

FALL 2018

# Advisement Matters!

## Advisement & Registration time...

Isn't it funny how time flies? It seems like just yesterday that we welcomed you as a member of our incoming class. But now, it's already mid-semester; and before long you will be off for Thanksgiving and then Winter break. However, before we get there, there are a few important things that must be on our calendars. Perhaps the most important ones are Advisement Days and the start of the Spring 2019 Registration period.

First, let's talk about the Advisement Days. Each semester, there are two such days - the first, for seniors and juniors; the second, for sophomores and first-year students. This semester, the first Advisement Day takes place on **Tuesday, October 30** and the second takes place on **Thursday, November 8**. You are **required** to meet with your assigned faculty advisor on your designated Advisement Day prior to registration. It's a time for you to meet with your faculty advisor to plan and discuss your Spring schedule, as well as to review how you are doing in the semester thus far. If you haven't already set up an appointment to meet with your advisor, I encourage you to do so now.

Next on your calendar should be your assigned priority registration day and time. Make sure that you know how and when you will be able to register for your spring classes. Remember that, unlike the first semester, when your registration was done by either the Advisement Office or your department, this time around, you are in charge. It is therefore imperative that you take the time to work with your faculty advisor to carefully craft a schedule that is consistent with your major, minor, and general education requirements. Your college success is partly a function of how well you plan your schedule each semester. So, take the time, and let's get it right!

- Michael G. Salmon, Dean of Academic Advisement & Student Retention



Important Dates:

Do you have a hold on your account?

**Holds Removal Week:**

Oct 22 – Oct 26

*All restrictions must be removed prior to registration*

Do you know which day is your advisement day?

**Seniors & Juniors:**

Tuesday, October 30

**Sophomores & First-Years:**

Thursday, November 8

Do you know when registration begins?

Monday, November 5

*Check your email for your specific priority registration date & time*

# General Education Curriculum

2018-2019



No matter your major, every student completes the same general education courses. These requirements are as follows:

**Foundation Requirements:**

- ◊ Writ 101
- ◊ Writ 102
- Or Writ 201\*
- ◊ Math 113/Math 129

*\*If you are currently registered for Writ 201, your writing requirements will be complete at the end of the term.*

**Disciplinary Studies\***

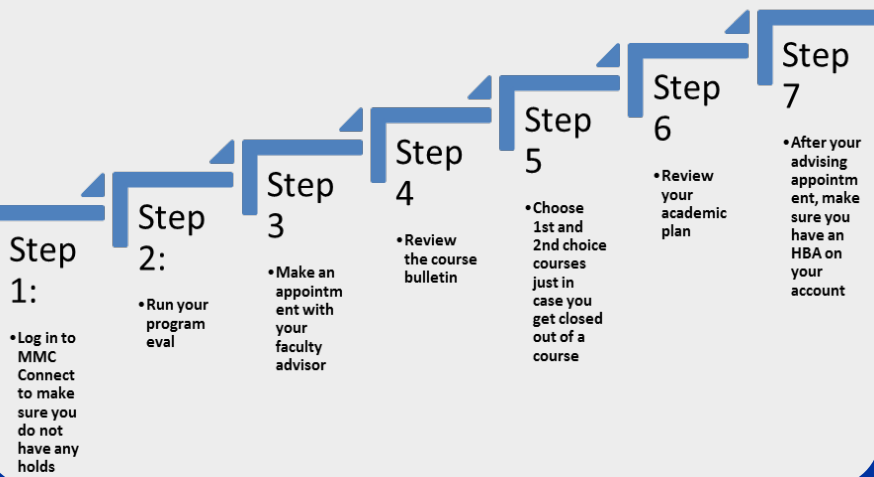
- DS 1: Creative Expression
- DS 2: Literature & Language
- DS 3: Natural Science & Math  
*(Math 113/Math 129 cannot also count as your DS 3)*
- DS 4: Psychology, Philosophy & Religious Studies
- DS 5: Social Science, Business & History

*\*These courses must be at the 100/200 level*

**Advanced Interdisciplinary Studies\***

- (must have 39 credits in progress)*
- CP: Cultural Perspectives
- EP: Ethical Perspectives
- IP: International Perspectives
- NP: Natural Science Perspectives
- REP: Racial & Ethical Diversity Perspectives
- UP: United States Perspectives
- \*These courses must be at the 300/400 level*

## Steps for a successful advising session



## Some Helpful Advisement Tools

**Where do I find my faculty advisor's office?**  
<http://www.mmm.edu/offices-and-services/directory/>

**How do I run my program eval?**  
<https://youtu.be/VHq4oqZ3RU4>

**How can I register for classes?**  
<https://youtu.be/FgRwmadiMtI>

**Where do I find the course listings?**  
<http://www.mmm.edu/academics/courses/>

**Where do I find my academic plan?**  
<https://www.mmm.edu/offices/academic-advisement/majors-requirement.php>

**How do I make an appointment with my advisor?**  
<https://shibboleth-mmm-insight.symplicity.com/sso/student>

## You have questions, we have answers

### Q. What is an HBA clearance?

A. HBA = Has been advised

*\*Students are not permitted to register without an HBA clearance*

### Q. What is an IC clearance?

A. IC = Immunization clearance

*\*Students are not permitted to register w/out an IC clearance*

### Q. What if my faculty forgets my HBA?

A. If this occurs prior to registration, follow up with your advisor. If it is not prior, you may show academic advisement your signed registration form and we can place it on behalf of your advisor.

### Q. What if I have a hold on my account?

A. You can still see your advisor to get an HBA clearance, but you will be unable to register for the classes discussed.

### Q. If I have 2 majors, do I need to meet w/ both faculty advisors?

A. We suggest that you see both advisors, but only one HBA is required.

### Q. What happens if I am closed out of a class?

A. We suggest that you waitlist for your preferred choice but also register for an alternate choice .

### Q. What happens once I'm on the waitlist?

A. Waitlists are reviewed by department chairs once registration is complete. If approved, you will receive an email to register for the course.



## What can our office do for you?

- Declare/change majors or concentrations
- Declare/change minors
- Add/drop courses
- Provide the following:
  - registration forms
  - course schedule grids
  - pre-requisite waiver forms
  - Information on double-dipping
- Students may set up one-on-one appointments for the following:
  - Review of AP, dual enrollment, and/or transfer credits
  - Discuss the registration process
  - Conduct unofficial degree audits
  - Discuss the requirements of a double major or the addition of a minor(s)

## MMC Insight

- [Sophomore and First-year students](#) will set up their Advisement Day appointments with their Faculty Advisors using MMC Insight!
- To set up this appointment, log in to MMC Insight using your MMC email address & password. Once logged in, please complete the following steps\*:

1. Select "Request an Appointment"
2. Select "Faculty Advisor"
3. Select "HBA Clearance"
4. Search for your advisor's name
5. Choose the time on advisement day which suits you best
6. Click "Submit" and then check email for appointment notification

*\*These directions have also been emailed to sophomore and first-year students. Please check your email for further instructions.*

## Academic Advisement Team:

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212-517-0568



## Office Schedules:

(Registration period)

### Academic Advisement:

212-517-0568

[advisement@mmm.edu](mailto:advisement@mmm.edu)

Nugent 056

7am-6pm

### Center for Student Services:

212-517-0500

[css@mmm.edu](mailto:css@mmm.edu)

Nugent Hall 052

7am-6pm

### Information Technology:

212-517-0580

[techsupport@mmm.edu](mailto:techsupport@mmm.edu)

Carson Hall 403

7am-6pm