ACADEMIC ADVISING FOR ADVANCED SCHEDULING

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Advising Resources – Advising Website

www.murraystate.edu/advising

- “For Academic Advisors”
  - This Training
  - How to Read a RACR
  - Advising Checklist
  - Starfish (Referrals)

- “For Current Students”
  - Your Advisor, Your Responsibilities
  - How to Read a RACR, Registration 101

In the Menu: Quick Links
Advising Resources -- myGate

myGate Teaching/Advising tab

- Advisee Listing for email list of advisees
- Schedule of Classes
- Placement Charts
- University Bulletin
- Registrar Forms
- Starfish (Referrals)
- Timetable for Advanced Scheduling

“Information for Advisors” links to Advising website
Preparing for Advanced Scheduling

- Advising website: Advising Checklist

- Arrange Advising Appointments
  - Contact students (see previous slide)
    - Student prep for advising – see Advising website
      - For Current Students “Your Advisor, Your Responsibilities”
    - Sample email to students on Advising website with Checklist
  - Google Calendar Appointment Slots or other scheduler
  - Open Advising Hours
  - Online/Phone Advising; accommodate every advisee
  - Canvas Advising Course
Advise Every Student

- “Meet” with every student – email, phone, videoconference
  - Plan Schedule for Summer/Fall
    - Prerequisites/Corequisites
    - Sequence of courses
    - Progress to degree
  - Review current success/needs
    - Check Starfish for referrals
    - Flag/Kudo/Refer using Starfish as needed
  - Plan for future terms/graduation (plan shell on Adv site)
  - Discuss internships, education away/abroad, etc.
  - Career/Professional planning
Advising – Student Resources and Responsibilities

- myGate Academics tab – Registration Status
  - Date/Time student’s registration opens
  - Holds: student must address all holds in order to register

- Advising Website
  - Your Advisor, Your Responsibilities
    - student responsibility: “We Advise, You Decide”
  - Registrar, Bursar, Financial Aid, Scholarship, Housing, Athletics, VA, etc.:
    - Student must contact offices for rules that may affect their status
RACR Degree Audit

- myGate Teaching Advising
  - Advisee: See Advisee Listing
  - Non-Advisee: use Student Search
    - Wrong advisor listed? contact Registrar or Chair
    - Can’t find a student? Try opening YOUR RACR; use Find icon (top left)
  - Test Scores and Transcripts on myGate Teaching/Advising
- Can’t view RACR? Contact msu.racr@murraystate.edu to gain RACR access
Red boxes indicate INCOMPLETE requirements:

- 120 Credit Hours required
- 42 Upper-Level (300+) Credit Hours required
### RACR Degree Audit – Area/Major box

**Area in Exercise Sci/Wellness**

- **[Area does NOT require Minor]**
  - Unmet conditions for this set of requirements: 76 credits are required. You currently have 55.
  - Still Needed: 1 Class in BIO 227
  - Human Anatomy
  - Human Anatomy Laboratory
  - Human Physiology
  - Human Physiology Laboratory
  - Introduction to Exercise Science
  - Group Fitness Instruction
  - Acute Care of the Physically Active
  - Care and Prevention of Injuries
  - Theory/Techniques in Strength & Conditioning
  - Exercise Physiology

**Major in Sociology**

- **[Major DOES require Minor]**
  - Unmet conditions for this set of requirements: 35-36 credits are required. You currently have 13.
  - A minimum of 9 upper-level MSU credits are required. You have taken 6.
  - Still Needed: 1 Class in SOC 133
  - Required Statistics
  - Introduction to Sociology
  - Writing & Inquiry in the Social Sciences
  - Research Methods
  - Senior Seminar
  - Social Theory
RACR Degree Audit – Area/Major and RACR Features

Declare Area/Major by 45 Credit Hours
Declare Minor by 60 Credit Hours

Click on any “still needed” course for course description and prerequisites
Unrestricted Electives are at the bottom of the RACR. Courses that are not counting toward any of the above requirements (univ studies, area/major/minor) are listed here. Evaluate these: use Course Exception Form if any should be counted elsewhere on RACR.
Notes are viewable by anyone with access to RACR: student, advisors, CSES, chairs, deans. If student changes major, RACR notes provide continuity – durable advising record. Notes appear at the bottom of the RACR.
Clear Advisor Hold AFTER advising session

myGate
Teaching/Advising
My Advisees

myGate
Teaching/Advising
Student Search

your advisee

cleared

student MUST address holds

not your advisee
For More Information

- www.murraystate.edu/advising
  - Intensive training (ppt)
  - How to Read a RACR (ppt)
  - RACR What If (ppt)

- RACR msu.racr@murraystate.edu

- Contact Barbara Cobb bcobb@murraystate.edu or msu.advising@murraystate.edu