What You Can Expect to Review Today

- Degree Requirements
- Registration & Hold Removal
- Academic Planning in a Nut Shell
- Major and Career Search
- Study Abroad
- Introduction to Student Planning
- GPA Calculation & Academic Standing
- Important Dates
Degree Requirements

LIBERAL ARTS CREDITS BASED ON DEGREE

90 60 30
Bachelor of Arts (BA) Bachelor of Science (BS) Bachelor of Fine Arts (BFA) Bachelor of Music (BMUS)

- Completion of General Education Requirements regardless of major/program.
- Completion of a Major.
- Completion of First Year Program (FYP Seminar and FYP Writing)
- Completion of a minimum of 120 credits with an overall average of C (2.0) or better (some majors may exceed 120 credits)
Registration & Hold Removal Criteria

- **Sophomore Advising Workshops**: You have already completed this step because you are here! Great Work!!!

- **Evidence of a Spring 2019 Prospective Schedule**: You will create your prospective schedule plan by selecting the progress tab.

- **Individual meeting**: Schedule a one-on-one meeting with your academic advisor. If you have a declared major, be sure to also schedule a meeting with your faculty advisor.
Declaring a Major

Get a Declaration form from Advising Office or Online

Bring major declaration form to Department Chair

Have chairperson sign the form

Discuss Primary Advisor assignment with Chairperson

New Primary Advisor Signs the form

Submit completed form to the Registrar’s Office in Brownson 113

Official Deadline to Declare is in Spring 2019 on March 22nd.
Yet, you may declare as soon as this semester if you are ready to do so.
Major and Career Research

- Visit the Center for Career Development in Founder’s Hall G-04
- Speak with faculty & advisors
- Review college catalog
- Talk to other students
- Try courses in possible areas of interest
- Attend upcoming Majors Fair
To Get Started with a Career & Internship

• During Sophomore Year you should...
  • DRAFT a resume and cover letter!
    • *Use the Center for Career Development guidebooks and review with a career counselor*
  
• ATTEND career related events - Check your email, CDC Website, or Visit FO-G-04

• ENSURE you have professional interview attire

• APPLY for summer internships using Mville Handshake
1. Verify you are a student by inputting your Mville email address.
2. Next, use your Blackboard Credentials to sign in.
Welcome to the new home page, Joi!
Discover personalized jobs, events, and more.

Your tasks for today
Add important information to your profile so employers can find you

Update work experiences
Update organizations

On-Campus Jobs ➔
Jobs at Manhattanville College

Purchase Community House Rec Leader (Off-Campus FWS)
Manhattanville College-On Campus Employment
Purchase, NY
Part-Time On Campus Student Employment
Apply before 10/1

WPPL Tutor (Off-Campus FWS)
Manhattanville College-On Campus Employment
White Plains, NY
Part-Time On Campus Student Employment
Apply before 10/1

WPYB Tutor (Off-Campus FWS)
Manhattanville College-On Campus Employment
White Plains, NY
Part-Time On Campus Student Employment
Apply before 10/1

Academic Resource Center Peer Tutor (FA 18)
Manhattanville College-On Campus Employment
Purchase, NY
Part-Time On Campus Student Employment
Apply before 10/1
CONNECT FOR SUCCESS

Career Networking Night

OCTOBER 18 • 7-9PM • WEST ROOM

EXPAND YOUR PROFESSIONAL NETWORK
MEET ALUMNI & INDUSTRY PROFESSIONALS
PROFESSIONAL LINKEDIN HEADSHOTS
RAFFLE PRIZES & HORS D’OEUVRES

Presented by Center for Career Development & Alumni Relations

CLICK HERE TO REGISTER OR CALL 914-323-5464 • BUSINESS CASUAL ATTIRE
Study Abroad and Some Common Myths

• I need to speak a second language - A second language is not necessary. The majority of course work is in English. However, in some cases, working knowledge of the language is helpful.

• My GPA is not high enough - Student’s need a minimum of a 3.0 GPA.

• Can I study abroad with my major? - Study abroad is applicable for all major disciplines.
Study Abroad

• The best way to learn more about study abroad is to get more information. Before counting yourself out, learn more by:

Visiting the Mary T. Clark RSCJ Center for more information (*Founder’s Gallery C*)

Contacting: Father Wil Tyrrell at Wil.Tyrrell@mville.edu
Minimum and Maximum Credits

- Full-time students may not withdraw below 12 credits without special permission. Permission to do so is normally only granted for extenuating circumstances.
- Students are permitted to take a maximum of 19 credits per semester (21 if a declared Music or Dance/Theatre major, or Castle Scholar).
- If a student wishes to exceed the maximum credits in a semester, he/she must complete a course overload request and obtain signatures from the Academic Advisor as well as the Dean of Undergraduate Arts & Sciences.
  - cumulative GPA, past academic performance, and reason for requesting the overload will all be considered.
Course Repeat

- Courses taken below the 4000-level with an earned final grade of C- or lower MAY BE REPEATED FOR GRADE REPLACEMENT, HOWEVER CREDIT IS ONLY AWARDED ONCE
- The lower of the two grades will be removed from the GPA calculation.
- There is a limit of 5 grade replacements that may be applied within your academic career.

*Full policy can be found in the Academic Catalog*
Academic Standing

Please refer to your informational packet and look for the Requirements for Satisfactory Academic Standing page.

Requirements for Satisfactory Academic Standing

To maintain satisfactory academic progress, full-time undergraduate students must meet the credit and GPA standards listed below:

<table>
<thead>
<tr>
<th>Following this Semester</th>
<th>A student must have earned</th>
<th>With a cumulative GPA of at least</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10 credits</td>
<td>1.8</td>
</tr>
<tr>
<td>2</td>
<td>20 credits</td>
<td>1.9</td>
</tr>
<tr>
<td>3</td>
<td>34 credits</td>
<td>2.0</td>
</tr>
<tr>
<td>4</td>
<td>46 credits</td>
<td>2.0</td>
</tr>
<tr>
<td>5</td>
<td>58 credits</td>
<td>2.0</td>
</tr>
<tr>
<td>6</td>
<td>70 credits</td>
<td>2.0</td>
</tr>
<tr>
<td>7</td>
<td>82 credits</td>
<td>2.0</td>
</tr>
<tr>
<td>8</td>
<td>94 credits</td>
<td>2.0</td>
</tr>
<tr>
<td>9</td>
<td>106 credits</td>
<td>2.0</td>
</tr>
<tr>
<td>10</td>
<td>118 credits</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Full-time undergraduate students qualify for dismissal if:
- academic probation has been incurred in two consecutive semesters of enrollment (not including summer or winter sessions); or
- academic probation has been incurred in a total of three semesters of enrollment; or
- in their first semester at the College, the semester GPA is below 1.25.

Part-time students qualify for academic probation if their cumulative GPA falls below 2.0. Part-time students who remain on probation for two consecutive semesters of enrollment at the College shall be dismissed, in this case meaning that they are disqualified from enrolling for further courses.

Students (full-time or part-time) who have been dismissed may appeal that decision to the Academic Appeals Committee. Students should direct their appeals to the Office of Academic Advising. The decision of the Committee, which is normally final, is conveyed to the student in writing by the Dean of the School of Arts and Sciences. Further appeals can only be considered on the basis of procedural unfairness or new evidence. Such appeals should be directed to the Provost's Office within 48 hours after the student has received the letter from the Dean.

Students whose appeals have been denied may apply for readmission to the College after one year's absence. Readmission is not automatic and requires the student to demonstrate the ability and readiness to undertake continued studies, as specified in the dismissal letter.

Undergraduate Academic Advising Office FA'18
# GPA Values

<table>
<thead>
<tr>
<th>Summer 2017 and Earlier</th>
<th>Fall 2017 and Later</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grade</strong></td>
<td><strong>GPA</strong></td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
</tr>
<tr>
<td>B+</td>
<td>3.25</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.75</td>
</tr>
<tr>
<td>C+</td>
<td>2.25</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.75</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>
To Get Started with Academic Planning

• Begin mapping out your timeline on Student Planner

• Make sure you are completing all areas:
  • Gen Ed, Major, Liberal Arts, 120 Credits Earned, Minor (optional)

• 4-Year Plan (Timeline) is due OCTOBER 19th
Academic Planning

• Customize your degree plan

• Pay close attention to the number of Liberal Arts credits as some courses do not count towards this requirement

• Review your timeline with your advisor(s)

• Generate questions for your Faculty Advisor
Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

Notifications

See Your Primary Advisor
Advisor Hold

Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.
Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to...

1. View Your Progress
   Start by going to My Progress to see your academic progress in your degree and search for courses.
   Go to My Progress

2. Plan your Degree & Register for Classes
   Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.
   Go to Plan & Schedule

Loading My Data...
Language Placement Exams

Monday, October 15th 3:00 - 4:00pm

Thursday, October 25th 3:00 - 4:00pm

Location: Brownson 115

Contact Binita Mehta Binita.Mehta@mville.edu for preregistration or to schedule an alternate time
The Majors Fair is a good way to prepare for major declaration. You will have an opportunity to speak with faculty and student representatives.

Be sure to come out!

MAJORS & MINORS FAIR!

WEDNESDAY, OCTOBER 17TH

4:30 – 6:00PM
Berman Center Lobby

MEET FACULTY FROM ACADEMIC DEPARTMENTS
GET IMPORTANT INFORMATION ABOUT MAJORS AND MINORS

Sponsored by the Office of Academic Advising
Important Dates

- October 8th - 9th: Fall Break (NO CLASSES)
- October 15th - November 2nd: Academic Advising Period
- October 17th: Majors Fair
- November 5th - 9th: Course Registration Opens
- November 12th: Last day to withdraw from a course
- November 21st - 23rd: Thanksgiving Break (NO CLASSES)
- December 10th - 14th: Last week of classes and Final Exams