

# First Year Advisor



## Welcome to Marist!!!

*The Center for Advising and Academic Services (CAAS) is pleased to welcome our new students to Marist College!!!*

Located in Donnelly Hall 224, the Center for Advising & Academic Services (CAAS) will be here to assist you throughout your years at Marist. We take special pride in helping new students prepare to meet the intellectual and personal challenges that lie ahead.

The First Year Advisor edition of the CAAS Newsletter is designed to cover topics that are timely and relevant during your transition to Marist.

---

### NOTE:

**Click on the blue text to access links and additional information.**

The information contained in all our publications is meant to supplement—not replace—the [College Catalog](#). The College Catalog is available online through the Marist website—[www.Marist.edu](http://www.Marist.edu).

The [Marist College Catalog](#) is where you will find policies and procedures related to your academic career. It also includes all the programs of study and course descriptions. It is your responsibility to become familiar with the catalog. Think of the catalog as an online textbook that you will use every semester.

Your advisor serves as your instructor—asking and answering

questions, as well as suggesting options and opportunities you might explore. Unlike a high school guidance counselor, your advisor will offer their “best advice,” but you are ultimately responsible for knowing and meeting program requirements.

The [Academic Calendar](#) is another resource you should familiarize yourself with every semester. The calendar contains important information regarding course change periods, refund dates and school breaks. Knowing this information and adhering to deadlines is also your responsibility. Check out the following link. <http://www.marist.edu/academics/calendars.html>

## Table of Contents

### *Cover*

Welcome to Marist!!!

...

2

### **Important Advisor Information**

...

3

### **Expectations At Marist: Information You Should Know**

...

4

### **Adjusting to Marist**

...

5

### **Frequently Asked Questions About Advising**

...

6

### **Contact CAAS**

## *Advising—A Definition:*

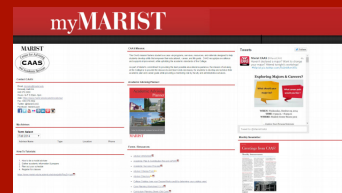
*“Academic advising is a process of information exchange that empowers students to realize their maximum educational potential. The advising process is student-centered and will result in the student gaining a clearer understanding of himself/herself, and the experience of higher education.”*

*University of Michigan—  
Dearborn*

## *Where do you go for all things advising?*

### **myMARIST Advising Portal!**

Throughout your time at Marist you will have access to an Advising portal as a drop down from the Student tab in myMARIST. In this portal, you will have access to many advising resources, including our Twitter feed, your advisor information, and various important documents including the Academic Advising Planner (AAP). Visit the portal by going to my.Marist.edu. We encourage you to peruse the page. Should you think of anything else that would be useful to add, please do not hesitate to contact us!



### *Here are some important items to highlight:*

#### **CAAS monthly newsletter**

Designed to update you on important information you need for the upcoming month. In addition to being available in myMARIST, you will also be emailed this newsletter to your Marist email account monthly.

#### **Academic Advising Planner (AAP)**

The planner is your go-to preparation tool that will set common ground with regards to the academic experience at Marist and will assist you in planning your academic career and life after Marist. The planner is designed to strengthen the advisor/advisee relationship, allowing time for more productive discussions on the impact of college on career. Use it to stay on track, learn the campus, and effectively plan your academic steps at Marist. You can find the AAP in the Advising portal. Feel free to save the AAP to your computer and personalize it.



#### **Twitter**

Our Twitter account (@MaristAdvising) is designed to provide you with timely information, reminders and resources. Follow us today and stay in the know!

## *Who is My Advisor?*

You have been assigned an advisor in your major or to someone experienced working with undeclared students if you have not chosen a major. You can view who your advisor is in the my.Marist Advising portal on your Student Information page in Self-Service Banner (SSB). If you have a double major or you are in a special program (HEOP, Accommodations & Accessibility, Honors, etc.), you will have two or more advisors. Your primary and all other advisors are also visible on your DegreeWorks Audit, available on Self-Service Banner. See page 5 for more information about “How Do I Set Up an Appointment With My Advisor, and When Should I Do This?”

## *Where is My Advisor's Office?*

Your advisor's information, including their office location and phone number, is available to you in the myMARIST Advising portal.



# Expectations At Marist: *Information You Should Know*

## Course Load Info & Schedule Changes

A typical semester's schedule totals 15 credits. This generally translates into five three-credit courses. Full-time tuition pays for 12 to 16 credits, and your schedule can be in this range based on individual circumstances and preferences. Any credits above 16 incur an additional charge.

If your schedule does not add up to at least twelve credits, be sure to see your advisor immediately so that he/she can help you add courses necessary to bring you up to full-time status. You must be full-time to qualify for most types of financial aid and for housing.

If you need to add coursework to round out your schedule or if you wish to drop a course, your advisor can help steer you towards the classes that are the most suitable for first year students.

Do not make the mistake of dropping courses given to you as a result of your placement assessments. For example, if you were placed in ENG 119L, this course is a prerequisite for ENG 120L. You cannot take ENG 120L without it.

## Course Expectations

There are some basic expectations that are common to all academic courses at the college level. This may seem obvious, especially to transfer students, but it is important to make these facts clear.

Your instructors will expect you to show up for each of your classes prepared and on time. You will be expected to:

- Read all of the materials that are due for class in advance, so that you are prepared for discussions.
- Listen to the lectures and take notes that will help you recall, synthesize,

and apply the information that is presented.

- Participate through asking and answering questions and offering supported opinions as appropriate.
- Hand in all assignments on time per your instructor's specifications.
- Show up for all exams early and prepared.
- Communicate any academic difficulties before they turn into larger problems.
- Show a basic level of respect for your instructors and your colleagues. For example, talking, sleeping, cell phone use, and leaving early are not appropriate.

## Your Syllabus

Most instructors distribute a course outline or syllabus during the first session. Your syllabus is very much like a contract between you and your instructor. Attendance at the first class meeting is more important than most students realize. Aside from the course outline, your instructors will usually go over course requirements such as quizzes, research papers, & exams; grading and attendance policies; & general course objectives.

## Good Academic Standing

Marist students must maintain a 2.000 (or a "C") semester and cumulative average to be in good academic standing. Additionally, students must maintain a 2.000 average in their major, minor, and certificate programs. It is possible to be dismissed from the College for poor academic performance—even after one semester. In addition, students who qualify and attain a semester average of a 3.6 or above will be named to the Dean's List. (Restrictions apply. See the [College Catalog](#) for more details.)

## Missing Deadlines

Unlike high school, no one will remind you of approaching deadlines – you are responsible for your success. There are many academic deadlines that you are expected to meet. These are published in the academic calendar, which is available in the Marist website or by following this link: <https://www.marist.edu/academics/calendars.html>. In addition, instructors usually publish their deadlines for handing in assignments in their syllabus. Missing dates/deadlines can have serious academic & financial consequences. Following @MaristAdvising on Twitter will help with reminding you about many important dates & information.

## What Happened to My Placement Results?

Your math and foreign language placement results are available online via your myMARIST, Banner Self-Service account under Student → Student Records → View Placement Test Scores. *Please note, transfer students and those entering in January do not take the math and foreign language placement surveys.*



# Adjusting to Marist

## Adjusting to Your New School Transfers

If you are transferring from another college, your biggest challenge will likely come from learning what is required of you - academically and socially - in a new environment. The Marist experience will be very different from a two-year commuter college or a large university setting. While you are not a new college student, it is critical that you observe your new surroundings, familiarize yourself with Marist's policies and procedures (they are bound to be different), and afford yourself an opportunity to work on adjusting to different expectations.

## New Students

If you are a new college student, you are entering a more complex ecology where you will be called upon to demonstrate a high level of personal responsibility and self-motivation. Now, you are making all your own academic and social choices. Take this responsibility seriously and be sure to maximize the many resources around you as questions arise.

## Attendance Policy

Each instructor determines his or her own policy. They are asked to state it in writing in the course syllabus and, typically, this topic will come up during the first class. If you must miss a class, you should inform your instructor as soon as possible and devise a strategy for making up the full content of that session (i.e., borrowing a friend's notes, visiting the professor's office hours, etc.). Keep in mind that missing a class means that you will miss your instructor's valuable help in learning and applying the material, and your grade may suffer as a result. Please be aware that some professors may require 100% attendance.

Most students who come before the Academic Standards Committee (ASC) based on poor academic performance have had problems with class attendance.

Save absences for times when you are seriously ill or handling a family emergency.

## Extended Absences

Contact CAAS at 845-575-3500 when a situation arises which prevents your class attendance for *four or more consecutive days*. Explain your circumstance to our staff so that we may assist you in notifying your instructors *prior* to your absences. Supporting documentation will be requested from you at that time. Remember that you are always responsible for the content and assignments of any missed sessions.



## Time Management

If dates and deadlines seem overwhelming, talk to your First-Year Mentor/Coordinator, if applicable, about establishing a system of reminders and other time-management methods.

## Choosing a Major

Many entering students do not have a declared major. An equally large number of students enter with a specified major field and end up switching at some point. Check out the [Majors & Minors booklet](#) to learn more about the majors offered at Marist.

Your college years provide you with a critical opportunity to challenge yourself and stretch your possibilities. Before you graduate with your Marist degree you are likely to discover new talents that make interesting double majors or minors.

Your advisor can help you test the possibilities by exploring your interests and strengths so that you are better able to make appropriate choices.

Career Planning and Decision Making (CRDV 105) is a one-credit course that is offered each semester to help students explore careers. You may want to consider this course.

The [Center for Career Services](#), Library 332, is one of many resources for first-year students -- especially if you are unsure of your career path. They offer an online interactive career guidance system which can help you determine which careers might best meet your talents, interests, and expectations.

Career Services also maintains a wide variety of print and online resources. It's never too early to begin the life-long journey of career development!

# Frequently Asked Questions About Advising

## Why Do I Need an Advisor?

Your advisor is your key academic resource to assist you in accomplishing your academic goals.

### *Your advisor...*

- Can help you explore your major and career.
- Knows the College, its programs of study, its academic policies and requirements, and its course offerings—particularly in his or her discipline.
- Can be of invaluable help in working with you to plan your studies and to assist you in making the most of your time at Marist.
- Can be the person who helps you better understand how various courses group together to form a meaningful academic experience.

### *Your advisor is not...*

- A personal counselor, but he or she can help direct you to resources that can help you explore and develop realistic expectations, and seek answers to important questions.
- You must advocate for yourself to maximize these services.

### *Advising is Required...*

- For all students. Marist utilizes a mandatory advising system. You are required to consult your advisor during registration periods to obtain their advice & be cleared to register.

## What is a DegreeWorks Degree Audit?

The DegreeWorks degree audit is a detailed record of your academic history and course & program requirements. You can find your academic degree audit on the [Banner Self-Services link](#) in your myMARIST account. It is extremely important that you familiarize yourself with it as you are ultimately responsible for your degree completion. Use the FAQs in DegreeWorks to learn more about this powerful tool.

## How Do I Set Up an Appointment With My Advisor, and When Should I Do This?

Set up an appointment with your advisor during the first month of classes and discuss available academic resources, strategies for academic planning, and more! There will be plenty of time during the first weeks of classes to do this.

Faculty typically post office hours on their office doors. During the posted hours, you can usually drop by to speak to your advisor or to make an appointment.

If your advisor is also one of your instructors, it is relatively easy to request an appointment before or after class. Administrators who serve as advisors have Administrative Assistants who can help arrange an appointment time.

During registration periods (typically November and April), you should be sure to give some thought to your course selections and scheduling issues. “The primary responsibility for knowing and meeting program requirements rests with each student” (Catalog p.28), so it is important for you to prepare in advance. Waiting until the last day of a registration period guarantees frustration for everyone & will often lead to you not being able to register and/or being significantly limited in your course selections.

## Can I Change My Advisor?

In most cases, it is possible to change your advisor at any time during the academic year. CAAS will contact you if we cannot grant your request. Majors within the School of Management must contact the School to request a change.

The [Advisor Change Form](#) can be found in the Advising portal in myMARIST and submitted online. Keep in mind, some advisors may not be taking

new students. You can begin to meet with your new advisor once it has been changed online and bring your DegreeWorks audit.

## Are There Other Reasons My Advisor May Change?

Yes, here are some examples:

- If you decide to switch your major, you will be assigned to a new advisor within your major field.
- Entering or exiting special programs (e.g., Honors) might trigger reassignment.
- Sometimes circumstances such as a faculty leave or staffing change(s) will require an advisor change.

You will be notified of an advisor change via email – another good reason to check your Marist email frequently!

## Are There Additional Sources of Advisement on Campus?

Your academic advisor is the **ONLY** person who can clear you to register, but there are other sources of advisement that can **SUPPLEMENT** information your academic advisor provides.

Your First-Year Mentor/Coordinator (if applicable) can help you work on study skills, time management, and academic motivation. A critical partner in your first year experience, your mentor/coordinator can also help you to make the most of advisement periods by reviewing the administrative aspects of the process to help you prepare for your advising appointment.

Student athletes will work closely with an athletic advisor who will also help prepare them for the process by discussing scheduling, study halls, and other special requirements. Other programs that might assist you include the Center for Multicultural Affairs (CMA) and the Office of Accommodations & Accessibility (OAA), if you are part of their programs.



# MARIST

## CENTER FOR ADVISING AND ACADEMIC SERVICES

### Connect with Us!

The Center for Advising & Academic Services (CAAS) uses Marist email accounts, and various social media outlets to communicate with students about important deadlines, issues, concerns, and announcements.

**Location:** Donnelly Hall 224  
**Telephone:** 845-575-3500  
**Text:** 845-418-6711

**Website:** <https://www.marist.edu/academic-resources/advising>

**Email:** [Advising@marist.edu](mailto:Advising@marist.edu)

**Social Media:** @maristadvising

\*\*\*\*\***IMPORTANT**\*\*\*\*\*

Please make sure you check your on-campus mailbox and Marist email regularly.!



## What Does the Center for Advising & Academic Services Do?

- Assigns your academic advisor and processes changes as necessary.
- Helps you communicate with instructors in times of crisis, or when you have to miss four consecutive days of class for a serious and verifiable reason.
- Assists you in developing a plan of action if you experience academic difficulty.
- Coordinates the College's Dean's List and awards certificate for recipients.
- Develops the Academic Advising Planner.
- Grants permission for students to register for credit overages in any term (19+ fall/spring, 10+ summer, 4+ winter).
- Handles requests for leaves of absence & withdrawals from Marist.
- Offers individual consultation for undergraduate students by appointment and on a walk-in basis when possible.
- Administers various academic policies as specified in the College Catalog.
- Emails monthly newsletters providing important academic information and deadlines.