



ACADEMIC ADVISING FOR ADVANCED SCHEDULING

Spring 2020
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Murray State University



Advising Resources – Advising Website

www.murraystate.edu/advising

- “For Academic Advisors”

- This Training
- How to Read a RACR
- Advising Checklist
- Starfish (Referrals)


In the Menu: Quick Links

- “For Current Students”

- Your Advisor, Your Responsibilities
- How to Read a RACR, Registration 101

Advising Resources -- myGate

myGate Teaching/Advising tab

- Advisee Listing  for email list of advisees
- Schedule of Classes
- Placement Charts
- University Bulletin
- Registrar Forms
- Starfish (Referrals)
- Timetable for Advanced Scheduling

“Information for Advisors”
links to Advising website

Preparing for Advanced Scheduling

- Advising website: Advising Checklist
- Arrange Advising Appointments
 - Contact students (see previous slide)
 - Student prep for advising – see Advising website
 - For Current Students “Your Advisor, Your Responsibilities”
 - Sample email to students on Advising website with Checklist
 - Google Calendar Appointment Slots or other scheduler
 - Open Advising Hours
 - Online/Phone Advising; accommodate every advisee
 - Canvas Advising Course


Advise Every Student

- “Meet” with every student – email, phone, videoconference
 - Plan Schedule for Summer/Fall
 - Prerequisites/Corequisites
 - Sequence of courses
 - Progress to degree
 - Review current success/needs
 - Check Starfish for referrals
 - Flag/Kudo/Refer using Starfish as needed
 - Plan for future terms/graduation (plan shell on Adv site)
 - Discuss internships, education away/abroad, etc.
 - Career/Professional planning

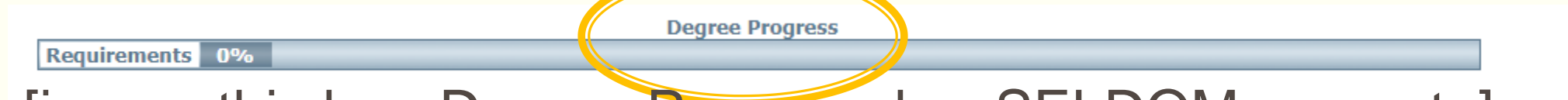
Advising – Student Resources and Responsibilities

- myGate Academics tab – Registration Status
 - Date/Time student’s registration opens
 - Holds: student must address all holds in order to register
- Advising Website
 - Your Advisor, Your Responsibilities
 - student responsibility: “We Advise, You Decide”
 - Registrar, Bursar, Financial Aid, Scholarship, Housing, Athletics, VA, etc.:
 - Student must contact offices for rules that may affect their status

RACR Degree Audit

- myGate Teaching Advising
 - Advisee: See Advisee Listing
 - Non-Advisee: use Student Search
 - Wrong advisor listed? contact Registrar or Chair
 - Can't find a student? Try opening YOUR RACR; use  Find icon (top left)
 - Test Scores and Transcripts on myGate Teaching/Advising
- Can't view RACR? Contact msu.racr@murraystate.edu to gain RACR access

RACR Degree Audit – first boxes



[ignore this bar: Degree Progress bar SELDOM accurate]

<input type="checkbox"/> Undeclared-Degree Seeking	Catalog Year: 2010-2011	Minimum Credits Required: 120
<input type="checkbox"/> Minimum 120 Credits.	Still Needed: 120 credits are required. You currently have 0, including INPR courses. You still need 120 more credits.	Credits Applied (Includes In Progress): 0
<input type="checkbox"/> Minimum Upper-Level Hours.	Still Needed: A minimum of 42 upper-level credits are required. You have taken 0, including INPR courses. You still need 42 more credits.	
<input type="checkbox"/> Minimum Credits in Residence.	Still Needed: A minimum of 40 credits in residence are required. You have taken 0, including INPR courses. You still need 40 more credits.	
<input type="checkbox"/> Cumulative GPA Req. Not Met, 2.0 Required.		
<input type="checkbox"/> Institutional GPA Req. Not Met, 2.0 Required.		
<input type="checkbox"/> Transition Orientation Required.	Still Needed: See Transition Requirements section	
<input type="checkbox"/> University Studies Required	Still Needed: See University Studies section	
<input type="checkbox"/> Major Required.	Still Needed: MAJOR block was not found but is required	
<input type="checkbox"/> Minor Required.	Still Needed: MINOR block was not found but is required	

Red boxes indicate INCOMPLETE requirements:
120 Credit Hours required
42 Upper-Level (300+) Credit Hours required

RACR Degree Audit – Area/Major box

Area in Exercise Sci/Wellness

[Area does NOT require Minor]

Catalog Year: 2017-2018

Minimum Credits Required: 76

GPA: 2.42

Credits Applied (Includes In Progress): 55

Unmet conditions for this set of requirements: 76 credits are required. You currently have 55.

<input type="checkbox"/> Human Anatomy	Still Needed: 1 Class in BIO 227				
<input checked="" type="checkbox"/> Human Anatomy Laboratory	BIO 228	Human Anatomy Laboratory	B	2	Spring 2018
<input checked="" type="checkbox"/> Human Physiology	BIO 229	Human Physiology	C	3	Fall 2018
<input checked="" type="checkbox"/> Human Physiology Laboratory	BIO 230	Human Physiology Laboratory	A	1	Fall 2018
<input checked="" type="checkbox"/> Introduction to Exercise Science	EXS 101	Concepts and Careers	B	3	Fall 2017
<input checked="" type="checkbox"/> Group Fitness Instruction	EXS 275	Instruction in Group Fitness	B	2	Spring 2018
<input checked="" type="checkbox"/> Acute Care of the Physically Active	EXS 295	Acute Care/Physically Active	C	2	Fall 2017
<input checked="" type="checkbox"/> Care and Prevention of Injuries	EXS 301	Care & Prevention of Injuries	C	3	Spring 2019
<input checked="" type="checkbox"/> Theory/Techniques in Strength & Conditioning	EXS 333	Theories/Tech in Strength/Cond	C	3	Spring 2019
<input checked="" type="checkbox"/> Exercise Physiology	EXS 350	Exercise Physiology	C	3	Spring 2019
<input type="checkbox"/> Exercise Physiology Laboratory	Still Needed: 1 Class in EXS 351				

Major in Sociology

[Major DOES require Minor]

Catalog Year: 2019-2020

Minimum Credits Required: 35

GPA: 2.84

Credits Applied (Includes In Progress): 13

Unmet conditions for this set of requirements: 35:36 credits are required. You currently have 13.
A minimum of 9 upper-level MSU credits are required. You have taken 6.

<input checked="" type="checkbox"/> Required Statistics	STA 135	Intro to Probability/Statistic	D	4	Fall 2017
<input type="checkbox"/> Introduction to Sociology	Still Needed: 1 Class in SOC 133				
<input type="checkbox"/> Writing & Inquiry in the Social Sciences	Still Needed: 1 Class in SOC 359				
<input type="checkbox"/> Research Methods	Still Needed: 1 Class in SOC 360				
<input type="checkbox"/> Senior Seminar	Still Needed: 1 Class in SOC 400				
<input checked="" type="checkbox"/> Social Theory	SOC 300	Social Theory	B	3	Spring 2019

RACR Degree Audit – Area/Major and RACR Features

<input type="checkbox"/> Area in Exercise Sci/Wellness	Catalog Year: 2017-2018	Minimum Credits Required: 76
	GPA: 2.42	Credits Applied (Includes In Progress): 55

Unmet conditions for this set of requirements: 76 credits are required. You currently have 55.

<input type="checkbox"/> Human Anatomy					
<input checked="" type="checkbox"/> Human Anatomy Laboratory					Spring 2018
<input checked="" type="checkbox"/> Human Physiology					Fall 2018
<input checked="" type="checkbox"/> Human Physiology Laboratory					Fall 2018
<input checked="" type="checkbox"/> Introduction to Exercise Science					Fall 2017
<input checked="" type="checkbox"/> Group Fitness Instruction	EXS 275	Instruction in Group Fitness	B	2	Spring 2018
<input checked="" type="checkbox"/> Acute Care of the Physically Active	EXS 295	Acute Care/Physically Active	C	2	Fall 2017
<input checked="" type="checkbox"/> Care and Prevention of Injuries	EXS 301	Care & Prevention of Injuries	C	3	Spring 2019
<input checked="" type="checkbox"/> Theory/Techniques in Strength & Conditioning	EXS 333	Theories/Tech in Strength/Cond	C	3	Spring 2019

Declare Area/Major by 45 Credit Hours
 Declare Minor by 60 Credit Hours

Click on any “still needed” course for course description and prerequisites

Year: 2019-2020	Minimum Credits Required: 35
GPA: 2.84	Credits Applied (Includes In Progress): 13

Unmet conditions for this set of requirements: 35:36 credits are required. You currently have 13.
 A minimum of 9 upper-level MSU credits are required. You have taken 6.

<input checked="" type="checkbox"/> Required Statistics	STA 135	Intro to Probab
<input type="checkbox"/> Introduction to Sociology	Still Needed: 1 Class in SOC 133	
<input type="checkbox"/> Writing & Inquiry in the Social Sciences	Still Needed: 1 Class in SOC 333	
<input type="checkbox"/> Research Methods	Still Needed: 1 Class in SOC 360	
<input type="checkbox"/> Senior Seminar	Still Needed: 1 Class in SOC 400	
<input checked="" type="checkbox"/> Social Theory	SOC 300	Social Theory

SOC 360 3 Credits **Research Methods** [Print](#)

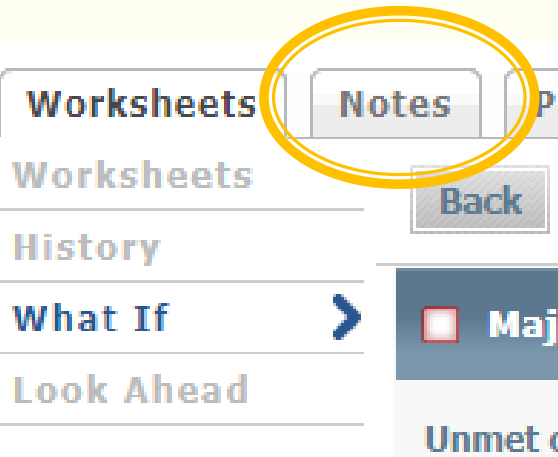
SOC 360 Research Methods (3). Course will introduce students to social science research methods. Emphasis will be placed on the scientific method, research design, the various methods of data collection commonly used in political science and sociology, and data analysis. Prerequisite: MAT 135 or PSY 300 and SOC 359, or permission of instructor. (Same as POL 360.)

RACR Degree Audit – Unrestricted Electives

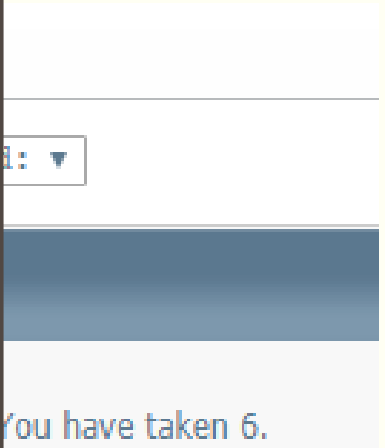
Unrestricted Electives are at the bottom of the RACR. Courses that are not counting toward any of the above requirements (univ studies, area/major/minor) are listed here. Evaluate these: use Course Exception Form if any should be counted elsewhere on RACR.

Unrestricted Electives: Additional Hours Toward Degree				Credits Applied: 8
AGR 100	Animal Science	A	3	Fall 2013
BIO 227	Human Anatomy	D	2	Spring 2018
BIO 228	Human Anatomy Laboratory	B	2	Spring 2018
BIO 229	Human Physiology	C	3	Fall 2018
BIO 230	Human Physiology Laboratory	A	1	Fall 2018
COM 161	Intro to Public Speaking	C	3	Spring 2014
Satisfied by: COM181 - Basic Public Speaking - West Kentucky CTC				
COM 384	Comm Skills for Professionals	A	3	Fall 2015
CRJ 320	Juvenile Justice	C	3	Summer 2019
CRJ 475	Organized Crime	A	3	Summer 2019

RACR Degree Audit – Record Advising Notes in RACR



Notes are viewable by anyone with access to RACR: student, advisors, CSES, chairs, deans. If student changes major, RACR notes provide continuity – durable advising record. Notes appear at the bottom of the RACR.



Exceptions					
Type	Description	Date	Who	Block	Enforced
Substitution	Replace ENG 221 with ENG 201	03/26/2019	Rogers, Ashley James	RA000520	Yes

Notes		
	Entered by	Date
ENG 320, 343, 344, COM 340, BIO 101	Cobb, Barbara M	04/01/2019
ENG 201 and 214, SOC 231, GDS 201, ART 101, MAT 117 If any of these are full, check back!	Cobb, Barbara M	10/25/2018
Switching to LBA, fields ENG and GDS, CW minor emailed Peggy Whaley re: switching to LBA 100T for the rest of the term. Recommended ENG 201, 214, GDS 201 as possible courses for S19.	Cobb, Barbara M	10/12/2018

Clear Advisor Hold AFTER advising session

myGate
Teaching/Advising
My Advisees

Info. Release Consent: no
Academic Standing: Good
Holds (0)
Overrides (0)
Courses (0)
Release Advisor Hold

your advisee

Info. Release Consent: yes
Academic Standing: Good
Holds (0)
Overrides (4)
Courses (5)
Advisor Holds: none

cleared

myGate
Teaching/Advising
Student Search

Info. Release Consent: yes
Holds (1)
Overrides (0)
Courses (0)
Advisor Holds: yes

student MUST address holds

not your advisee

For More Information

- www.murraystate.edu/advising
 - Intensive training (ppt)
 - How to Read a RACR (ppt)
 - RACR What If (ppt)
- RACR msu.racr@murraystate.edu
- Contact Barbara Cobb bcobb@murraystate.edu or msu.advising@murraystate.edu

