

Academic Advising for Juniors and Seniors

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:

Juniors (58-89 credits):

All juniors are required to do a Junior Degree Evaluation (JDE). Some majors also have regular registration advising every semester.

Junior Degree Evaluation: As soon as you pass 58 credits, you become a junior, and must meet with Kandice Napier, the Advisor for COLA, in 107 Old Main to do a "Junior Degree Evaluation" (JDE). You will do this just once your junior year. Ms. Napier will carefully go through your graduation requirements to make sure that you are on the right track and meeting your graduation requirements. After your meeting, she will release the your JDE registration hold and you will be able to register.

Call 304-696-2350 to make an appointment for your JDE.

In addition to the JDE, if you are majoring in one of the following, you must also meet with your departmental advisor for registration advising every semester.

Classics
Communication Studies
Philosophy
Religious Studies

If you are not majoring in one of these programs, you do not need to meet with your departmental advisor for registration advising. Nevertheless, you should visit your advisor for career advising.

Seniors (over 90 credits):

All seniors are required to do a Senior Degree Evaluation (SDE). Some majors also have regular registration advising every semester.

Senior Degree Evaluation: As soon as you pass 90 credits and become a senior, you must again meet with Kandice Napier in 107 Old Main, this time to do a "Senior Degree Evaluation" (SDE). You will do this once your senior year. Ms. Napier will again carefully go through graduation requirements with each senior to make sure that you are on the right track and meeting your graduation requirements. After your meeting, she will release your SDE registration hold.

Call 304-696-2350 to make an appointment for the SDE.

In addition to the SDE, if you are majoring in one of the following, you must also meet with your departmental advisor for registration advising every semester.

Classics
Communication Studies
Philosophy
Religious Studies

If you are not majoring in one of these programs, you do not need to meet with your departmental advisor for registration advising. Nevertheless, you should visit your advisor for career advising.

Applying for Graduation: You should apply for graduation as soon as you *register* for your last semester of classes. You can find the last possible day to apply for graduation on Marshall's Academic Calendar.

Applying for graduation is a three step process:

- (1) Pay your \$50 graduation/diploma fee at the Bursar's payment window in 101 Old Main;
- (2) Take that receipt to the College of Liberal Arts Office in 107 Old Main. The College Advisor, Kandice Napier, will recheck that you've met all of your requirements for graduation. When this is finished, she will notify you to come back to the office;
- (3) Come back to 107 Old Main to complete an Application for Graduation form.