Greetings from CAAS!

October Announcements

It would be frightful if you did not read these important reminders.

Registration for Spring

The spring 2018 registration process is right around the corner. Although registration dates are not yet posted, be on the lookout for them in October. Check with your advisor about available times to schedule an appointment as they will need to “enable” you to register. Registration will be staggered with seniors registering first, followed by juniors, sophomores, and freshmen. Students with no earned credits will be further broken down by alphabet depending on the number of students needing to register. Once the system has opened for your earned credit standing, you will be allowed to continue developing your schedule for the spring term.

Registration is in real time, which means, the earlier you log on to select classes, the more likely you are to receive classes. During the first week of the spring semester, you will have the opportunity to add and drop courses. Consult the Registrar’s website for the most up to date information on registration.

The first day of each registration period is on a staggered schedule for the first hour. Please consult the Registrar’s website mid-October for more detailed information.

New Schedule Planner

The Registrar’s Office is pleased to announce a pilot program for the upcoming registration process to help you in the initial stages of planning your Spring 2018 schedule. Schedule Planner is a tool designed to assist you with creating an ideal schedule, taking into account any other regularly scheduled events of daytime preferences you may have when creating your schedule. (work times, athletic practice, etc.) Please look for an email from the Registrar’s Office on October 10th, explaining more about the registration process, dates, and the new Schedule Planner! We will also be holding informational/demonstration session on this new resource on:

- Thursday, Oct. 12
  2:00 p.m. - 3:00 p.m. Donnelly 112

- Friday, Oct. 13
  11:00 a.m. - Noon Donnelly 100

Major Change Due Date

Submit any major and/or minor changes to the Registrar’s Office by October 31st to ensure a smoother advising and registration period. Changes made by then guarantee the assignment of a new advisor prior to registration. Major changes can be made after this deadline, but it is not guaranteed that the change will be reflected on your record before the registration period, nor that a new advisor will be assigned and prepared to meet with a new advisee.

Fall 2017 New Students

Remember to review your Pathway choices & bring your ideas to your advisor appointment. You must declare your Pathway by April 2018. Check the Core website for more details: https://www.marist.edu/academics/core/.

Registration for Winter Course

Registration for the winter term will soon be open. These courses are typically 15 week courses offered in 4 weeks all online. Students are only allowed to take 3 credits maximum during the winter. A $100 deposit is required in order to be able to register. Please consult with your advisor about whether this is the right choice for you. Students enrolled in fall courses which extend past the traditional end of the fall semester are not permitted to enroll in winter courses. For more information please visit the Winter Session 2018 webpage http://www.marist.edu/professional-programs/winter-session/.
Student's Responsibility in Advising

New Students:
- Find out the name of your advisor. His or her name will be located in the my.Marist advising portal or at the top of your DegreeWorks audit.
- Make an appointment or stop in during their office hours and introduce yourself.

Returning Students:
- Check your audit to review the name of your advisor. He or she may have changed due to sabbaticals or departmental reorganizations.
- If you want to change your advisor, you can complete a Change of Advisor Request form from the Advising portal of my.Marist student tab or in the CAAS office located in Donnelly 224. Please note, students in the School of Management may not be allowed to change their advisor due to School of Management policies. If you would like to change your advisor, please see Jean Theobald, Director of Academic Advising & Student Services for the School of Management, located in DY 152.

Prior to Registration:
- Make an appointment with your advisor.

Before your appointment with your advisor:
- Review the Academic Advising Planner (AAP) http://www.marist.edu/academics/advise/pdfs/aap.pdf
- Review your degree audit. Print a copy and bring it to your appointment.
- Review the Look Up Classes area on my.Marist and prepare a preliminary semester schedule. Be sure to select courses from the requirements listed in red on your degree audit.

During your appointment:
- Review your career and academic goals.
- Develop or amend your four year plan.
- If you have a double major, you must see your advisors for both fields of study when developing your four year plan and schedule.
- Discuss the specific or general requirements of your major and/or Core with your advisor.
- At the end of your appointment, verify that your advisor has enabled you for registration.
- Periodically stop by and inform your advisor about how you are getting along.

Getting Ready for Registration
You will need to meet with your academic advisor for consultation and enabling. Make sure you have reviewed your academic degree audit (DegreeWorks) and make a list of classes that you would like to take. Courses being offered for spring will be visible on Self-Service Banner - “Look up Courses.” Make sure you consult the College catalog online while preparing for registration.

DegreeWork Audit
DegreeWorks is very user friendly, and it will allow you to plan your academic curriculum. Make sure to read ALL the print on your degree audit. Missing a notation on your audit could delay your graduation. If something does not look right on your audit, please send an email with your concern to DegreeWorks@marist.edu from your Marist email immediately. Include your CWID in this email.

Don’t Use “Placeholders”
During the registration and add/drop period, please do not register for “placeholder” classes that you have no intention of attending. Often times, students forget to drop these courses which then closes out other students who need the course from registering. Holding on to courses you do not want may cost you additional tuition money.

Midterm Grades
Midterm grades will be available on the student tab of my.Marist.edu no later than October 24th. Please review them and alter your study habits if need be.

Withdrawal Deadlines
If you need to withdraw from a traditional 15 week class, you have until Monday, October 30th at 5:00 p.m. to do so with a “W” grade. After this date, your grade will be a “WF” which calculates as an “F” in your grade point average. Course withdrawals for traditional undergraduate students are handled in the Registrar’s Office. You will need your advisor’s signature, so please plan ahead. You cannot do this online.

Withdrawing from a course does not change your enrollment status. For example, if you are enrolled in 12 credits and withdraw from 3 credits, you are still considered a full-time
student for financial aid, housing and health insurance purposes. Withdrawing from courses may affect financial aid in future terms. Consult with Student Financial Services for details.

New York State students should always consult the TAP officer, Cheryl DuBois in the Registrar’s Office regarding TAP regulations as it relates to course withdrawals.

Check Email Regularly
Please remember to check your on-campus mailbox and Marist Mail REGULARLY! Our office sends notifications to your on-campus mail and email.

Academic Advising Planner (AAP):
By now you may have had the opportunity to look through the Academic Advising Planner (AAP). If not, we encourage you to review it and begin thinking about how you will spend your academic life at Marist. If you did not receive a paper copy and would like one, see us in Donnelly 224.

Please schedule an appointment with your advisor to discuss any questions that may arise as you look through the planner. To access the planner, go to the my.Marist advising portal or follow this link: http://www.marist.edu/academics/advise/pdfs/aap

Spring 2018 Registration Workshops
CAAS will be hosting Registration Workshops on the following days. Workshops will be held in the Murray Student Center. Please plan on attending one of the below dates.

Wednesday, October 11\textsuperscript{th}
11:30 a.m. - 12:30 p.m.
Murray Student Center 3102

Wednesday, October 11\textsuperscript{th}
7:00 p.m. - 8:00 p.m.
Murray Student Center 3104

Academic Advising Planner Spotlight

Attend the Fall Career & Internship Fair

Thursday, October 6\textsuperscript{th}
3p.m. - 6p.m.
McCann Grey Gym
Bring your resume
Dress in business attire

Majors & Minors Fair
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 come to the Majors & Minors Fair!

The Majors & Minors Fair will be
October 18\textsuperscript{th}
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 and certificate programs. Plan on stopping by!

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

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