

Academic Advising for Freshmen and Sophomores

Academic advising is an important part of your educational experience here at Marshall. When you officially declare an undergraduate major in a department that is housed in the College of Liberal Arts, your first step should be to talk to your advisor.

Your advisor will assist you in picking courses, remind you of graduation requirements, and help you explore options after graduation, such as graduate school, law school and/or career choices.

Who is my advisor?

If you do not know who your advisor is, you can

- (1) look in MyMU under your student information or
- (2) contact the College of Liberal Arts, Old Main 107 (304-696-2350).

What is the procedure for registration advising?

Advising procedures will differ depending on your major and how many credits you have completed. The following is a general outline that you should follow:

Freshmen (0-25 credits) and Sophomores (26-57 credits):

If you are a freshman or sophomore, you must make an appointment with your advisor before registration begins every semester. You cannot register for the next semester's courses until you meet with your advisor and your registration hold is removed.

If you are **Undecided** and have not yet declared a major, you will be advised at the Academic Advising Center on the first floor of Laidley Hall. Office hours are Monday-Friday from 8:00-5:00, with evening hours by appointment. You must declare a major by the end of your sophomore year.

Although you most often will see your advisor during registration periods, all faculty advisors are available during their office hours throughout the semester. You should arrange an appointment with your advisor at any time during the semester when you need advice or help.

Be prepared for your advising appointment: Be sure to make an appointment with your advisor or see your advisor during his or her office hours. Before the appointment, you should make a list of the classes you would like to take next semester. Also have handy your student ID /901 number, which your advisor will need to access your course history. Your advisor will guide you in the class selection process and then remove your advising hold. You also may need to resolve a hold with other offices on campus, such as unpaid parking tickets or library fines.

After your appointment: Once you have met with your advisor and your advisor has removed your advising hold, you can register in person at the Office of the Registrar or online through MyMU.

You should only register for courses that you and your advisor have discussed. Taking different courses may cause you to miss important classes and not graduate on time.

One last piece of advice: We are committed to making the advising and registration process work for our students. If you have any questions at all, please stop by the College of Liberal Arts office at 107 Old Main or call us at 304-696-2350.