

Scheduling Basics

- See [Summer O Advising Training](#) for more complete Advising information
- See [Registration 101](#) for helping students register for classes online
- See [Transfer O Training](#) for basics of Advising for Transfer O and general summer transfers

This training will cover helping your advisees build a Fall 2014 schedule during Summer O Advising.

Helping Advisees Build Schedules

A Scheduling Grid is in the Student Booklet (test scores and placements are in the booklet as well).

Provide sample schedules with CRN #s

Check for Open Sections when preparing sample schedules

Be sure that prerequisites are met; be sure to have CRN #s for all co-requisites, labs, etc.

Prioritize (see next slide).

Prioritize:

- 1. 100T Transitions for your program**
- 2. Developmental Classes – check test scores and placement charts (see myGate)**
- 3. University Studies/Program Requirements**
 - Have more than one set of options for all students
 - Prioritize pre-requisites within area/major/minor
 - Balance courses that will be more/less challenging
 - Consider individual student's interests

100 Transitions

- **Have the CRN # ready for your 100T**
- **All Area/Major Declared take 100T (Declared with Conditions no longer take FYE 100)**
- **For continuing students, ANY FYE 098 or 100 OR ANY 099 or 100T satisfies the Transitions requirement, except in CRJ, which requires CRJ 099 or CRJ 100T**

Developmental Courses: Mathematics

- Know which MAT courses, developmental and prerequisite, your students need
- Use [Placement Charts](#) (linked here) to determine the best route for each student to reach required MAT proficiency
- [**Placement Chart and Info**](#) on myGate Teaching/Advising tab

Developmental Courses: ENG and REA

- Use Placement information in the [Community College Newsletter](#) (linked here) and on the Canvas Advising site (if you do not have access, see information on enrollment in the newsletter).
- Challenge Testing info in the newsletter and at the [Testing Center](#) website.
- [**Placement Chart and Info**](#) on myGate Teaching/Advising tab

ENG 105

- **ENG 105** may not be a best-choice for a student's first semester
- **ENG 105** may not be available for all advisees (scheduling conflict, closed sections).
- IF **ENG 105** is a pre-requisite for a second-semester course, prioritize it; if not, have alternatives that include **ENG 105** in Spring.
- Some Fall **ENG 105** courses are themed.
- Some Spring **ENG 105** courses are discipline-specific.

University Studies

- Know your program's University Studies requirements. New *Bulletin* copy reads:

BA degrees: *University Studies Approved Electives.....3 Choose from the list of University Studies courses*

BS degrees: *University Studies Approved Electives.....6 Choose from the list of University Studies courses.*

No more than one course from one thematic category.

Be aware of how this change affects students in your program.

University Studies BA: Modern Language

- **Modern Language Placement Test at [Modern Languages website](#) (linked here)**
- **French, Spanish, German online and free through June 30; fee after that date**
- **Japanese, Chinese contact information on the website.**
- **Except for SPA, Modern Language 101/201 courses offered in the Fall and 102/202 courses offered in the Spring**

All Programs:

- Include **program pre-requisites** in University Studies when possible.
- Give students **choices** when possible.
- Be sure that ALL courses will **count** toward **graduation**.
- A course MAY count in BOTH **University Studies** AND in the **Area** or the **Major** or **Minor**.
- **HON Program = HON Sequence**

“15 To Finish” – Weigh the Options

- Typical students should be registered for **15-18 credit hours**.
- **Minimum** credit hours for **full-time** status is **12**. (VA students **MUST** have 12.)
- Most students need successful completion of **24 credit hours per YEAR** to maintain loan/scholarship status.
- Encourage students to be committed to **success** in ALL of their courses. Help them to design a schedule that will promote **success**.

TRN Prefixes and Options

Look for **Transfer Agreements and Waivers** that limit or eliminate University Studies courses; for these students, make sure program pre-reqs are met

Make sure that **TRN University Studies** courses are applied appropriately:

CLL 100 = Oral Communication

SCL 100 = Science

HLP 100 = World's Historical, Literary, and Philosophical Traditions

MLL 100 = Mathematics

SOS 100 = Social Sciences

ESC 100 = Ethics, Social Responsibility, and Civic Engagement

GAC 100 = Global Awareness, Cultural Diversity, and the World's Artistic Traditions

GED 100 = General Education Transfer

TRN Prefixes and Options

- A **TRN 100** is a TRN lower-level course that is **non-equivalent**; if it should be **equivalent** or should have a University Studies TRN prefix, contact the **Transfer Center** Evaluation Coordinator
Jennifer Husemann jhusemann@murraystate.edu
- A **TRN 300** is a TRN upper-level course that is **non-equivalent**. If the course should be equivalent, contact jhusemann@murraystate.edu
- If the course may be subbed into the **Area/Major**, use the **Course Exception form**. (This option is used when the substitution needs to be made on a student-by-student basis.)

Links

- [Summer O Training](#)
- [Registration 101](#)
- [Transfer O Training](#) (inc. Veteran Affairs)
- [Testing Center](#)
- [Mathematics Placement Charts](#)
- [Community College Newsletter](#)
- [Modern Languages Placement site](#)
- [Academic Advising](#)
- [Transfer Center](#)
- [Course Exception form](#)