



orientation

**MONTANA  
STATE UNIVERSITY**

— BOZEMAN • MONTANA —

# Majors and Academic Advising at MSU

Advising Commons



# Presenters



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# Today's Presentation Topics

- Academic structure and degree basics
- Academic advising roles and expectations
- Advising tools
- Orientation advising and processes
- How we work with parents and family







# Academic Structure and Degree Basics

## Academics 101





# MSU's Colleges & Programs

- Agriculture
- Arts & Architecture
- Jake Jabs College of Business & Entrepreneurship
- Education, Health & Human Development
- Norm Asbjornson College of Engineering
- Letters & Science
- Mark & Robyn Jones College of Nursing
- University Studies Program
- Honors College
- Gallatin College

# Bachelor's Degrees

Bachelor's of Science, Arts, or Fine Arts

- B.S. Nursing
- B.A. English, Writing Option
- B.F.A. Graphic Design

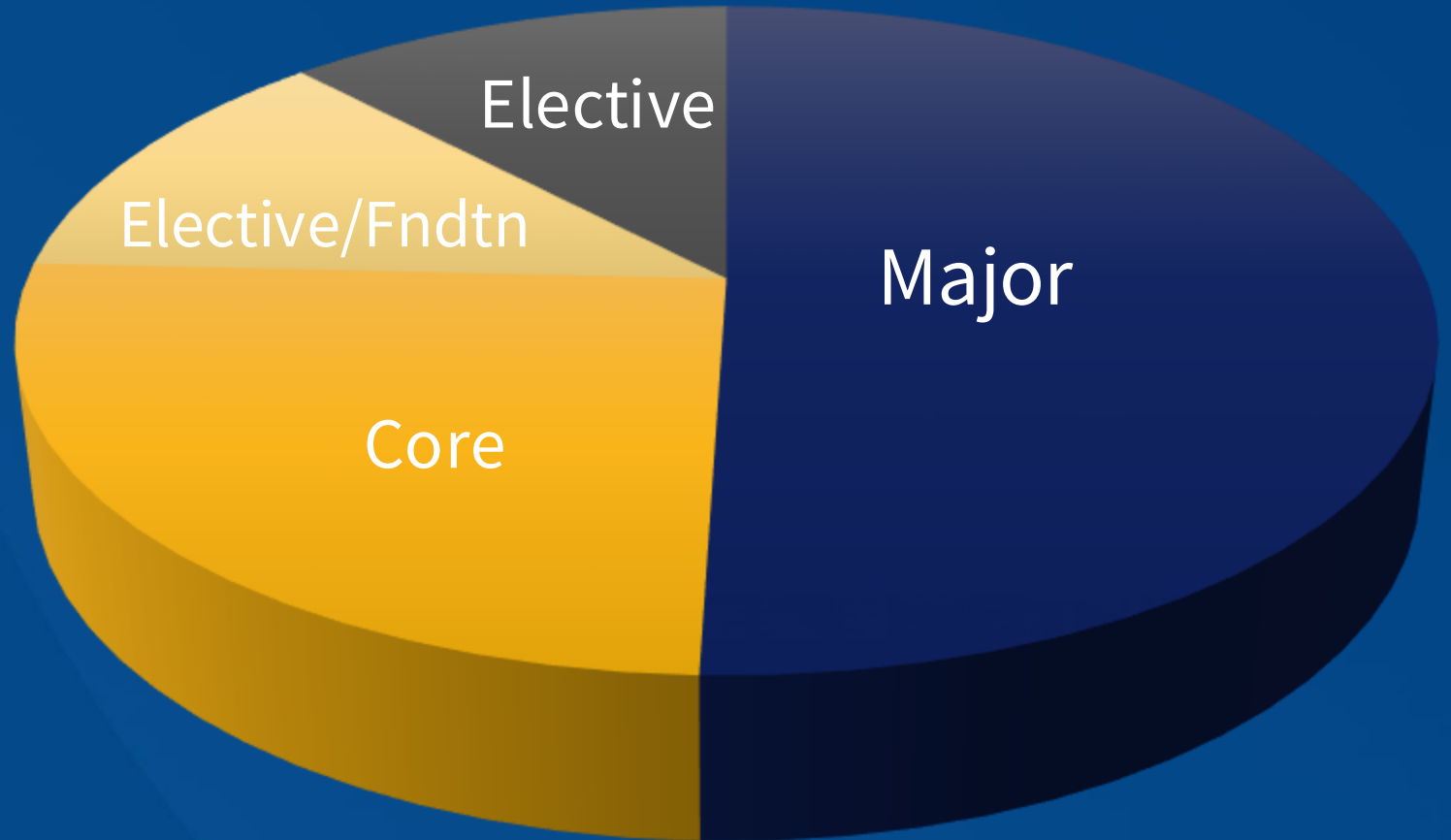


# Degree Requirements

- 120-128 credits
- MSU Core
- 42 upper-division credits
- Min. 2.0 GPA
- C- or better in all required classes
  - Some degrees require higher GPAs or grades

# Components of a Degree

- Major Requirements
- Core
- Elective
- Foundation





# Minors and Certificates

## Minors

- 21-30 credits
- Not required
- Examples:
  - Global Health
  - Coaching
  - Water Resources

## Certificates

- 15-20 Credits
- Not required
- Typically, fewer prerequisites
- Examples:
  - Leadership
  - Entrepreneurship
  - Gerontology





# Academic Advising

**Purpose of Advising, Advising Roles, Student Responsibilities**



A young man with dark hair is sitting at a desk, focused on writing in a spiral-bound notebook with a blue pen. He is wearing a dark blue t-shirt. The desk is cluttered with various items: a smartphone, a calculator, and several sheets of paper. In the background, there are more papers and a string of white beads hanging on the wall. The entire image has a blue tint.

# **Academic Advising at MSU**

Is a collaborative process between students, faculty, and professional advisors designed to empower students to discover who they are as learners, where their academic interests lie, and how their University experience will shape their lives.



# Advising Framework

- Individualized and Holistic
- Expects Student Engagement
- Mandatory –Once a Semester





# Advising Roles

**Advisor Roles, How Advisors Are Assigned, Student Responsibilities**



# Academic Advising: Professional Advisors

- Educators
  - Guides
  - Networkers
- Most students start with a professional advisor
  - Regular access – in advising centers & main department office
  - Teach how to navigate MSU
  - Discuss goals, majors, courses, and provide information



# Academic Advising: Faculty Advisors

- Educators
- Mentors
- Networkers
- Often assigned after 1<sup>st</sup> or 2<sup>nd</sup> year
- Disciplinary experts
- Fulfill mentoring role
- Discuss research, internships, graduate school, career opportunities

# Academic Advising: Pre-Professional Advisors

- Health Professions
- Pre-Law
- Pre-Veterinary
- Supplements major advising
- Graduate, professional school application consultation
- Mock interviews and personal statement critiques
- Prerequisite course review



# How Does My Student Find Their Advisor

- Advisors will be listed in DegreeWorks and navMSU
- If advisor doesn't show, student can check with their home department
- Most advisors use navMSU to schedule advising appointments



## Student Advising Responsibilities

- Engage in the advising process, prepare for meetings
- Adhere to policies and procedures
- Learn, follow degree & curricular requirements of major
- Proactively monitor progress to degree
- Follow up on advisor's recommendations





# Orientation Advising

**Advising During Orientation and After**



# During Orientation...

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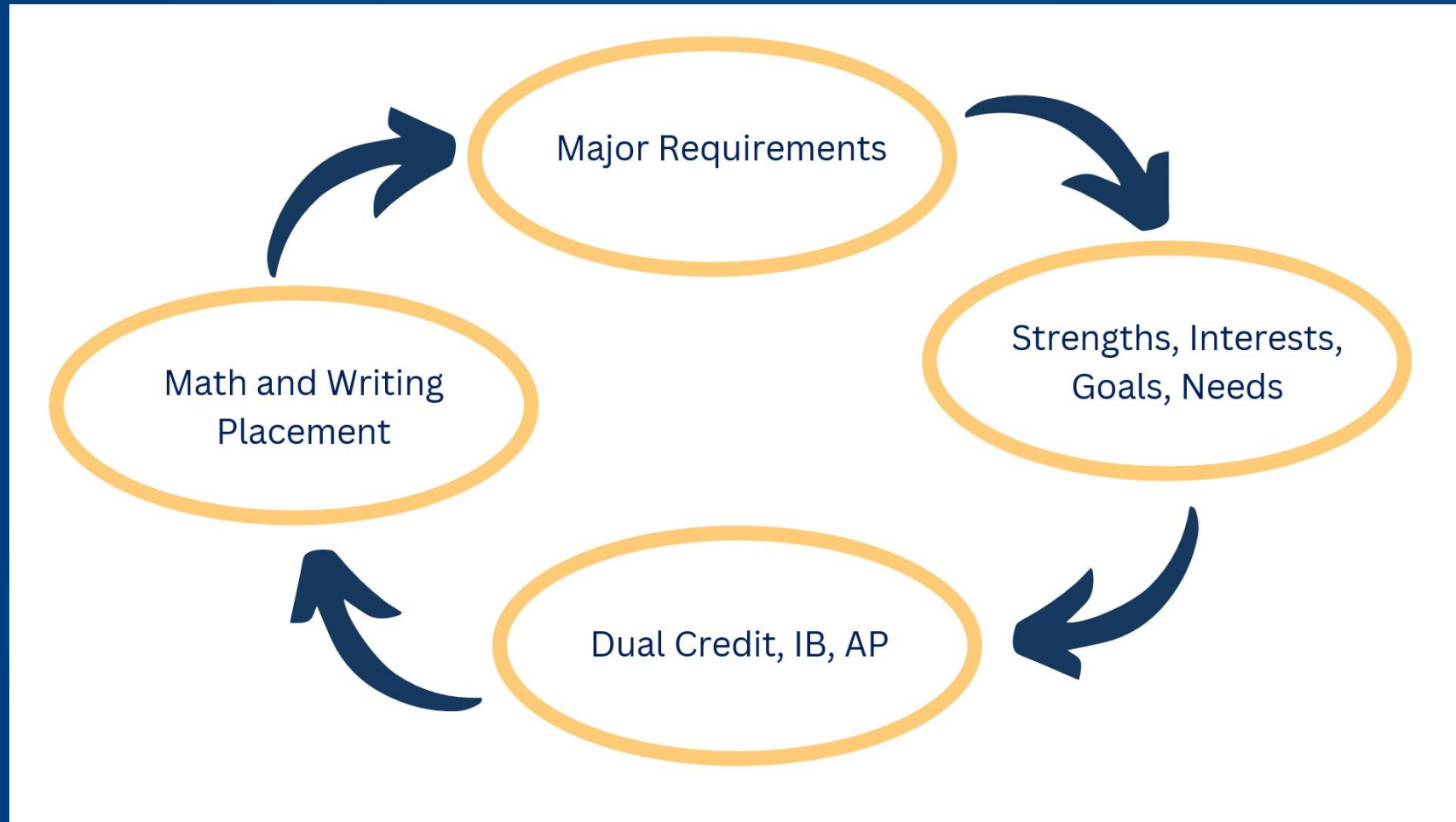
Advising  
Expectations

Major  
Requirements  
and First  
Semester  
Courses

Individual  
Conversations



# How do we help students select classes?



# After Orientation, Advisors Will...

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Check student  
registration

Add notes in  
DegreeWorks

Reach out to  
students if we  
see any  
registration  
issues



# Advising Once the Semester Starts

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Drop-in and appointments at the start of the semester

Can be scheduled via navMSU

Required before students register for their next semester

# Ongoing Advising

We help with more  
than course  
registration!

## Policies & Procedures

Adding a class  
Declaring a minor  
Applying for  
graduation

## Interests

Help students  
explore options  
and try new things

## Goals

Identify  
opportunities to  
help students meet  
goals

## Resources

Share resources  
that promote  
success and well-  
being

## More...

How to use office  
hours  
Balancing work  
and school





# Advising and Registration Tools

**Software and Programs Used by Students and Advisors**



Worksheets

Plans

Notes

Exceptions

GPA Calc

Worksheets

History

What If

Look Ahead

Legend

Complete

Complete except for classes in-progress

Nearly complete - see advisor

Not Complete

Prerequisite Required

Any course number

Format:

Student View

View

Save as PDF

Process New

Include in-progress classes

Include preregistered classes

Classes by Term

Minor Requirements

Still Needed: See Minor in Computer Science section

CORE 2.0

Catalog Year:

Check your Major Block for requirements that also fulfill CORE 2.0 requirements

University Seminar (US)	CLS 101US	Knowledge and Community	A	3	2020 Fall
College Writing (W)	WRIT 101W	College Writing I	A	3	2020 Fall
Quantitative Reasoning (Q)	M 171Q	Calculus I	A-	4	2020 Fall

Diversity (D)

Still Needed: 1 Class in @ @ with Attribute D

Contemp Issues & Inquiry Nat Sci or Permitted Subs

Choose either (one CS and one IN) or (any two Permitted Substitutions)

Contemporary Science (CS) & Natural Science (IN)

Contemporary Issues in Science (CS)	CSCI 215CS	Social & Ethical Issues in CS	A	3	2021 Spring
Inquiry to Natural Science (IN)	ASTR 110IN	Intro to Astr: Myst of the Sky		(3)	2021 Fall
Inquiry to Arts (IA)	CS 145RA	Web Design	A	3	2021 Spring
Inquiry to Humanities (IH)	HSTA 102IH	American History II	TP	4	2019 Spring
	Satisfied by	AP07 - United States History - Advanced Placement Program			
Inquiry to Social Science (IS)	SOCI 101IS	Introduction to Sociology	TA	3	2020 Summer
	Satisfied by	SOC111 - Intro to Sociology - BRIGHAM YOUNG UNIVERSITY			
Research Core (R, RN, RA, RS, RH)	CS 145RA	Web Design	A	3	2021 Spring

Major in Science

Catalog Year:

# Advising Tools: DegreeWorks

- Degree audit software
- Used to log advising notes
- Degree plans
- Info on holds



College is complex. Make it simpler.



#### Smartphone Scheduling

Schedule advising appointments easily from your phone.



#### Notifications

Get automated notifications for everything from appointment reminders to priority registration.



#### Hold Alerts

Connect to the right office quickly to resolve holds.



#### Resource Finder

Whether you're looking for tutoring or scholarships, you'll be able to find the resources you need.



#### Study Buddies

Connect with students in your classes interested in studying together.



#### To-Dos

Avoid missing deadlines and keep up with important tasks to help you stay on track and on time to graduation.



#### Events

Get involved by getting notified about events happening at MSU.



#### Class Schedule

Have your schedule in the palm of your hand.



# Advising Tools: navMSU

- Appointment scheduling
- Alerts, texting, email
- Campus Resources
- 'Study Buddies'

	Monday	Tuesday	Wednesday	Thursday	Friday
8am		<b>LS-104</b>		<b>LS-104</b>	
8:15		<b>LIN 125</b>		<b>LIN 125</b>	
8:30		<b>Face to Face</b>		<b>Face to Face</b>	
8:45		<b>Hines, Deborah A</b>		<b>Hines, Deborah A</b>	
9am					
9:15					
9:30					
9:45					
10am	<b>ACT-129</b>		<b>ACT-129</b>		
10:15	<b>CTGS1 NW COURT</b>		<b>CTGS1 NW COURT</b>		
10:30	<b>Face to Face</b>		<b>Face to Face</b>		
10:45					
11am					<b>STAT-2160</b>

## Advising Tools: CatCourse



Students enter  
courses & other  
criteria



Software  
generates possible  
schedules

Learn More Tuesday - 9 AM - 'Academics 2' Presentation





# Academic Advising

**Parents and Family**







# How We Can Work with You

- FERPA regulations limit what we can share
- Work with family as partners
- Guide students as they take ownership of their experience





# What We Can Share

- General 'Catalog' Information
  - Dates, Deadlines
  - Policies, Procedures
- Resources
  - Academic
  - Nonacademic
- Contact information for the student to follow up



# What We Can't Share

- Grades, attendance
- GPA, academic standing
- Specifics of student's record
- Topics discussed in advising meetings





# Academic Advising: Parents & Family

- Partners

- Encourage students to meet with us
- Discuss resources
- Talk through policies and procedures
- Share referrals so students can follow up and schedule appointments



# Advising Tips for You & Your Student

- Have student confirm course schedule and registration
- Make sure they know who their advisor is and how they can meet with them
- Offer support & encourage a growth mindset
- Normalize using resources
- Encourage exploration and engagement



# Supports & Resources for Your Students

- Academic Advisors
- Advising Tools Shared
- AYCSS
  - Success Coaches
  - Tutors
  - Career Coaches
  - Financial Education
  - Catalyst Mentors
- Disability Services
- Office of Student Engagement
- Veteran Services
- Renne Library
  - Tech checkouts
  - Research Assistance
  - Study rooms
- Learning Centers
  - Math, Writing, Chemistry, etc.
- Student Health & Wellness
  - Counseling
  - Medical and Dental





# Questions?

**After Lunch – ‘Meet Your College’**

**After Orientation: Advising Commons & University Studies**

**[advising@montana.edu](mailto:advising@montana.edu)**

**406-994-3532**





