Academic Advising—Fall 2013 – talking points, alphabetized – Use QuickLinks for more services/links
http://campus.murraystate.edu/academic/advising/academicadvising_links.htm

Academic Advising Website: www.murraystate.edu/academicadvising -- info for advisees and advisors

Area, major, minor course MAY count for University Studies; major course may NOT count for minor or vice versa; major/minor course may NOT count for second major/minor

Career/Professional Preparation – be sure advisees are on track; Career Services website may be helpful
http://campus.murraystate.edu/services/careerservices/

Change of Area/Major/Minor – form at Registrar Forms – Area/Major @ 45 credit hours; Minor @ 60 credit hours – be sure Majors have Minors

Course Substitution –NEW form is at Registrar Forms – One-page instruction sheet attached – a MUST READ
http://www.murraystate.edu/Academics/RegistrarsOffice/RegistrarForms.aspx

DegreeWorks – RACR – Degree Audit

Electives – if your program includes undefined electives: a) use Course Exception form – follow instructions; OR b) define electives and take change through Academic Council

ENG 105 – First-YEAR, rather than First-Semester course – program-specific ENG 105 courses available for SPRING terms – if interested, contact Staci Stone, Chair, English sstone@murraystate.edu

"15 to Finish" – 15+ credit hours per semester average to finish in 4 years , as close to the 120-credit-hour minimum as possible

Five Points of **Academic Advising** – students should define, discover, dream, design, deliver

Honors Program – Honors Sequence replaces University Studies – Honors Program students MUST take at least one Honors Sequence course per semester until sequence is complete – ENG 150 is an HS course

Major or Area – declare @ 45 credit hours

MAPWorks – check for Referrals and other indicators of student needs

Minor – declare @ 60 credit hours

Notes – DegreeWorks RACR – allows advisor to make notes for student; notes remain as student moves to new advisor – can be used to post semester-by-semester plan for students

Program Requirements – know them – check RACR to be sure Program Requirements are accurately keyed in – msu.racr@murraystate.edu for help with repairs

QuickLinks – RacerNet / Faculty FYI / Academic Advising QuickLinks
mttp://campus.murraystate.edu/academic/advising/academicadvising_links.htm

RACR questions, needs, training – e-mail **msu.racr@murraystate.edu**

Referrals – check MAPWorks to see if students have received Referrals; submit Referrals for at-risk students

Training PPTS -- Academic Advising Website, For Academic Advisors link on left of page
http://www.murraystate.edu/HeaderMenu/Administration/Provost/retention/forAdvisors.aspx

Transfer course with TRN or other non-program prefix MAY count for area, major, or minor – evaluate – if equivalent to MSU course, contact Transfer Center – if substitution, use Course Exception form and follow instructions http://www.murraystate.edu/transfercenter.aspx

Transfer course with TRN or other non-program prefix MAY count for University Studies – see University Studies Website for further information http://www.murraystate.edu/transfercenter.aspx

Transferring Classes from other institutions – See Transfer Center website – Transferring Classes link http://www.murraystate.edu/transfercenter.aspx

University Studies Course MAY count for area, major, OR minor; University Studies Course Substitution Form – on Registrar Forms and University Studies website; University Studies Requirements – know them