Faculty Academic Advisor Training
Fall 2019

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Professor, English
Coordinator, Liberal Arts (multidisciplinary) Major

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Murray State University Academic Advising provides:

- academic advisor training, both “live” and online
- the Academic Advising website, with resources and training for students and academic advisors
- academic advising support for students and advisors
Advising Model at Murray State

“Blended Decentralized”

- faculty advising, discipline-specific
  - JCSET specific programs – staff advising
  - BCOB AACSB programs – CUBA
    - undergraduate advising center until fully admitted
    - faculty advising once fully admitted

- Center for Student Engagement and Success
  - referrals
    - at-risk students
    - Starfish myGate Teaching/Advising tab
      - Flags, Kudos, Referrals, Student “Raise Your Hand”
3 Major Advising Seasons

- **Fall:** Before Advanced Scheduling
  mid-October - early November

- **Spring:** Before Advanced Scheduling
  after spring break – early April

- **Summer:** Summer Orientation – May-July
  trainings Apr & June
Advanced Scheduling Student Information

myGate Academics tab
Calendars/Deadlines (right side)
Timetable for Advanced Scheduling

Registration date/time on
myGate Academics tab
Registration Tools
Registration Status
(add/drop classes located there as well)
Email Advisees:
myGate Teaching/Advising tab, Advisee Listing
click envelope icon for email list

- use Google Scheduler or other scheduling app
- add extra “Open” Office Hours
- give advisees clear instructions for advising
- AACSB Programs: check CUBA Advising Schedule
To: Advisees

From: Dr. Murray Advisor

Advanced Scheduling begins November 4th. Please use this scheduler to sign up for an academic advising appointment.

Go to www.murraystate.edu/advising and use the Your Advisor, Your Responsibilities tab to prepare for your advising session.

We will review your RACR, discuss classes for summer and fall term, and plan for future terms. Also, we will cover study abroad and internship options, as well as career and professional plans.

You must be advised before your Advisor Hold is lifted so that you can register for winter and spring term.
For Academic Advisors

Undergraduate Academic Advisors:

Click a button

- Summer O, Advanced Scheduling, and New Advisor Information
- Undergraduate Academic Advising Checklist
- How to Read a RACR for Advisors
- Undergraduate Academic Advising Training
- Transfer Advising
- Starfish -- Reporting and/or Getting Help for Students
How to Read a RACR (10 minute training)

- RACR, *Racer Academic Completion Report*: degree audit used to determine progress to graduation and status
- Review RACR every semester
- Make sure all credit is included on RACR
- Student is responsible for accuracy of RACR
- Academic Advisor makes changes with appropriate approvals
- myGate Teaching/Advising Registrar Forms
RACR Basics

• 120 credit hours minimum to degree
• 42 credit hours at 300+ level required (39 for BIS)
• Degree Requirements
• University Studies / Honors Sequence
• Area, Major, Minor
• Electives (at bottom) – evaluate for substitution in area/major/minor
• Click-through to course descriptions
• **Course Exception Form** (Registrar Forms)
RACR – Area, Major, Minor

• Match with the *Bulletin*
  – Prerequisites, co-requisites
  – Univ Studies required courses
  – Tracks
  – Advisor Approved Electives (AAPR):
    use [Course Exception Form](#) to approve ([Registrar Forms](#))

• Check for Unrestricted Electives in your Area or Major: make sure students meet 120 credit hours to degree and 42 at upper level (top of RACR).
### Placement – see myGate Teaching/Advising

#### Page 1 Chart:

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>ACT ENG/REA</th>
<th>ACCUPLACER ENG/REA</th>
<th>SAT ENG/REA/VERBAL</th>
<th>KYOTE ENG/REA</th>
<th>ALEKS PPL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>English</td>
<td>Reading</td>
<td>Writing</td>
<td>Reading</td>
<td>English</td>
</tr>
<tr>
<td>Corequisite ENG 105 + ENG 111</td>
<td>0-17 AND 20-36</td>
<td>0-262 AND 276 &amp; above</td>
<td>0-470 or 20-24 AND 480-800 or 25-80</td>
<td>0-5 AND 20 or higher</td>
<td>N/A</td>
</tr>
<tr>
<td>Corequisite ENG 105 + ENG 111 + REA 112</td>
<td>18 &amp; above AND 0-19</td>
<td>263 &amp; above AND 275</td>
<td>480-800 or 25-80</td>
<td>6 or higher AND 0-19</td>
<td>N/A</td>
</tr>
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</tr>
</tbody>
</table>

#### Pages 2-4 MAT Placement:

**Mathematics Placement—Entry Level**

*Instructions for use:* Find your student's exam score from among the exams and ranges in the shaded portion of the table, and move horizontally across that row towards the unshaded part of the table. Choose the course required for your major/program from the top row of the unshaded part of the table, and move down that column. In the cell where these intersect is the full recommended placement for this student. Sometimes two or more courses will be needed to complete the program's course requirement. In this case, the bolded course is that course which must be taken first, and the remaining courses are to be taken in subsequent semesters. Note: MAT 117-C0x, STA 125-C0x, STA 135-C0x, and MAT 140-C2x are the same courses as MAT 117, STA 125, STA 135, and MAT 140 (respectively), with the same student learning outcomes; they meet an extra hour per week to facilitate extra assistance to the students.

**Entrance Exams**

- **KYOTE Placement Exams**
  - MAT 107
  - STA 125
  - STA 135
  - MAT 140
  - MAT 130
  - MAT 150
  - QRAS
  - AAF
  - ALEKS
  - Prior Course

<table>
<thead>
<tr>
<th>Entrance Exams</th>
<th>KYOTE Placement Exams</th>
<th>Desired Course for Major/Program - Entry Level</th>
<th>Common Placement Exams</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 1-16 SAT 10-440 Math Readiness 1-16 Calculus 1-9</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>17 450</td>
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<td>18 470</td>
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<tr>
<td>25 640</td>
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</tr>
</tbody>
</table>

*This information is included only for students already with credit for this course. For other students, MAT 140 & MAT 117-C0x or placement exams will be required.*

Other Placement Exams are listed on the right.
Unrestricted Electives:
Additional Hours Toward Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>GER 101</td>
<td>Fundamental Communication</td>
</tr>
<tr>
<td>GER 102</td>
<td>Social Interactions in German</td>
</tr>
<tr>
<td>IDC 199</td>
<td>Sem: Why Do I Need Math?</td>
</tr>
<tr>
<td>LBA 099</td>
<td>Transitions</td>
</tr>
</tbody>
</table>

Transfer credit and other courses that may be eligible for substitution in University Studies, Area, Major, or Minor may be here – use Course Exception form (Registrar Forms) to move these courses.
Advising Honors College Students

• Honors Sequence REPLACES University Studies

• Use RACR

• Honors College students must enroll in at least ONE Honors Sequence course every semester until Honors Sequence is complete

• Honors College students register with Special Populations on first day of advanced scheduling

• Holds MAY be released by the Honors College advisors (make sure that they are advised by you too)

If Honors Sequence disappears from RACR, student should contact Honors College office immediately.
Transfer Advising

• **Transfer Center**

• Common transfer course prefixes:

• TRN, CLL, SCL, HLP, MLL, SOS, ESC, GAC, GED: Evaluate these courses for equivalency or substitution

• Transfer Equivalencies see [Transfer Center/Transferring Classes](#) to pre-evaluate courses -- if course is not listed, student should contact Transfer Center. (Use this tool to find classes that transfer in from other colleges.)
Transfer Course Equivalencies

• If course should be equivalent, contact the Transfer Center: course will be evaluated and added to equivalency for ALL FUTURE evaluations

• If course should be substituted for University Studies for THIS STUDENT ONLY, use the University Studies Course Substitution form

• If the course should be substituted for a course in your program, use the Registrar Course Exception form

Note: if a 200-level course from another institution is substituted for a 300+ course at MSU, the course will NOT count toward upper division hours for graduation.
Declaring Area, Major, Minor

• **45 Credit Hours**: Student MUST have Area or Major declared before Advanced Scheduling

• **60 Credit Hours**: Student with a Major MUST have MINOR or second Major declared before Advanced Scheduling

• Change of Area/Major: use this **FORM** ([Registrar Forms](https://example.com/forms))

• Change of Minor may be done on same form; student MAY change Minor without advisor signature at Registrar’s Office
RACR Notes Feature

Use Notes to make durable record of advising session. Notes can be seen by student, advisor, and anyone else who has access to RACR. Consider them public, within the advising community.
RACR What-If

Choose options

Options will populate here. Then click up here.
Our campus:

- Study Abroad
- LGBTQ Programming
- Student Support Services
- Admissions
- Transfer Center
- Mills Multicultural Center
- Curris Center
- Career Services
- Counseling Services
- Testing Center
- Women’s Center
- Applied Sciences
- Apartment
- Stadium
- Student Affairs
- Center for Student Engagement and Success
- Blackburn
- Racer Writing Center
- Racer Oral Communication Center
- Wells Hall
- Financial Aid
- Registrar’s Office
- Bursar Scholarship Office
- Waterfield Library
- Lowry Center
- Honors College Tutoring
- Financial Aid
- Scholarship Office
- Honors College Tutoring
- Wells Hall
Before Meeting Advisee: Schedule of Classes

• **Schedule of Classes** is available approx. one month before advanced scheduling: check for availability of classes for students in your program

• Schedule of Classes can be found on
  – myGate Teaching/Advising (instructor/advisor)
  – myGate Academics (student)
  – RacerNet

Registration 101 for Students / for Academic Advisors: see [Academic Advising website](#)
Advising Session – Advisor Checklist

• Meet with every student
• Use RACR and the *Bulletin* to help student choose classes
• Know prerequisites and advise accordingly
• Make sure student is making progress; discuss plans for future semesters
• Discuss strengths, weaknesses, successes, challenges
• Discuss plans for future (career/professional)
RACR: Do the Math!

- Top of RACR: 120 is the minimum credit hours required for a degree.

- Your advisee MAY need **more than 120** credit hours to complete all requirements.

- Your program MAY require **fewer than 120** credit hours; your advisee may need electives to reach 120 credit hours.

- Check GPA; advisee may need to retake courses to meet GPA requirements.

- Advisee may need more than 15 credit hour/semester – extra tuition.
Full-Time Status

• Student should contact ALL offices with questions:
• Bursar: Full-Time = 12 credit hours NON-WEB
• Housing: Full-Time = average 12 hours per semester, Fall / Winter / Spring
• Scholarship: rules vary; be sure that student knows how to stay in good standing
• International: rules vary; be sure that student knows requirements
• Veterans: Full-Time = 12 credit hours; no WEB remedial/developmental allowed
After Advising: Release **Advisor Hold**
– myGate Teaching/Advising, Advisee Listing

Release Advisor Hold ONLY after successful advising session.

Also note “**Release Consent**”: see [Academic Advising](#) website for IMPORTANT information on FERPA-required compliance with [Consent to Release](#).
Contacts – email addresses

Registrar: msu.registrar@murraystate.edu
RACR: Ashley Rogers  msu.racr@murraystate.edu
Transfer: Maria Rosa  msu.transfercenter@murraystate.edu
International: Bill McKibben  bmckibben@murraystate.edu
CSES/Retention: Peggy Whaley  pwhaley@murraystate.edu
Academic Advising: Barbara Cobb  msu.advising@murraystate.edu

www.murraystate.edu/advising