Greetings from CAAS!

September Announcements

The staff of the Center for Advising and Academic Services (CAAS) hopes you had an exciting, yet relaxing summer and that you are ready to learn and explore new things. Here are a few things we think you should keep in mind for September:

Add/Drop Reminder
Course Add/Drop (for the traditional-week semester) runs the first week of class (August 28th through 5:00 p.m. on September 1st). This is your final opportunity to change your fall schedule. Make sure during this week you make all the changes you need because, after this time, if there are changes needed, there are financial and academic consequences. Remember, full-time tuition pays for 12-16 credits. Credits over 16 will incur additional tuition charges.

Your First Year Seminar (FYS) Course
As you may know you were placed in you First Year Seminar (FYS) Course based on the top five preferences you shared online. Students were able to be enrolled in one of their top 5 choices. Students who did not select their preferences were placed in sections that were available.

The FYS course must be taken in the first year. If you are thinking of dropping your current FYS course be sure that you will be able to add a different section before you drop your current course. You must speak with your advisor and/or the FYS Director, Dr. Kevin Gaugler (Kevin.Gaugler@marist.edu), before making any changes to your current FYS course. Although FYS courses will be offered in the spring semester, there will only be a limited number of sections available, and students register on a first-come, first-serve basis. Therefore, if you drop your FYS during the fall, you may find yourself in a situation during spring registration where you cannot get a seat in your preferred section.

Double Check Your Schedule
Make sure you check your schedule for this fall and be sure you are attending ALL classes in the correct location & time. Be aware that half semester classes have a different time line. If you have a class you plan to drop, you must do so immediately. No one can add or drop a course for you - YOU must do so.

The following information is for 15-week (full semester) classes only:
After September 1st, you may only drop a class for the next two weeks. Go to the Registrar’s Office for this. After September 18th, you must use a Course Withdrawal form (available at the Registrar or online) to withdraw from a course with your advisor’s signature. There will be a “W” visible on your transcript. You may “W” a course up until October 30th this semester. If you withdraw after October 30th, you will have a “W/F” on your transcript which is the equivalent to an “F” and is calculated into your GPA.

If you need to add a class after the September 1st deadline, this is only done for extenuating circumstances. For instance, a student being placed by mistake in a class for which they do not have the pre-requisite. The Registrar’s Office can instruct you if adding and dropping needs to be done beyond the deadline. Be aware that this can cost extra money.

Use your DegreeWorks audit and your advisor’s counsel, but be aware that you are ultimately responsible for taking the classes you need for graduation.

Review Probation Requirements
Good academic standing is considered to be a semester and cumulative average of 2.0 and above. If you did not achieve this standard during the spring and/or summer 2017 semesters, please make sure you adhere to the requirements that were mailed to you during the summer. If you have any questions about your academic progress, please contact the CAAS Office. Remember to turn in your completed Academic Plan & Consultation Record (APCR), signed by your advisor to our office no later than September 15th.

Believe It or Not...Registration Begins Soon for Spring 2018
Registration will begin in November. Advising for the spring semester begins in October. You should arrange an appointment with your advisor to discuss your spring course load. Advisors and students are instructed to check the Registrar’s website frequently for the latest information. The monthly CAAS newsletter will also provide updated registration information.

So Where is the CAAS Office & How Can You Get in Touch With Us?

Location: Donnelly Hall 224
Telephone: 845-575-3500
Text: 845-418-6711
Fax: 845-575-3502
Web: www.marist.edu/academics/advise
E-mail: advising@marist.edu
Twitter: @MaristCAAS
Facebook: Marist CAAS

MARIST
Are you looking for a major? How about adding a minor? Are you thinking about changing your major? Do you know how your major relates to your intended career? Would you like to speak with faculty from the different majors offered at Marist?

If you answered yes to any of these questions, you need to attend the Majors & Minors Fair!

The Majors & Minors Fair will be October 18th from 11:30 a.m. to 1:30 p.m. in the Murray Student Center 3102-3105. This event is especially helpful for any student who is either undecided about a major or entertaining a major change. This Fair is also good for students exploring the various minors & certificate programs. Plan on stopping by!

Stay in the Know...
Stay on top of all academic deadlines and resources by following us on Twitter (via @MaristCAAS), liking us on Facebook (Marist CAAS), reading our monthly newsletter (sent to your Marist email or available any time at http://www.marist.edu/academics/advice/pdfs/studentnewsletter.pdf), or by contacting us with any questions.

Importance of Calendar Dates
The Marist Academic Calendar (located at www.marist.edu/academics/calendars), has many important dates. This newsletter will remind you of some of them, but it is your responsibility to know the last day to withdraw from a class or when class is not in session among other dates.

Writing Placements
Students who did not place into Writing for College (ENG120L) are now required to take Intermediate Writing for College (ENG119L) before taking Writing for College. If you did not take this course over the summer, you will have to take the course this fall. You should add the course during Add/Drop the first week of classes. It will not be offered in the spring. All other students should take Writing for College (ENG 120L) either in the fall or spring semester.

Visit the my.Marist Advising Portal!
Visit the my.Marist Advising - Undergraduate portal as a drop down from the Student tab. Get up-to-date information on all things advising, including this newsletter, the Academic Advising Planner (AAP) and our Twitter feed.

You Should Visit CAAS When You...
Want to make a change of or address any concerns regarding your Academic Advisor. This can be done online too!

- Will be absent for four or more consecutive days so notification can be sent to your faculty.
- Are having academic difficulties.
- Want to register for a credit overage of 19+ credits during the fall & spring semesters, 4+ during the winter, or 10+ during the summer semester.
- Have Dean’s List questions.
- Want any academic policies explained.
- Want to withdraw or take a leave of absence from the College.
- Want to make a registration change after a published deadline due to extenuating circumstances.

Academic Advising Planner Highlights
Review this year’s revised Academic Advising Planner (AAP). The Planner is designed to help guide you through your academic and career journey at Marist. Bring it when you meet with your academic advisor to help you stay on track. You can also download the Planner and make notes. If you have not received a printed copy of the Planner, pick one up in the CAAS office (Donnelly Hall, room 224).

Goals:
Set your personal goals for the semester or academic year. Would you like to join a club? Would you like to develop a relationship with at least one faculty or staff member this semester? Would you like to go abroad, take on a minor, or internship?

Career:
Explore Career Services at http://www.marist.edu/careerservices/ and take the Focus2 career interest review. Utilize FoxQuest to begin learning about career tools; schedule an appointment with a career counselor and sign up to receive email notifications of program and services sponsored by Career Services.