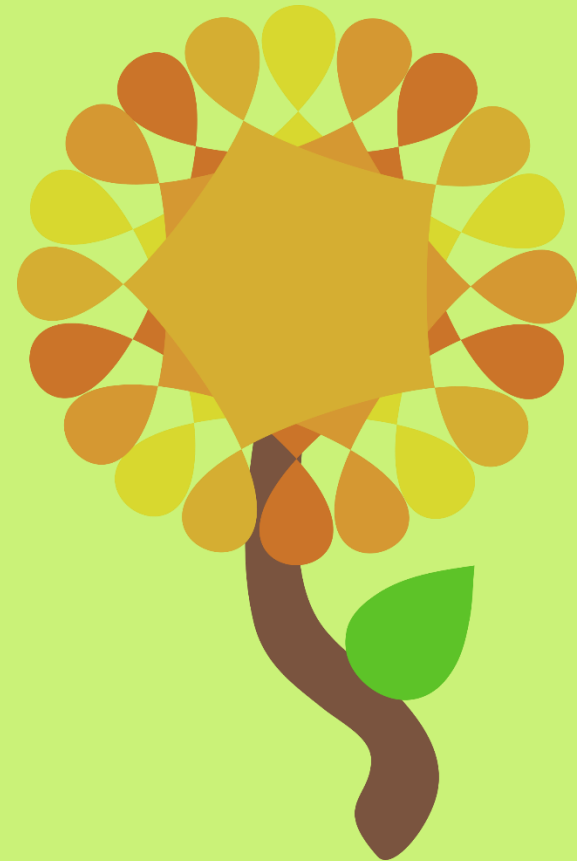


**Academic Advising
Workshop
For Faculty Advisors**

**Manhattanville
College
2018-2019**



WORKSHOP OVERVIEW

- I. **General Requirements of the
Manhattanville Undergraduate Degree**
- II. **General Education Requirements**
 - **Students Entering Fall 2016 and later**
- III. **Student Planning FAQs**
- IV. **Academic Policy and Procedure Reminders**
- V. **Meet the Staff of Academic Advising**

GENERAL REQUIREMENTS OF THE MANHATTANVILLE UNDERGRADUATE DEGREE

1. Completion of General Education Requirements in place for ALL students regardless of major or program
2. Completion of the First Year Program requirements.
3. Completion of a major (usually with course grades of C or better, though some majors accept a C- or higher)
4. A minimum of **90 Liberal Arts** Credits for the **BA**
A minimum of **60 Liberal Arts** Credits for the **BS**
A minimum of **30 Liberal Arts** Credits for the **BFA** and **BMus**
5. Completion of a minimum of 120 credits (some majors may exceed 120 credits) with an overall average of C (2.0) or better



Please note: Minors are optional for all undergraduates, however a minor OR second major is highly recommended to broaden their education and explore another area of academic interest.

GENERAL EDUCATION REQUIREMENTS FOR STUDENTS ENTERING FALL 2016 & LATER

INQUIRY

A seeking or request for truth, information or knowledge

Manhattanville College's General Education Program, **INQUIRY**, consists of four pillars: **INVESTIGATOR; INVENTOR; INTERNATIONAL CITIZEN; INTERPRETER**. These pillars enable students to obtain the tools necessary for navigating the complexities of life in today's global society. This unique blend of liberal arts and sciences, founded upon the College's historic core values of critical inquiry, social action and engagement, prepares students for success in the modern workplace.

- **INVESTIGATOR**: Students learn to apply the skills of scientific, mathematical, humanistic, and social science reasoning to articulate clear, precise, and well-organized ideas. This pillar enables students to use the knowledge they have attained to interpret arguments, reason persuasively, and draw conclusions.
 - **Scientific Reasoning (6 credits)**
 - **Mathematical Reasoning (6 credits)**
 - **Humanistic Inquiry (6 credits)**
 - **Social Scientific Reasoning (6 credits)**

- **INVENTOR**: Students are encouraged to produce creative works that are personal in nature, while drawing upon historical and contemporary references. Manhattanville INVENTORS are able to articulate the relationship between works produced in a particular culture or time, and the religious, political or socio-economic circumstances of their production.
 - **Creative and Aesthetic** (6 credits; Min. 3 cr.: *Applied* coursework; can include 3 cr. *Analysis* coursework)

- **INTERNATIONAL CITIZEN**: Each student takes the opportunity to reflect on his or her own background, values, goals and achievements in the context of the diverse community of Manhattanville, taking special advantage of the wide range of applied liberal learning experiences the College has to offer. The INTERNATIONAL CITIZEN is able to establish connections with others and recognize his or her responsibilities to the broader community.
 - **Global Systems and Civilizations:**
 - U.S. Diversities (3 credits)
 - West (outside the U.S.) (3 credits)
 - Africa, Asia, and Middle East (3 credits)
 - **Second Language** (minimum of 6 introductory-level credits in one language or demonstration of equivalent competency)
 - **Applied Liberal Learning** (1 credit)

INTERPRETER: Students perfect their competencies in written and oral communication, as well as proficiency in digital literacy—skills essential for success in every profession. Above all, as INTERPRETER, students learn to recognize the importance of interpretation in the ongoing quest to understand their place in the world.

- **Written Communication (9 credits)**
- **Oral Communication (3 credits)**
- **Digital Literacy (3 credits)**

† In order for the student to count a course toward each General Education capability, the student must earn a minimum final grade of C- or higher.

STUDENT PLANNING

- **STUDENT PLANNING** is an online resource that allows you and your advisees to review, plan, and track their academic progress at Manhattanville College. Student Planning will also allow students to search and register for courses.
- Detailed information on how to use the new Student Planning can be found at this link:
- <http://www.mville.edu/academics/academic-services/undergraduate-academic-advising-office/undergraduate-advising-resource>
- Student Planning is currently located in WebAdvisor. After logging into WebAdvisor, you can access Student Planning by clicking on “Advisor (Service Hub).”

STUDENT PLANNING, CONTINUED

What is the “Progress” tab?

The Progress tab is similar to a Degree Audit. It includes students' progress toward the completion of General Education requirements, Liberal Arts, and Major requirements. It also includes courses that a student plans to take in future semesters.

What do the different statuses mean?

- **Planned-** the requirement/ course is planned, but not registered for or completed
- **Not Started-** the requirement/ course is not planned, not registered for, nor completed
- **Completed-** the requirement/ course is completed (with a posted grade)
- **In Progress-** the requirement/ course has been started in some capacity, but not completed.

STUDENT PLANNING, CONTINUED

HOW CAN STUDENTS PLAN A COURSE?

- There are several ways to plan a course.
- From the “Progress” tab - click on the search (magnifying glass) in a specific requirement, or enter a course in the search box at the top, right of the page.
- From “Progress” - click on the specific course
- From Course catalog- search by course
- From Course catalog- search by subject
- From Course catalog – search by General Education requirement

STUDENT PLANNING, CONTINUED

From the Course Plan, what is the difference between the course plan (list or calendar view) and timeline?

The difference between the course plan (calendar view) and the timeline is simply how the information displays.

- The calendar view of the schedule allows for you to see where the various sections would fall on the student schedule, for visual conflict confirmation.
- The timeline view allows the student to see multiple semesters, side-by-side, allowing the student or advisor to see future (or past) semesters of courses that have been planned, and in some cases completed.

STUDENT PLANNING, CONTINUED

While in the Course plan (calendar view), what do the different colors mean?

- Green- This means that the planned course (and subsequently the section) has been registered for.
- Yellow (solid) - This means that the planned course (and subsequently the section) has been planned.
- Yellow (shaded) - This occurs when you view other sections (from the left side – from the course), and it ‘lays’ them on the schedule for visual accessibility.

STUDENT PLANNING, CONTINUED

When in the timeline view, how can a course be moved from one semester to another?

- To change a course from being planned in a semester to another semester, the student can simply click on the title of the course.
- This will bring a popup window, where the student will have the option to select an alternate term for the course to reside in.
- Once the new term has been selected, it will need to be saved.
- To remove a course from a plan, the student will simply click on the 'x' in the corner of the course box. He or she will then be asked to confirm the removal, and then click on remove.

STUDENT PLANNING, CONTINUED

How can the student or advisor view a new program? (What if?)

- To see how a student's current coursework would fulfill requirements in another program, you have the option to select and view a 'What If' scenario.
- To do this, you would start in 'Progress'. You would click on the tab to select another program. When done, this will provide a pop up window for you to select the program you wish to review.
- It is important to note that this does not change the student's program; rather, it just provides you a view of what it would look like if the student were to officially change his or her program. Please note that the 'what if' analysis will run based on the catalog year on the student's record. The student should speak with his or her advisor for additional information.

STUDENT PLANNING, CONTINUED

Can students register from Student Planning?

- Yes, students can register from Student Planning. Student Planning will follow all of the same set up and rules that WebAdvisor followed, ensuring that prerequisites, restrictions and designated dates for registration activities are all followed accordingly.
- To register for coursework, the student will start from the Plan and Schedule tab. The next step is to select the semester to register for just as WebAdvisor would allow a student to register for the entire semester as planned, or for a single course at a time. To register for the entire semester as planned (*note sections must have been selected), the student will click on the Register icon that is in the upper left corner of the planning window. To register for a specific course/ section, the student will click on the register icon that is directly on that course/section (on the left side of the planning window).

STUDENT PLANNING, CONTINUED

What are 'Notes' used for?

- Notes are a way for students to communicate with their assigned academic advisor, and they back to the student. This is not an instant messaging service, nor does it act like email. At this time, for an advisor to see a student's message, they will need to log into Student Planning to retrieve the message. However, the advisor would receive an email notification that a message has been sent to them in Student Planning.

How can a student send a note to an advisor?

- To send a note to an advisor, students will start from "Plan & Schedule." They will notice that there is a Calendar, Timeline, and Notes tab. They will click on the Notes tab, and begin typing into the box. Once they click submit, it will send a message to the advisor. When they respond, you will receive a notification upon logging into Student Planning, and the response will display in conversation view.

STUDENT PLANNING, CONTINUED

What does “request review” mean?

- With Student Planning students have the ability to create a plan, and have their assigned academic advisor review that plan. The academic advisor will have the ability to approve or deny courses, and even make recommendations by adding to the student’s plan (or sending an advising note). Please note that “denying” a course does not prevent a student from registering for a course if they are eligible to do so. However, it does give them your recommendation (and the note can explain the reason).

How does a student request a review?

- To request a review, the student will start at “Progress.” On the right hand side, there is a button to click reading ‘Request Review.’ Once the student clicks this, the assigned academic advisor will receive a message upon logging into Student Planning that there is a request for review.

STUDENT PLANNING, CONTINUED

Reviewing and Archiving a Student Plan

Once a faculty advisor has reviewed a student's academic plan, the advisor can approve or deny courses, and also give feedback to the student through the "Notes" tab to let the student know if the course plan is approved. The advisor should then click "Review Complete" and also "Yes" to archive the plan.

Ending the Advisor Hold

Once the student's course plan has been approved prior to registration, the advisor will need to go to the advisee list in WebAdvisor and enter an end date for the advisor hold in the Student Restrictions section. This will allow the student to register (as long as there are no other restrictions on their account).

THE ADVISING SESSION

Advising sessions may begin with a conversation about the current semester and how things are going with your student:

- ◆ How is your advisee in general?
- ◆ How are his/her classes progressing?
- ◆ What are your advisee's most interesting/challenging classes this semester?
- ◆ Any Midterm Grade Reports (MTRs) or possible MTRs? Is he/she thinking about withdrawing from a class? If so, does he or she have enough credits to be able to withdraw from a course?
- ◆ If on academic probation, what is he/she doing differently this semester?
- ◆ What are demands on his/her time beyond classes?



The Advising Session

When Advising in Preparation for a Registration Period

- ◆ Always consult your Advisee's most current transcript and Progress (in Student Planning) to reference throughout your discussion.
- ◆ Review General Education Requirements applicable to the student and discuss his/her progress toward their fulfillment thus far (including Liberal Arts credit count and Gen Ed course requirements):
 - ◆ How far has he/she come?
 - ◆ How much more remains to be completed and how will it complement and fit with other requirements in his/her major?
- ◆ What progress has he or she made toward the completion of major requirements?
- ◆ Review a list of possible course options with your advisee, confirming she/he will have achieved all applicable pre-requisites.



ACADEMIC POLICY & PROCEDURE REMINDERS

- ♦ All full-time undergraduates should plan to undertake a minimum of 15 – 16 credits per semester to stay on track to graduate in four years.
- ♦ If a student registers for a 4 credit course, he/she should register for a minimum of 16 credits to allow for a withdrawal from this course if necessary while also remaining at or above 12 credits.
- ♦ Students are permitted to take a maximum of 19 credits per semester (21 if a declared Music or Dance and Theatre major, or a Castle Scholar).
 - ♦ If a student wishes to exceed the maximum credits in a semester, he/she must complete a course overload request and submit it to the Registrar's office for the Provost's consideration. The student's cumulative GPA, past academic performance, and reason for requesting the overload will all be considered.
 - ♦ Students enrolling beyond the maximum credits listed above will be billed at the credit hour rate for each credit hour enrolled over the maximum for their major.
- ♦ Probationary Students are required to take 15 – 16 credits in the semester of their probationary status.
 - ♦ Probationary students may not withdraw below 12 credits, apply for an Incomplete, take courses Pass/Fail or compete in inter-collegiate athletics.
- ♦ Full-time students **may not withdraw below 12 credits** without special permission. Permission to do so is normally only granted for **extraordinary reasons** such as a documented serious illness and/or family issue – not because a student will fail a course if he/she does not withdraw.

ACADEMIC POLICY AND PROCEDURE REMINDERS

- ♦ Students interested in pursuing Education should be in contact with the Associate Dean of Undergraduate Advising in the School of Ed as soon as possible – there is a separate admissions process and GPA requirement for ALL Education programs.
 - ♦ Students may not enroll in their first education course until their second semester at the College.
- ♦ Undergraduates who re-take a course below the 4000-level will have the lower of the two grades removed from the GPA calculation as long as the initial grade was C- or lower. There is a 16 credit limit for grade replacements during a student's entire program. Please Note: If a student repeats a course that he or she previously passed with a C- or D, the student cannot earn credit for the course twice.
 - ♦ i.e. If a student takes BIO.1001 and earns a final grade of "D" and chooses to retake it in a future semester, HE/SHE WILL NOT BE AWARDED AN ADDITIONAL 4 CREDITS WHEN REPEATING THIS COURSE, EVEN IF HE/SHE EARNS A BETTER FINAL GRADE.
- ♦ Upon approval of the applicable Department Chair, students may use transfer credits to fulfill up to a maximum of one-half of the courses for the major and a maximum of one-half of the courses for the minor.
- ♦ Transfer students entering the College in FALL 2009 and later with an earned AA or AS degree are **EXEMPT** from the College's General Education requirements.
- ♦ Internships are coordinated through the Center for Career Development and in conjunction with a faculty member if the student wishes to be awarded credit. Students should consult CCD for appropriate forms and deadlines for submission each semester.

MEET THE STAFF OF ACADEMIC ADVISING

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**The Office of Academic Advising
has three locations:
Reid Castle, Room 329,
Founders Hall G38, and
Brownson Hall 113**

**Contact us by phone at our main
number: (914) 323-5353 or email:
academicadvising@mville.edu**

**We are open in Reid Castle from
9am – 5:30pm and in Brownson
Hall from 8am – 4:00pm**