

# Academic Advising Planner



Center for Advising & Academic Services (CAAS)

**MARIST**

# Academic Advising Planner

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**Look for a blue highlighted box for important Career Services Information.**

# Center for Advising & Academic Services (CAAS)

## **Our Goal:**

To provide students a tool that will enhance and motivate their academic path at Marist.

## **Our Mission:**

The Center for Advising & Academic Services (CAAS) is dedicated to helping students develop skills required to demonstrate academic success while developing the advising structure required to support our faculty and staff advisors.

In line with the Marist *100* commitment of Student Centrality, CAAS is dedicated to teaching skills and providing the necessary resources that will help both students and advisors thrive.

## **Student Learning Outcomes:**

1. Students will be informed about the Core curriculum and learn to plan their academic and co-curricular schedule on a semester and yearly basis.
2. Students will learn about the campus offices and services that guide a successful academic and co-curricular college experience.
3. Students will be equipped with tools to help plan their own academic experience within the College's standards.

## **How To Use This Planner:**

Use the Fall and **Spring Semester checklists** to be sure that you are keeping up with important semester deadlines.

- Use the **Core Planning Worksheet** to keep track of your Core requirements.
- Use the **degree plan Plan Worksheet** to maximize your tuition and create a degree plan plan of study considering your whole self. For example, are you an athlete or do you work in addition to being a student? Do you excel with a lighter course load?
- **Create a map** to achieving your degree requirements by taking courses during all of the semesters available to you.
- Understand your and your academic advisor's **responsibilities** in the advising process.
- Use the **degree plan Advising Checklists** to plan your academic year and guide conversations with your academic advisor.
- Locate **On-Campus Resources** and use the **Troubleshooting Guide** to get assistance with common issues.
- The **Glossary** will help define commonly used terms in the advising and planning process.
- **Advisor Notes** allows you to access your advisor contact information and jot down questions for meetings.
- The **Goal Setting** page allows you to set SMART academic and/or personal goals.
- The **Personal Notes pages** leave you space to collect other important information.

# Fall Semester

## Prior to the Start of the Year

- Get to know the academic system, my.Marist (including the Advising (undergraduate) portal), Self Service Banner (SSB), and DegreeWorks audit
- Review your detailed schedule
- Review the Academic Calendar for important fall deadlines. View the Calendar here: <https://www.marist.edu/academics/calendars>
- Purchase textbooks and school supplies
- Consider contacting your academic advisor
- Review course descriptions in the College Catalog at <https://www.marist.edu/academics/registrar/undergraduate-catalog>

## September

- Check your DegreeWorks audit and make sure information is accurate (i.e. transfer credits, degree, advisor, etc.)
- Develop 4-year academic plan (See page 7)
- Explore study abroad opportunities. For more information go to <https://www.marist.edu/study-abroad>
- Familiarize yourself with the Brightspace system
- Get to know your Coordinator of First Year Programs
- Make an appointment with your advisor to discuss academic and career goals with the Center for Career Services
- Connect with academic resources, i.e. Academic Learning Center, Writing Center, Accommodations & Accessibility, CAAS, Center for Career Services, etc.
- Attend the Activities and Marist International Programs fairs
- Explore Career Services at <https://www.marist.edu/academic-resources/career-services>
  - Review your Handshake account (internship and career opportunity)
  - Create a Focus2 account (online career and educational exploration)

## October

- Review your midterm grades. Do you need to get a tutor, attend review sessions, or withdraw from a course?
- Estimate your GPA for the fall semester
- Meet with your professors to discuss your current course progress
- Make an appointment with your advisor to review courses for the spring and to get enabled
- Check Self Service Banner (SSB) and make sure you have no holds on your record that prohibit registration
- Attend the Majors & Minors fair
- Attend the Career & Internship Fair
- Consider taking the Career Planning course in the spring

## November

- Register for winter (if applicable) and spring classes
- Prepare for final exam review

## December

- Continue preparation for finals and determine when and where they will take place
- Check your DegreeWorks audit for accuracy
- Visit Focus2, and, in “Your Work Experiences & Accomplishments,” make a record of significant experiences

# Spring Semester

## January

- Review your detailed schedule
- Check your DegreeWorks audit for accuracy
- Add/drop (as needed) to fine tune your schedule (first week of classes only)
- Review the Academic Calendar for important spring deadlines. View the Calendar here: <https://www.marist.edu/academics/calendars>
- Plan how to incorporate activities within your course schedule

## February

- Attend the Activities, and Marist International Programs fairs
- Meet with your advisor, if needed, to update him/her on any changes
- Connect with academic resources, i.e. Academic Learning Center, Writing Center, Accommodations & Accessibility, CAAS, Center for Career Services, etc.
- Meet with a Career Coach to discuss summer internship/employment opportunities

## March

- Make an appointment with your advisor to review courses for the fall and summer (if applicable) and to get enabled
- Check Self Service Banner (SSB) and make sure you have no holds on your record
- Review your midterm grades. Do you need to get a tutor, attend review sessions, or withdraw from a course?
- Estimate your GPA for the spring semester
- Meet with your professors to discuss your progress in their course.
- Attend the Career & Internship Fair and identify employers with internship opportunities

## April

- Declare your Core Pathway (<http://www.marist.edu/academics/core/corepathways.html>)
- Register for summer (if applicable) and fall classes
- Begin preparation for final exam review
- Create or update a LinkedIn account (<https://www.linkedin.com/>)
- Meet with alumni for networking opportunities

## May

- Continue preparation for finals and determine when and where they will take place
- Check your DegreeWorks Audit for accuracy
- Note: If you want to take a course elsewhere in the summer it must be pre-approved by the department Chair/Dean and Registrar. Obtain the appropriate form in My.Marist.
- Review your Focus2 profile, and, in “Your Work Experiences & Accomplishments,” make a record of significant experiences
- Update your resume to reflect academic achievements and on-campus leadership/involvements



# Core Planning Worksheet

Student: \_\_\_\_\_

CWID \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## I. FOUNDATION COURSES

7 credits

- First-Year Seminar (4 credits)
- Writing for College (3 credits)

## II. DISTRIBUTION COURSES

36 credits

BREADTH	CREDITS
<input type="checkbox"/> Philosophy 101: Philosophical Perspectives (Taken in freshman year)	3
<input type="checkbox"/> Fine Arts _____	3
<input type="checkbox"/> History _____	3
<input type="checkbox"/> Literature _____	3
<input type="checkbox"/> Mathematics _____	3
<input type="checkbox"/> Natural Science _____	3
<input type="checkbox"/> Ethics/Applied Ethics/Religious Studies _____	3
<input type="checkbox"/> Social Science _____	3

PATHWAY Selection	CREDITS
<i>Minimum 3 different disciplines</i>	
<input type="checkbox"/> Course #1 _____	_____
<input type="checkbox"/> Course #2 _____	_____
<input type="checkbox"/> Course #3 _____	_____
<input type="checkbox"/> Course #4 _____	_____

• If applicable to a Pathway, 3 credits may come from disciplines outside of Core Breadth areas.

OVERFLOW	CREDITS
<i>Courses needed to achieve 36 credits if "double-dipping" has occurred between Breadth/Pathway</i>	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- Courses that count for Breadth areas, as well as foreign language courses, can be used to reach the 36-credit threshold.
- Breadth and Pathway courses may overlap, but all students must take a total of 36 distribution credits (12 courses, including related field requirements).
- Students majoring in breadth areas may apply a maximum of 6 credits to their distribution total.

Total Distribution Credits must equal 36 \_\_\_\_\_

## III. SKILL COURSES

- Public Presentation Intensive requirement
- Technology Intensive requirement

## IV. CAPPING

3 credits

- Capping (3 credits)

For more information on the Core Planning Worksheet, go to <https://www.marist.edu/academics/core>

**Honors Program Students...**  
Remember to review your program requirements:  
<https://www.marist.edu/honors>



# Choosing Your Pathway

## How Should I Choose My Pathway?

### The Short Answer: Choose Something Interesting!

- Check out the Pathways and courses on the Marist Core web page.
  - Determine which one or ones you find most intriguing and/or that will add a new dimension to your major. A Pre-Health major, for example, could add language proficiency and cultural competency to their skill set through a Pathway in Spanish or in Latin American & Caribbean Studies. A Communications major hoping to work in the nonprofit field could choose a Pathway in Public Health or in Environmental Studies.
  - Remember that your Pathway can also provide you with the opportunity to explore a potential minor or second major in a preliminary, low-stakes way.
  - Bring your short list to your advisor and make sure your choices will fit with your overall plan.
  - In most cases, any Pathway will work with any major. The double-dipping described below is what makes this possible.
- Meet with a Career Coach, utilize assessment instruments such as Focus2 and/or consider taking the Career Planning course. These can assist you in choosing a Pathway.

### Pathways and Breadth

Every student needs to fulfill the eight Breadth areas and to complete a Pathway containing four courses covering at least three different disciplines. Also, every student needs to complete a total of 36 distribution credits. Courses can simultaneously satisfy Breadth and Pathway requirements. If you “double-dip” one or more courses in this manner, you will finish your Breadth and your Pathway in fewer than 36 credits. You can use the following kinds of courses to reach the 36-credit threshold:

- Other Breadth-area courses you just feel like taking or could use for a minor/second major

- Related-field courses you need for your major
- Approved AP courses in Breadth-area subjects
- Language courses at any level, including Elementary I & II

### What About Going Abroad?

Courses taken abroad can work for a Pathway as long as they receive prior approval. Below are some examples:

- Language courses, which will work for Pathways in French, Italian, Spanish, Contemporary European Studies, Italian & Italian-American Studies, Global Studies, and several others
- Courses in history, philosophy, or other Breadth areas that would fit in Pathways covering a culture-specific topic (e.g. Latin American & Caribbean Studies or Jewish Studies)
- Issue-oriented courses that overlap with your Pathway; e.g. for a Public Health Pathway. You could take an approved economics course related to the host country’s health policies.

### Reminders

- You must choose your Pathway by the spring registration process in your freshman year.
- To “declare” your Pathway, fill out the form available on the Marist Core Pathway web page or the Registrar’s website. Your advisor needs to sign off on your choice.
- For additional information, see the FAQs page on the Marist Core website and/or contact the Core Director.



# Student Responsibilities

- Plan and attend regular appointments with your advisor each semester
- Come prepared for advising appointments (eg., bring a degree plan plan, Core planning worksheet, and a list of courses you're interested in taking the following semester)
- Gather all relevant decision-making information
- Clarify personal values and goals
- Become knowledgeable about college programs, policies and procedures
- Complete all "to do's" recommended by your advisor
- Ask questions if you do not understand an issue or have a specific concern
- Take time to explore career options
- Seek opportunities that are consistent with areas of interest
- Review DegreeWorks audit and graduation requirements frequently for accuracy
- Review course catalog and course descriptions
- Attend School group advising meetings (if applicable)



# Advisor Responsibilities

- Be accessible and responsive to advisees
- Communicate college policies and procedures
- Help students define and develop realistic goals (short & long term)
- Match students' needs with available resources and make appropriate referrals
- Assist students with planning programs consistent with their abilities and interests
- Educate advisees about their major and the Center for Career Services
- Monitor and support students' progress
- Keep abreast of curriculum requirements



# Your Degree Completion Checklist

## Year 1

- Learn what campus clubs and activities are right for you
  - Visit the Activities, Majors/Minors and Marist International Programs fairs
  - Think about if going abroad is right for you
  - Learn major requirements
  - Familiarize yourself with your DegreeWorks audit
  - Check your DegreeWorks Audit for accuracy
  - Develop degree plan plan of study with the help of your advisor
  - Meet with your advisor about courses to take in the spring/fall
  - Choose your Core Pathway with the help of your advisor
  - Attend lectures on campus related to career, major and personal interests
- Visit Career Services to take Focus2 career interest review
  - Attend career fairs and events on campus (workplace attire is encouraged)
  - Utilize Handshake to begin learning about career tools, schedule an appointment with a career counselor, and sign up to receive email notifications of programs and services sponsored by Career Services
  - Consider taking CRDV105 for Career Planning (1 credit)
  - Begin to develop a resume and have it reviewed by Career Services

## Year 2

- Meet with your advisor concerning internship possibilities
  - Continue to attend on campus information sessions and career events and workshops
  - Shadow career professionals in fields you are considering
  - If you have not done so, declare your major by the end of your second year
  - Determine if you want to go abroad, and determine with your advisor the semester that would be beneficial
  - Check your DegreeWorks Audit for accuracy
  - Review/adjust degree plan plan. Discuss with your advisor when to develop this
  - Continue involvement in extra curricular activities
  - Attend lectures on campus related to career, major and personal interests
- Visit Career Services and explore further internship opportunities
  - Update your resume to become competitive for summer jobs and internships
  - Consider taking CRDV105 Career Planning (1 credit)
  - Consider volunteering within areas related to your major
  - Speak with your major's Faculty Internship Coordinator to explore potential internship opportunities

# Your Degree Completion Checklist

## Year 3

- Take graduate/professional school exams as required
- Check your DegreeWorks Audit for accuracy
- Review/adjust degree plan plan
- Attend lectures on campus related to career, major and personal interests
- Create and post a resume in Handshake
- Consider taking CRDV100 Employment Practicum (1 credit)
- Explore the Marist Alumni Network, GoinGlobal, LinkedIn, and CareerShift
- Explore additional internship opportunities for the winter or summer breaks via the Career Services Office and your major's Internship Coordinator
- Consider after graduation plans, whether going to graduate school or joining the workforce
- Explore your career and professional options

## Year 4 (repeat as necessary)

- Check your DegreeWorks Audit for accuracy
- Apply for graduation
- Apply to graduate/professional school
- Visit Student Financial Services and comply with any requirements
- Attend lectures on campus related to career, major and personal interests
- Develop your career search strategy and meet with Career Services to implement
- Visit Career Services for help with interviews and the employment process
- Attend job fairs on and off campus
- Attend employer information sessions and utilize career based resources
- Search for job openings on Handshake, Career Shift, and within the Center for Career Services



# On Campus Resources

<p><b>Academic Learning Center (ALC)</b>  <i>Provides online tutoring and proofreading services.  <a href="https://www.marist.edu/brightspace">Brightspace.marist.edu</a>&gt;Discover&gt;Academic Learning Center</i></p>	<p><a href="mailto:AcademicLearningCenter@marist.edu">AcademicLearningCenter@marist.edu</a>  <a href="https://www.marist.edu/academic-resources/alc">https://www.marist.edu/academic-resources/alc</a>            (845) 575-3300 – Library 331</p>
<p><b>Accommodations &amp; Accessibility (OAA)</b>  <i>Provides support and services for students with disabilities.</i></p>	<p><a href="mailto:Accommodations@marist.edu">Accommodations@marist.edu</a>  <a href="https://www.marist.edu/academics/academic-resources/accommodations-accessibility">https://www.marist.edu/academics/academic-resources/accommodations-accessibility</a>            (845) 575-3274 – Donnelly Hall 226</p>
<p><b>Center for Advising &amp; Academic Services (CAAS)</b>  <i>Provides advising for students on academic probation and services through early alert warnings.            my.Marist portal under Student Tab (Advising-Undergraduate)</i></p>	<p><a href="mailto:Advising@marist.edu">Advising@marist.edu</a>  <a href="https://www.marist.edu/academic-resources/advising">https://www.marist.edu/academic-resources/advising</a>            (845) 575-3500 – Donnelly Hall 224            Instagram: @maristadvising</p>
<p><b>Center for Career Services</b>  <i>Provides services that help explore career options, internship, assistantship and fellowships.</i></p>	<p><a href="mailto:Career.Services@marist.edu">Career.Services@marist.edu</a>  <a href="https://www.marist.edu/academic-resources/career-services">https://www.marist.edu/academic-resources/career-services</a>            (845) 575-3547 – Dyson</p>
<p><b>Center for Multicultural Affairs (CMA)</b>  <i>Sponsors programs and services to promote cultural competence identity, global awareness, &amp; first-generation student outreach. Houses the Arthur O. Eve HEOP, Foster Youth College Success Initiative, &amp; Academic Enrichment programs.</i></p>	<p><a href="mailto:Multicultural@marist.edu">Multicultural@marist.edu</a>  <a href="https://www.marist.edu/academics/center-for-multicultural-affairs">https://www.marist.edu/academics/center-for-multicultural-affairs</a>            (845) 575-3204 – Library 337</p>
<p><b>Center for Student-Athlete Enhancement (CSAE)</b>  <i>Provides academic support for all student athletes.</i></p>	<p><a href="mailto:Alyssa.Gates@marist.edu">Alyssa.Gates@marist.edu</a>  <a href="https://www.marist.edu/student-life/athletics/student-athlete-enhancement">https://www.marist.edu/student-life/athletics/student-athlete-enhancement</a>            (845) 575-3353 – McCann Center 231</p>
<p><b>Counseling Services</b>  <i>Provides individual counseling via telephone as well as medication management advice for all full-time undergraduate students.</i></p>	<p><a href="mailto:Counseling.Services@marist.edu">Counseling.Services@marist.edu</a>  <a href="https://www.marist.edu/student-life/services/counseling">https://www.marist.edu/student-life/services/counseling</a>            (845) 575-3314 – Midrise Hall 113</p>
<p><b>DegreeWorks</b>  <i>Questions &amp; problems relating to the DegreeWorks audit system.</i></p>	<p><a href="mailto:DegreeWorks@marist.edu">DegreeWorks@marist.edu</a>  <a href="https://www.marist.edu/academics/registrar">https://www.marist.edu/academics/registrar</a>            (845) 575-3250</p>
<p><b>Diversity, Equity &amp; Inclusion</b>  <i>Ensure policies, programs, and initiatives support an environment where all feel welcome, valued, respected, and heard.</i></p>	<p><a href="mailto:diversity.inclusion@marist.edu">diversity.inclusion@marist.edu</a>  <a href="https://www.marist.edu/diversity">https://www.marist.edu/diversity</a>            (845) 575-3340 – Lowell Thomas 107</p>
<p><b>First Year Programs</b>  <i>Provides mentoring support for all first-year students.</i></p>	<p><a href="mailto:Firstyearprograms@marist.edu">Firstyearprograms@marist.edu</a>  <a href="https://www.marist.edu/student-life/first-year-programs">https://www.marist.edu/student-life/first-year-programs</a>            845-575-3517</p>
<p><b>Help Desk</b>  <i>Assists with technological issues and questions.</i></p>	<p><a href="mailto:helpdesk@marist.edu">helpdesk@marist.edu</a>  <a href="https://www.marist.edu/helpdesk">https://www.marist.edu/helpdesk</a>            (845) 575-4357 – Donnelly Hall Computer Lab</p>
<p><b>International Student Services</b>  <i>Provides academic, social, religious, and cultural support for all international students.</i></p>	<p><a href="mailto:International.StudentServices@marist.edu">International.StudentServices@marist.edu</a>  <a href="https://www.marist.edu/academics/center-for-multicultural-affairs/isps">https://www.marist.edu/academics/center-for-multicultural-affairs/isps</a>            (845) 575-3687 – Library 330</p>
<p><b>Library</b>  <i>Provides access databases, journal titles, subject guides, course pathfinders and assistance from librarians</i></p>	<p><a href="mailto:library@marist.edu">library@marist.edu</a>  <a href="http://library.marist.edu/">http://library.marist.edu/</a>            (845) 575-3199</p>
<p><b>Student Financial Services</b>  <i>Provides services for financial aid, and billing.</i></p>	<p><a href="mailto:StudentFinancialServices@marist.edu">StudentFinancialServices@marist.edu</a>  <a href="https://www.marist.edu/admission/student-financial-services">https://www.marist.edu/admission/student-financial-services</a>            (845) 575-3230 – Donnelly Hall 200</p>
<p><b>Writing Center</b>  <i>Assists students express their ideas clearly and effectively within assignments, or rough draft at any stage of the writing process.</i></p>	<p><a href="mailto:Writing.Center@marist.edu">Writing.Center@marist.edu</a>  <a href="https://www.marist.edu/academics/academic-resources/writing-center">https://www.marist.edu/academics/academic-resources/writing-center</a>            (845) 575-3000 ext. 2735 – Library 334</p>

# Troubleshooting Guide

Absent from classes for 4-or more consecutive days.	Contact the Center for Advising & Academic Services.	Office: Donnelly Hall, room 224 Email: <a href="mailto:Advising@marist.edu">Advising@marist.edu</a> Phone: 845-575-3500
Add/drop a course during first week of classes *	Contact major advisor for approval. Make changes in Banner Self Service.	Email/call/visit major advisor. Resolve by posted deadline.
Add/drop a course after first week.	Complete "Add/Drop Form" ** by the deadline. Requires major advisor signature.	Submit the form to the Registrar's office. Office: Donnelly Hall, room 203 Email: <a href="mailto:Registrar@marist.edu">Registrar@marist.edu</a>
Add/drop a course after the deadline.	Email request to Advising & Academic Services.	Email: <a href="mailto:Advising@marist.edu">Advising@marist.edu</a>
Change of advisor.	Complete "Advisor Change Form" in myMarist>Student>Advising-Undergraduate portal.	Questions? Contact Advising & Academic Services Office: Donnelly Hall, room 224 Email: <a href="mailto:Advising@marist.edu">Advising@marist.edu</a> Phone: 845-575-3500
Credit overage request – more than 18 for fall/spring – more than 3 for winter – more than 9 for summer.	Email request to Advising & Academic Services.	Email: <a href="mailto:Advising@marist.edu">Advising@marist.edu</a>
Declare/change major/minor/certificate.	Complete "Change of Major..." form and email it to the department chairperson for approval/signature.	Submit the form to the Registrar's office. Office: Donnelly Hall, room 203 Email: <a href="mailto:Registrar@marist.edu">Registrar@marist.edu</a>
Declare a Pathway.	Complete "Pathway Declaration Form" and email it to your major advisor.	Advisor sends form to the Registrar's office. Office: Donnelly Hall, room 203 Email: <a href="mailto:Registrar@marist.edu">Registrar@marist.edu</a>
DegreeWorks question.	Email DegreeWorks.	Email: <a href="mailto:DegreeWorks@marist.edu">DegreeWorks@marist.edu</a>
Incomplete grade requests.	Student contacts faculty about serious reasons for request.	Faculty submits grade change by deadline to the Registrar's office. Email: <a href="mailto:Registrar@marist.edu">Registrar@marist.edu</a>
Override request.	Complete "Override Request" form and email it to the department chairperson for approval/signature.	Form is submitted to the Registrar's office. Office: Donnelly Hall, room 203 Email: <a href="mailto:Registrar@marist.edu">Registrar@marist.edu</a>
Pass/No credit elective credits.	Student contacts faculty making request.	Form is submitted to the Registrar's office. Office: Donnelly Hall, room 203 Email: <a href="mailto:Registrar@marist.edu">Registrar@marist.edu</a>
Take course at a different college.	Complete "Permission to Take a Course Elsewhere" form. Requires Dean/Chair approval.	Email Dean/Chair of wherever the courses are housed.
Waive a course requirement	Complete appropriate form. Requires Dean/Chair approval.	Form is submitted to the Registrar's office. Office: Donnelly Hall, room 203 Email: <a href="mailto:Registrar@marist.edu">Registrar@marist.edu</a>
Withdraw from a course by the deadline.	Complete "Course Withdrawal Form." Requires major advisor signature.	Form is submitted to the Registrar's office. Office: Donnelly Hall, room 203 Email: <a href="mailto:Registrar@marist.edu">Registrar@marist.edu</a>
Withdraw from the College	Complete "Withdrawal/Leave of Absence Form" in myMarist>Student>Advising-Undergraduate portal	Questions? Contact Advising & Academic Services Office: Donnelly Hall, room 224 Email: <a href="mailto:Advising@marist.edu">Advising@marist.edu</a> Phone: 845-575-3500

\*Deadlines are posted on the Academic Calendar <https://www.marist.edu/academics/calendars>

\*\* Forms can be found in my.Marist>Resources>Forms

# MARIST



# Glossary

**Activities Fair:**

An opportunity for students to explore what clubs and organizations are available at Marist and to determine which one(s) to participate in.

**Add/Drop:**

Occurs during the first week of the semester. A student can add/drop courses online without academic penalty.

**Advisor:**

An administrator or faculty member assigned to a student because of their major or special program they may be a part of. Advisor(s) are there to help guide students in their academic career at Marist. A major/undecided advisor will approve courses a student may want to take and will help them develop a degree plan plan. Unlike a Guidance Counselor an advisor may not always reach out to a student first. It is up to the student to develop the relationship. There are three different types of advisors . A student may have one or all of the following:

*Primary/Major Advisor:* A primary advisor is typically a faculty member in a student's major department. If a student is undeclared, their primary advisor is either a faculty or an administrator.

*Second Major Advisor:* If a student has a second major, they will have a faculty advisor in that major department. A student should always verify their registration with this advisor.

*Program Advisor:* A program advisor is someone who may be listed in addition to the above because a student may be a part of a particular program (Accommodations and Accessibility (OAA), Honors, pre-law, etc.)

**Career Services:**

A campus department assisting students in exploring internships, job development skills, networking opportunities and much more. For more information on Career Services visit <https://www.marist.edu/academic-resources/career-services>

**CareerShift:**

A website where students can search, select, and store job listings from job boards and company career pages. Create marketing campaigns, including your resumes and cover letters and search for Marist alumni contacts.

**Change of Advisor Request:**

A student can request an advisor change by completing the online form in the myMarist Advising - Undergraduate portal.

**Course Catalog:**

Offers information on the ins and outs of the College. Among other things in the catalog, information can be found on academic services, campus life, academic policies, programs of study (including ready-made degree plans), and course descriptions. For more information visit: <https://www.marist.edu/academics/registrar/undergraduate-catalog>

**Core:**

A required curriculum combining breadth courses, skill-intensive courses, and an interdisciplinary pathway intended to broaden students' understanding of the world, build 21st-century skills, and draw interdisciplinary connections. For more information go to <https://www.marist.edu/academics/core>

# Glossary

**Core Planning Sheet:**

An overview of the Core curriculum at Marist. For more information on the Core Planning Worksheet go to <https://www.marist.edu/academics/core>

**Coordinator of First Year Programs (FYP):**

Also commonly known as a Mentor, the Coordinator lives in the first year residence halls and monitors students' academic progress. They also assist with the personal and social transition to college, as well as, conduct academic and social programs.

**Degree Plan:**

A term used to describe a student's academic timeline at Marist. A degree plan plan includes courses within the major/minor, Core curriculum, study abroad information and internship/student teaching information. degree plan plan shells have been pre-made for each program of study (major). For more information visit the undergraduate catalog <https://www.marist.edu/academics/registrar/undergraduate-catalog>.

**DegreeWorks Audit:**

(Also referred to as a student's audit) - A web-based tool that provides a clear and convenient method for students and advisors to track degree progress, to prepare for registration, and to plan for graduation. To access your degree audit, go to [my.Marist.edu](https://my.Marist.edu).

**Enabled:**

A term used when an advisor has removed a registration hold from a student's account.

**FERPA:**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. This law prohibits faculty/staff to speak with anyone other than the student about their academic record. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. For more information visit <https://www.marist.edu/academics/registrar/ferpa>

**Focus 2:**

An on-line career guidance program where students can explore their interests, skills, work values, personality and leisure activities and then research related career options. Go to <https://www.marist.edu/academic-resources/career-services> and click on Undergraduate Students, then on My Major and Career Plans. Click on FOCUS 2, then on New User. Use your Marist account/password to set up an account and this access code: MaristRedFoxes.

**Forms:**

To access readily used forms by Marist students visit [my.Marist.edu](https://my.Marist.edu) and select the Resources tab.

# Glossary

**Handshake:**

An online career management system that provides access to job and internship postings, career fairs, employer events, and so much more. Your destination for workshops, events, career coaching appointments, and employer spotlights. Apply for internships, professional full-time and part-time positions, on-campus employment, and fellowships.

**Honors Program:**

The Marist Honors Program has as its mission developing scholars, leaders and global citizens. In keeping with the overall mission of the College, which espouses an ideal dedicated to helping students develop the intellect, character, and skills required for enlightened, ethical, and productive lives in the global community of the 21st century, Marist's Honors program provides opportunities for academic excellence, leadership, cultural enrichment, and global engagement. For more information visit <https://www.marist.edu/academics/honors/index.html>

**Major/Minor Fair:**

An opportunity for students to explore all programs of study offered at Marist. This fair is for students who are undeclared and are looking for a major/minor or are declared and are looking to change and/or add to their major or minor. For more information on all majors and minors at Marist visit <https://www.marist.edu/academic-resources/alc>

**Marist International Programs Fair:**

An opportunity for all students interested in going abroad to explore programs, ask questions, meet staff and determine which program best fits their academic interests. For more information on Marist International Programs (MIP) visit <https://www.marist.edu/study-abroad>

**Midterm Grades:**

Temporary course grades given during the middle of a 15-week semester as an evaluation of a student's knowledge of course material. This is a time for students to reflect on whether study habits are effective or need improvement before final grades are submitted at the end of the semester.

**my.Marist:**

my.Marist.edu is a secured, one-stop-shop online portal for all Marist students to access Self Service Banner (SSB), DegreeWorks audit, campus services information and much more. Access this planner and all advising information under the Student tab, Advising - Undergraduate portal. All Marist students have to sign in with their Marist account to access all services.

**Override:**

An override is a special approval a student receives to enter a course after it has been filled. Stop by the Registrar's Office for the form (yellow) and more information.

# Glossary

**Pathways:**

A set of four courses across three disciplines that offers students the opportunity to explore interdisciplinary connections around a central question or issue. For more information visit <http://www.marist.edu/academics/core/corepathways.html>

**Permission to Take a Course Elsewhere:**

If a student wants to take a course elsewhere, it must first be pre-approved by the Chair/Dean and Registrar. Note: if a course is offered at Marist during any given semester a student will not be allowed to take that course elsewhere. For more information, please see <http://ww2.marist.edu/registrar/pdfs/permcourse.pdf> or stop by the Registrar's Office for the form.

**Pre-Requisite:**

A course a student must take prior to taking a subsequent course. For more information review the course descriptions in the course catalog, consult the Registrar's Office for further information. To request a pre-requisite waiver, the Pre-Requisite Permit form must be completed.

**Refund Dates:**

Tuition refund occurs during the first three weeks of the semester for 15-week courses. Each semester during the first week of classes, a student can drop from their courses and/or the College and receive 100% tuition refund. During the second and third week of the semester, a student can drop from their courses and/or the College and receive 50% of their tuition. After the third week of classes, there is no tuition refund.

**Restriction Permit Form:**

This form (pink) is provided by the Registrar's Office and used to allow a student to enroll in a course which has restricted enrollment due to major, minor, or concentration requirements.

**Self Service Banner (SSB):**

An online portal accessed via my.Marist.edu. Through SSB a student can register for classes, view class offerings, their student record (such as midterm grades, finals grades, holds on account, unofficial transcript, placement tests results, advisor, etc.) and access their DegreeWorks audit.

**Withdrawal (W) Process:**

If a student wants to withdraw from a course, they need to contact the Registrar's office. If a student wants to withdraw from the College, they need contact the Center for Advising & Academic Services (CAAS). For more information on withdrawing from the College visit <https://www.marist.edu/documents/d/guest/student-guide-to-withdrawal-leave-of-absence>

# Advisor Notes

Major: \_\_\_\_\_

Minor: \_\_\_\_\_

Pathway: \_\_\_\_\_

Who is my advisor? \_\_\_\_\_

Where is my advisor? \_\_\_\_\_

Questions for my advisor: \_\_\_\_\_

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# Goal Setting

## Set Goals:

Setting goals in college helps you focus your time and resources efficiently and increases your motivation when you may be feeling overwhelmed. A **SMART** goal is a formula used by individuals and corporations to achieve success. **SMART** is an acronym for **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, and **T**ime-bound. **SMART** goals help you set a clear plan for achieving your objectives, staying in control, and feeling less stressed.

List one or more academic or personal goals that fall under *Academic, Campus Involvement, or Civic Engagement* that you would like to achieve for the semester, or the year. Revisit your goals frequently to assess your progress.

### Set your Goals:

1. \_\_\_\_\_ By \_\_\_\_\_

2. \_\_\_\_\_ By \_\_\_\_\_

Be sure that it's a **SMART** goal. Is it:

Specific (I will study for one hour per day for Gen Chem)

Measurable (I will pass all tests and quizzes)

Attainable (I am good at Chemistry)

Realistic (There is room in my daily schedule for study time)

Time-bound (I want an A at the end of the semester)

### Circle off the resources you may need to achieve your goal:

Academic Advisor

Writing Center

Proofreading Services

Tutoring Service

Counseling/Health Services

Career Services

Recreational Services

Professors

Identify obstacles that may be getting in the way and decide how to overcome them.

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Visualize your success. How will you know you achieved your goal?

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## Contact Us

### **The Center for Advising and Academic Services**

Donnelly Hall 224

845.575.3500

Fax: 845.575.3502



Instagram: @MaristAdvising

Email: [Advising@Marist.Edu](mailto:Advising@Marist.Edu)

Under the umbrella of Academic Affairs, The Center for Advising and Academic Services (CAAS) is an academic support program designed to provide a wide range of services for undergraduate students, faculty instructors, and for a dedicated team of faculty and administrative advisors.