

# **Advanced Scheduling & Creating a Productive Student Meeting**

Center for Student Engagement and Success  
and the  
Registrar's Office

October 2021

# Importance of Quality Academic Advising

"Academic advising is the only structured service on the campus in which all students have the opportunity for ongoing, one-to-one contact with a concerned representative of the institution." WR Habley

"Students who receive effective academic advising tend to feel positive about the institution as a whole." Noel

# Racers Commented

“What has made my academic advising meetings so effective has been my adviser’s commitment to getting to know me—especially my strengths, weaknesses, and career goals. It’s always more than just making sure I’m reading the audit correctly and taking what I need for graduation. When it comes to navigating the numerous electives, he always provides advice to keep me from getting academically overwhelmed and prepare me for potential future internships and post-graduation industry opportunities.” Hayden, Senior



# Advanced Scheduling

- Advanced Scheduling for Spring 2022 begins on November 1
- Advanced Scheduling for Winter Term 2021 beings on October 25
- View the [Advanced Scheduling website](#) to see when students' registration access beings

# Holds Preventing Registration

- Students may have holds on their account preventing adding and dropping courses. These holds need to be resolved before being allowed to perform registration activity.
- Students and advisors accessing the website, [“Holds preventing registration”](#), can find out more about each hold and how to resolve the hold **and** which processes are affected by the listed specific hold.

# Advisor View of Student Holds

## Student Search

Last Name  First Name  OR M#  Term 
☒ All Active ☐ Advisees

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Photo	Student Name	Info: <a href="#">Release Consent: yes</a>	<a href="#">Transcript</a> <a href="#">Test Scores</a> <a href="#">RACR Audit</a> Last term: FA 21
	M# Student Email <a href="#">Freshman / Music Education/Instrumental</a> Stephanie Rea - srea@murraystate.edu		

[Holds \( 3 \)](#)  
[Courses \( 10 \)](#)  
 Advisor Holds: **none**

### Administrative Holds

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
College Transcript Needed	Sep 01,2021	Dec 31,2099		Austin Peay Transcript		Registration Transcripts Graduation
Alcohol Awareness Training	Oct 04,2021	Mar 01,2022		For ? call 809-3016		Registration
Drug Awareness Training	Oct 04,2021	Mar 01,2022		For ? call 809-3016		Registration

# Student View of Registration Time and Holds

my Gate > Academics tab > Registration Tools >  
Registration Overrides and Assigned Time Ticket link  
OR Holds link. **Note:** The Advising hold is not visible on this

## Registration Tools

[Schedule of Classes and Course Fees](#)

[Add/Drop/Register Individual Classes](#)

[Withdraw from ALL Classes for a Semester](#)

**STOP before you DROP courses! Please Read.**

[Refund Deadlines](#)

[Registration Overrides and Assigned Time Ticket](#)

**Holds** [How do I resolve holds?](#)

[Pre-Registration Verification Form](#)

[Registration Forms](#)

[My Schedule - View/Print](#)

[My Schedule - Week at a Glance](#)

[Textbook List](#)

### ***You may register during the following times***

<b>From</b>	<b>Begin Time To</b>	<b>End Time</b>
Apr 08,2021	02:30 pm	Dec 11,2021 11:59 pm

- ✓ You have no Holds which prevent registration.
  - ✓ Your Academic Standing is Good Standing which permits registration.
  - ✓ Your Student Status permits registration.
- Your Class for registration purposes is Sophomore.

# Course Withdrawal or Audit

## Deadlines to Note for FALL 2021

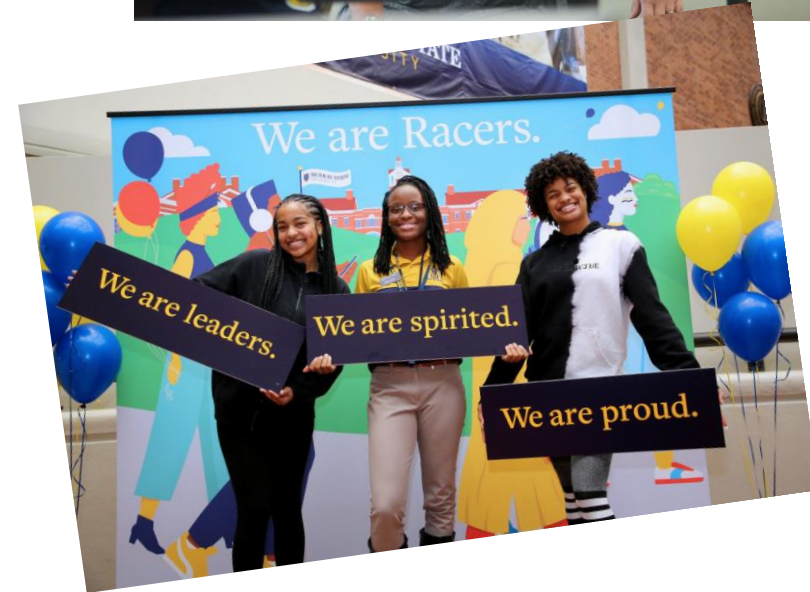
- **November 19:** Last day to drop (W grade assigned) or \*\*\*audit full semester classes
- **November 26:** Last day to drop (W grade assigned) or \*\*\*audit second half-semester classes
- All academic deadlines can be found on the Registrar's Website > [Academic Deadlines](#)
- Links to deadlines **also found** on the Academics and Teaching/Advising tabs.

# Audit, W (drop), E (failing), I (Incomplete)

- **Students who wish to drop all classes** (drop deadlines apply) must withdraw from the semester; submit a withdrawal request through the my Gate Academics Link. Contact the Registration office, [msu.registration@murraystate.edu](mailto:msu.registration@murraystate.edu) or 270.809.5630 for additional information.
  - If they are registered in an earlier part of term that has ended (i.e. 1st half semester classes) and are also registered for classes that have not ended or have not yet begun, complete the drop process through my Gate by the published deadline(s) listed above.
- **\*\*\*Audits** require written permission from the instructor, which must be submitted to the Registrar's Office by the published deadline to officially audit the class. Continued class attendance/participation is required in addition to any other audit requirements set by the instructor to successfully earn an audit grade.
- **Grades of Audit, W (Drop), E (failing), I (Incomplete) grades** are not earned credit and do not count towards financial aid and scholarship eligibility.

# Racers Commented

“An academic advisor is someone who goes beyond helping schedule classes. They are invested in making sure their advisees succeed after they graduate and will do whatever they can to make sure they have all the resources they need to succeed.” Jill, Senior



# Productive Student Meetings:

## *Preparation*

### In PREPARATION for meeting with Advisees:

- Review [FERPA confidentiality policies](#) and establish/reestablish strategies for maintaining confidentiality.
- Review current [University Bulletin](#), particularly “Academic Degrees and Programs” and the college/school programs for which you advise. If new *Bulletin* includes changes that would benefit your advisees, consider having Advisees move to the new *Bulletin*. (Students may choose ANY *Bulletin* in force/unexpired.)
- Review University Studies options that complement your program; review prerequisites for all courses in your program. (Prerequisites are listed in *Bulletin* course descriptions.)
- Communicate advising information to all advisees; provide link to scheduler for advising appointments or information on drop-in or by-appointment hours; post advising information; make sure that all advisees can be accommodated.
- Placement charts are found on [my Gate](#), Teaching/Advising. Testing Center handles challenge testing.

# Advisee Emails

- Advisee emails can be found in three ways
  - **Registrar sends a list** to Deans, Chairs, Directors, Administrative Assistants to share with advisors.
    - Most recent list was sent on Oct. 5
  - **my Gate** Teaching/Advising tab, Advisor Dashboard channel or Student Search channel
  - **Starfish Student Success Network** > Students > Connection

# Appointment Scheduling Options

- Appointment scheduling
  - Online scheduling sites: Starfish; YouCanBook.Me; Others
  - Email exchange to set up appointments
  - Advising office hours

# Productive Student Meetings: *Before*

## BEFORE individual Advisee's Academic Advising session

- Review Advisee's RACR ([my Gate](#), Teaching/Advising) for progress toward degree. Compare RACR to *Bulletin* for advisee's year, making sure RACR is accurate. Compare advisee's *Bulletin* to current *Bulletin* and consider whether it would be advantageous for advisee to move to new *Bulletin*.
  - [RACR Advisor Training and Tutorials](#)  
([murraystate.edu/academics/RegistrarsOffice/racr.aspx](http://murraystate.edu/academics/RegistrarsOffice/racr.aspx))
- Check [Schedule of Classes](#): know which courses are available in the coming term; keep up with Schedule of Classes as classes close; be sure that you are not advising students to take courses that are not available or for which they have not met prerequisites. Hover over listed class on the RACR for course description. (Schedule of Classes also linked in [my Gate](#) Teaching/Advising.)
- Check the [Starfish Student Success Network](#) for flags, midterm grades, and other activity. Starfish is accessed through my Gate, teaching/advising tab or through Canvas.
  - View the [Preparing for a Productive Student Meeting](#) video

# Productive Student Meetings: *During*

## DURING the Academic Advising session:

- Be kind and helpful, firm and clear, direct and professional.
- Remind students that they can find their Registration Status (date/time when their registration window opens) on my Gate Academics tab.
- Use RACR to review progress toward degree. Be sure area, major, minor is/are declared, or discuss declaring. ([Registrar Forms](#) linked on my Gate). If an advisee needs to change area/major, be magnanimous, helpful, and kind in initiating the [Change of Major](#) process and developing a proactive plan both to make the change and to have student advised appropriately for current advising season. ***Students can initiate the change of major or major declaration by emailing the Registrar at [msu.racr@murraystate.edu](mailto:msu.racr@murraystate.edu).***
- Review GPA, academic standing, success network and more in the [Starfish Student Success Network](#) which can be accessed through my Gate, teaching/advising tab or through Canvas.
- Use RACR, *Bulletin*, and advisee input to agree on a tentative class list. Recommended: use RACR “Notes” feature to record this list for your and your advisee’s reference.

# Productive Student Meetings: *During*

## DURING the Academic Advising session:

- Discuss strengths, weaknesses, and needs, and refer advisee to appropriate service providers. (See QuickLinks on the Academic Advising website, or raise Starfish flags to refer a student to Student Engagement and Success.)
- Discuss [internship](#), [study abroad](#), [career and professional planning](#), and refer advisee to appropriate service providers.
- [Career Services](#) has many resources to help with career planning, “what can I do with a major in” and more.
- If your advisee is considering taking classes through another institution, refer advisee to the [Transfer Center](#) website, “Find Courses that Transfer” link. They should also meet with Financial Aid if they are considering taking courses at another institution.
- Be sure advisee is keeping up with credit-hour and GPA requirements for the major/area/minor, tuition, loan, scholarship, housing, etc.
- Ask for help from your program coordinator, chair, dean, coordinator of academic advising, retention personnel, student support services.
- Refer advisee to Student Engagement and Success (retention) when you cannot help.
- ***“I can’t help you” MUST be followed by “but I can get you to someone who can.”***

# Productive Student Meetings: *Following*

## **FOLLOWING the Academic Advising session:**

- Clear Advisor Hold (my Gate, Teaching/Advising, Advisee Listing or search for each student). (Red Advisor Hold – click to release; if you see “yes,” someone else has Advisor Hold responsibility for this student – contact your Chair or Program Coordinator or the Registrar.)
- Send a follow-up email through Starfish or Racer email if you feel you need to reinforce any important information or action steps or you need to share additional information or answers to questions not addressed in the meeting.
- Add advising session notes in RACR Degree Audit notes section. Consider copying notes from audit to Starfish notes.
- Make sure advisee has contact information should problems, questions arise between now and Advanced Scheduling.

# Resources

- Academic Advising Website  
([murraystate.edu/advising](http://murraystate.edu/advising))
- Registrar's Office  
([murraystate.edu/registrar](http://murraystate.edu/registrar))
- Department, School,  
College Colleagues
- NACADA: The Global  
Community for Academic  
Advising:  
<https://nacada.ksu.edu/>

