw from a course, they need to contact the Registrar's office. If a student wants to withdraw from the College, they need contact the Center for Advising & Academic Services (CAAS). For more information on withdrawing from the College visit <http://www.marist.edu/academics/advice/pdfs/wlofa.pdf>

# Personal Notes

Major: \_\_\_\_\_

Minor: \_\_\_\_\_

Pathway: \_\_\_\_\_

Who is my advisor? \_\_\_\_\_

Where is my advisor? \_\_\_\_\_

Questions for my advisor: \_\_\_\_\_

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# Personal Notes

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire width, providing a guide for handwriting or typing. The paper itself is a clean, off-white color.

# Personal Notes

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# Personal Notes

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire width, providing a guide for handwriting or typing. The paper itself is a clean, off-white color.

## Contact Us

### **The Center for Advising and Academic Services**

Donnelly Hall 224

845.575.3500

Fax: 845.575.3502



Twitter: @MaristCAAS

'Like' us on Facebook

Email: [Advising@Marist.Edu](mailto:Advising@Marist.Edu)

Under the umbrella of Student Academic Affairs, The Center for Advising and Academic Services (CAAS) is an academic support program designed to provide a wide range of services for undergraduate students, faculty instructors, and for a dedicated team of faculty and administrative advisors.

*The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. Marist College's annual campus crime information can be found at <http://ope.ed.gov/security/search.asp> or at <http://www.marist.edu/security/student.html> or by calling the Office of Safety and Security at 845-471-1822.*