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