UNDERGRADUATE ADVISING AT

CENTRAL MICHIGAN UNIVERSITY

PREPARED BY:

Academic Advising and Assistance
Ronan 250
774-7506

Registrar’s Office/Undergraduate Academic Services
Warriner 123 and 212
774-3504
Faculty Advising
Enhancing the advising experience

This document is geared towards assisting faculty members who have an undergraduate, on-campus advising role. Faculty members play a critical role in advising students and motivating them to establish an academic goal and course plan enabling them to graduate within four years.

There is contact information on pages 21-22 and please do not hesitate to contact either Academic Advising and Assistance or the Registrar’s/Undergraduate Academic Services Offices at any time with any questions you might have.
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The Advising Process at CMU

New Student Orientation *(required)*

- Advisement and Registration
- AP, IB, CLEP, transfer credit

General Academic Advising – Residence Hall or Ronan 250

- General Education, Degree options
- Planning Schedule
- Referral to Resources, Departments

College Advising

- Business; Education; Science & Technology; Communication & Fine Arts; Health Professions; Humanities and Social & Behavioral Sciences

Departmental Advising *(required)*

- Major/Minor signing by 56 credits

Graduation Advising – Warriner 123

- Pre-graduation audit appointment
- Application for graduation *(required)*
- Final graduation audit - emailed to student
Components of a Bachelor’s Degree

General Education:
- Competency Courses
- University Program

Specialized Studies:
- Major
- Minor (if required)

Other Degree Requirements:
- Unique to Type of Degree

Graduation Requirements
- (See page 19)

Electives:
- If needed to reach 124 credits
General Education
(For students following the 2013-14 or earlier bulletin)

The General Education requirements are divided into two basic areas.

1. **COMPETENCY REQUIREMENTS**
   (must be completed by 56 credits)
   a. Mathematics
   b. Freshman Composition
   c. Intermediate Composition
   d. Oral English

2. **UNIVERSITY PROGRAM**  (27-30 credit hour requirement to be completed by end of degree).
   Students will need to refer to their bulletin for the list of courses.

These are **TWO** distinct and separate requirements. However, with proper selection of coursework, there may be cases of a course fulfilling both a university program and competency requirement.

See the following page for General Education for students following the 2014-15 or later bulletin.
General Education
(For students following the 2014-15 or later bulletin)

The General Education requirements are divided into two basic areas.

3. COMPETENCY REQUIREMENTS
   
   a. Mathematics
   b. Freshman Composition
   c. Intermediate Composition
   d. Oral English
      (items a-d must be completed by 56 hours)
   e. Quantitative Reasoning
   f. Writing Intensive (12 hours that can be completed through University Program courses or courses in a student’s major)
      (items e-f must be completed before graduation)

4. UNIVERSITY PROGRAM (27 credit hour requirement to be completed by end of degree).
   Students will need to refer to their bulletin for the list of courses.

These are TWO distinct and separate requirements. However, with proper selection of coursework, there may be cases of a course fulfilling both a university program and competency requirement.
Departmental Advising

- Signing an Intent
  - Please list remaining classes or conditions student must fulfill to sign major
  - This form temporarily fulfills the 56 hour rule for a signed Major and releases the ‘HOLD’ on a student’s record

- Signing a major or minor
  - Verify if the student is already pursuing a specific degree with another signed major
  - Verify if this major/minor is replacing one or is in addition to one signed already and mark accordingly on form
  - **Do NOT include Bulletin year unless the major/minor is truly to be followed from a bulletin other than their entry bulletin** (i.e. if it is new or had several changes and is not available on student’s entry bulletin)
  - Choose correct degree option for major/minor
  - NEW MAJOR/MINORS (for upcoming Bulletin year) will not be accepted at the UAS/Registrar’s office until July 1 prior to that Bulletin year
  - Student and faculty advisor need to sign form
Major/minor modifications (faculty advisor for assigned student)
  - Refer to ‘Transfer Coursework’ tab on Advising Workbench
  - Write ‘Required Course’ in first column and ‘Substitute Course’ (if transfer class, write corresponding CMU transfer course and identify name of course at other institution in ‘Reason for Modification’ column
  - Be sure that the substitute course(s) hours/credits are equivalent or greater than those for the original required course
  - Complete the appropriate section for the replaced courses(s) – ‘Required’ or ‘Elective’
  - If specific hours required for Electives (example 22 hours), be sure to list classes that are equal or greater than required hours.

Please note all forms are available on the Registrar’s web site at

https://www.cmich.edu/ess/registrar/RegistrarDepartmentalForms/Pages/default.aspx
Degree substitutions (chairpersons only)

Pre-graduation audit after signing major/minor
  o Warriner 123, 989-774-3504
  o All graduation requirements are discussed/reviewed for student; student leaves with written Pre-graduation Audit displaying all classes required for specific degree, general education, major, minor, and electives

Advising Workbench Admin
  o Accessible from CentralLink webpage listed under My Account and then ‘Academics’
  o Enter student ID# or, GID, or search for the student by entering their last name, or last name, first name or first name last name.
  o Tabs
    ▪ Student profile – shows the student demographic information
    ▪ Degree Progress - shows general education completion, current registration, major and degree, Bulletin year, GPA and number of 300+ credits (majors/minors/ degree loading in process).
- Academic History tab shows semester by semester coursework with grades. You can also filter and sort.
- Advisors – will show all the advisors assigned to that student. In the future you will also be able to attach a student to you as their major/minor advisor.
- Notes – where you can list notes from a conversation with a student. These notes can be set to either be viewable by faculty/staff or faculty/staff and student.
- Transfer Coursework- shows transfer courses (lists classes taken at previous institution and corresponding CMU courses and credits).
INTENT TO DECLARE A MAJOR
(use blue or black ink if not filled out via computer)

I, Student, Joe A., 123456
Student Name
Student Number

Intend to major in Health Administration on the Must choose one degree degree.

I understand that I must sign the Major Authorization form with my faculty advisor once I have met the conditions listed below

Student's Signature 11/02/2012 Date

To be completed by faculty adviser.

This student is unable to sign a major authorization form until the following condition(s) are met:

MUST LIST REASONS and/or CONDITIONS

Faculty Adviser's Signature 11/02/2012 Date

Adviser's Printed Name: Joe Instructor

Please submit this form to:

Undergraduate Academic Services
Warriner Hall Room 123
Or Fax: 989-774-7252
Authorization for a Major
(use blue or black ink if not filled out via computer)

Name: Student John A
Student Number: 123456

Degree: (enter a degree name)

Major (Title): Health Administration

E-mail Address: student1ja@cmich.edu

Title of Concentration (if appropriate)

Minor (Title):
(only fill in if student is pursuing a minor – student must still officially sign their minor)

Teaching Certificate:
☐ Secondary
☐ Elementary
☐ Special Ed.
☐ K-12

NOTE: The governing BULLETIN YEAR for all components of a student’s degree program is based on the term the student was admitted to CMU. If the BULLETIN YEAR OF THE MAJOR or CONCENTRATION is different from this, please indicate.

BULLETIN YEAR OF MAJOR/CONCENTRATION (only if different from governing bulletin)

Student: Any Changes of REQUIRED OR ELECTIVE COURSES on the MAJOR or CONCENTRATION must be requested of your advisor AND a Modification of Authorized Major, Minor or Concentration form must be submitted to the Registrar’s Office.

Complete only if this is one of multiple majors or concentrations or if it replaces a previously authorized major or concentration.

1. This is a (a) ☐ 2nd or (b) ☐ 3rd major
   (check one)

2. This is a (a) ☐ 2nd or (b) ☐ 3rd concentration
   (check one)

3. This is to replace a previously authorized major or concentration in

Signature of Student

Date: 6/28/2013

Advisor: Please remind students of the time line for completion of competencies (See Bulletin). Advisor is responsible for completion of all portions of this form and distribution of copies to: 1) Registrar’s Office (original), 2) Student, 3) Advisor, and 4) Department office of advisor.

Pat Instructor
Printed Name of Advisor
Date: 6/28/2013
Note: this is going on line starting fall 2014
## Undergraduate Degree Programs

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Description</th>
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<tbody>
<tr>
<td>Bachelor of Applied Arts</td>
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<tr>
<td>Bachelor of Arts</td>
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<tr>
<td>Bachelor of Fine Arts, Art or Music Theatre Option</td>
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<tr>
<td>Bachelor of Fine Arts, General Option</td>
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<tr>
<td>Bachelor of Individualized Studies</td>
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<tr>
<td>Bachelor of Music</td>
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<tr>
<td>Bachelor of Music Education</td>
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<tr>
<td>Bachelor of Science in Athletic Training</td>
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<tr>
<td>Bachelor of Science in Business Administration</td>
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<tr>
<td>Bachelor of Science in Computer Engineering</td>
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<td>Bachelor of Science in Electrical Engineering</td>
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<td>Bachelor of Science in Engineering Science</td>
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<tr>
<td>Bachelor of Science in Engineering Technology</td>
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<tr>
<td>Bachelor of Science in Mechanical Engineering</td>
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<tr>
<td>Bachelor of Science, Plan A: Select Major, No Minor</td>
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<tr>
<td>Bachelor of Science, Plan A: Select Major, Optional Minor</td>
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<tr>
<td>Bachelor of Science, Plan B: All Majors, Select Minors</td>
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<tr>
<td>Bachelor of Science, Plan B: Select Majors, All Minors</td>
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<tr>
<td>Bachelor of Science, Plan B: Select Majors, No Minor</td>
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<tr>
<td>Bachelor of Social Work</td>
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<tr>
<td>BS in Education, Elementary Provisional Certification with Emotional or Cognitive Impairment Endorsement (K-12)</td>
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<tr>
<td>BS in Education, Elementary Provisional Certification, Major Option 1</td>
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<tr>
<td>BS in Education, Elementary Provisional Certification, Minors Option 2</td>
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<tr>
<td>BS in Education, Secondary Provisional Cert.: Select Major, No Minor</td>
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<tr>
<td>BS in Education, Secondary Provisional Certification</td>
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<tr>
<td>BS in Education, Secondary Provisional Certification with Emotional or Cognitive Impairment Endorsement (K-12) - Major, Two Minor Option</td>
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<tr>
<td>BS in Education, Secondary Provisional Certification, with Emotional or Cognitive Impairment Endorsement (K-12) - Two Major Option</td>
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<tr>
<td>BS in Education, Secondary Provisional Certification: MLE Option</td>
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<tr>
<td>Honors Program</td>
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<td>Pre-Professional Studies</td>
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<td>Pre-Program-2</td>
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<td>Pre-Program-3</td>
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<tr>
<td>Undergraduate Endorsement (Non-Degree)</td>
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<td>Undergraduate Certificate - African and African Diaspora Studies</td>
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<td>Undergraduate Certificate - American Indian Studies</td>
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<td>Undergraduate Certificate - Citizen Engagement</td>
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<td>Undergraduate Certificate - Cultural Competency</td>
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<td>Undergraduate Certificate - East Asian Studies</td>
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<tr>
<td>Undergraduate Certificate - European Studies</td>
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<tr>
<td>Undergraduate Certificate - Latin American and Latino Studies</td>
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<tr>
<td>Undergraduate Certificate - Middle East and Islamic Studies</td>
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<tr>
<td>Undergraduate Certificate in Creative Writing</td>
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</table>
This Form must be completed by the Department Chairperson of the class being utilized for Degree Substitution – i.e. Biology in this case

Note: this is going on line starting fall 2014
Advising Workbench

CentralLink ➔ My Account ➔ Advising Workbench Admin

Tabs for Student Profile, Degree Progress, Academic History, Advisors and Transfer Coursework

Degree Progress tab:

Test #1 Student ➔ Degree Progress

Degree Progress is an advising tool currently in its early stages of development. Available at this time for undergraduates is progress toward General Education. Every effort has been made to ensure accuracy. Any discrepancies should be reported via our feedback form. It is the responsibility of the student to follow requirements as published in the bulletin and to meet with advisors on a continuing basis.

Degree: Bachelor of Science in Business Admin
Accounting Major
Bulletin: Undergraduate 2011-2012

Hours Completed: 68
Hours Enrolled: 6

General Education

BSBA Degree

Accounting

To graduate in Accounting, you need to complete a minimum of 126 hours. Ninety hours must be in non-accounting courses.
Electives

Electives include any additional course to help the student reach the required 124 credits or to fulfill any unmet graduation requirements (i.e. 300+ level or 60 academic hours from a 4 year accredited institution). Up to 6 credits of PED or RLA courses may be included in electives.
Facts to Know

Some Key Graduation Requirements (a full list is in the bulletin):

- Major must be signed by 56 credits
- Minimum 124 credits
- Must have at least 40 credits at 300 and above level
- May count up to 6 credits of PED or RLA courses
- Minimum of 60 academic credits from a four-year accredited institution.
- At least a 2.00 or higher cumulative GPA and a 2.00 or higher GPA in each major and minor.

On-line Advising Tools on Centrallink → My Account → Academics:

- Advising Workbench Admin
  - Degree Progress shows general ed completion, current registration, major and degree, Bulletin year, GPA and number of 300+ credits (majors/minors/ degree loading in process).
  - Academic History tab at top shows semester by semester coursework with grades.
  - Transfer Coursework tab at top shows transfer courses.
- On-line Bulletin, CentralLink → My Account → Bulletins
- Student Support Services shows links for Advising, Career Services, Tutoring, etc.
ADVANCED STANDING

CMU does accept the following:

- Advanced Placement Program Examinations (AP) Credit
- College-Level Examination Program (CLEP) Credit
- International Baccalaureate (IB) Credit

A full list of the courses we accept and how they come into CMU is listed in the Undergraduate Bulletin under Academic Policies and Procedures.

Questions about these programs and how courses come in, should be addressed to the Undergraduate Academic Services Office at 774-3504.
Ask Us

REGISTRAR’S OFFICE

Undergraduate Services

123 Warriner Hall 3504
  o Degree substitutions
  o General Advising Questions
  o Pre-graduation audits
  o Graduation (applications and commencement)
  o Signing majors/minors and modification forms
  o Transfer Credit

Records and Registration

212 Warriner Hall 3261
  o Adding and dropping courses
  o Class lists
  o CR/NC and audit grading options
  o Grading
  o Withdrawals
ACADEMIC ADVISING & ASSISTANCE
Ronan 250
- General Advising 7506
- General Education
- Orientation
- Tutoring 3465
- Supplemental Instruction

Students living in North Campus Residence Halls
Non-transfer students living off-campus
(last names A-J) 3947

Students living in South Campus Residence Halls
Non-Transfer Students living Off-Campus
(last names K-R) 3089

Students living in East Campus Residence Halls
Non-Transfer Students living Off-Campus
(last names S-Z) 3942

Students living in Towers Residence Halls 6601
Transfer Students living Off-Campus 7506
Freshman Students living Off-Campus 7506

Business Students 3124
Communication & Fine Arts Students 1413
Health Professions 4421
Humanities & Social/Behavioral Students 2361
Science & Technology Students 2826
Teacher Education Students 3309