Advising Guide
2020-2021
University College • Advising Staff

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My Advisor is:
_____________________________________
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<td><strong>Career Education</strong></td>
</tr>
<tr>
<td><a href="http://www.marshall.edu/careereducation">www.marshall.edu/careereducation</a></td>
</tr>
<tr>
<td>Location: 5th Avenue &amp; 17th Street</td>
</tr>
<tr>
<td>304-696-2370</td>
</tr>
</tbody>
</table>

| **Information Technology**             | **Student Affairs** |
| [www.marshall.edu/it/departments/it-service-desk](http://www.marshall.edu/it/departments/it-service-desk) | [www.marshall.edu/student-affairs](http://www.marshall.edu/student-affairs) |
| Location: 1st Floor Drinko Library     | Location: 2W38 Memorial Student Center |
| Huntington: 304-696-3200               | 304-696-6422 |

| **Counseling Center**                  | **Student Health Services** |
| [www.marshall.edu/counseling](http://www.marshall.edu/counseling) | [www.marshall.edu/studenthealth](http://www.marshall.edu/studenthealth) |
| Location: 1st Floor Prichard Hall      | Location: Cabell Huntington Hospital |
| 304-696-3111                           | 304-696-1100 |

| **Financial Aid**                      | **Office of Advocacy & Support** |
| [www.marshall.edu/sfa](http://www.marshall.edu/sfa) | [www.marshall.edu/student-affairs/advocacy](http://www.marshall.edu/student-affairs/advocacy) |
| Location: 110 Old Main                 | Location: 2W32 Memorial Student Center |
| 304-696-3162                           | 304-696-2284 |

| **Housing & Residence Life**           | **Tutoring Services** |
| [www.marshall.edu/housing](http://www.marshall.edu/housing) | [www.marshall.edu/uc/tutoring-services](http://www.marshall.edu/uc/tutoring-services) |
| Location: 100 Holderby Hall            | Location: Communications Building Room 211 |
| 304-696-6422                           | 304-696-6622 |

| **Military and Veteran Affairs**       | **Women’s Center** |
| [www.marshall.edu/military](http://www.marshall.edu/military) | [www.marshall.edu/wcenter](http://www.marshall.edu/wcenter) |
| Location: Gullickson Hall Room 211     | Location: Prichard Hall 1st floor |
| 304-696-5278                           | 304-696-3338 |

| **Office of Disability Services**      | **Writing Center** |
| [www.marshall.edu/disability](http://www.marshall.edu/disability) | [www.marshall.edu/writingcenter](http://www.marshall.edu/writingcenter) |
| Location: Prichard Hall Room 117       | Location: Drinko Library 2nd floor |
| 304-696-2271                           | 304-696-6254 |

| **Office of the Bursar**               | **Intercultural Affairs** |
| [www.marshall.edu/bursar](http://www.marshall.edu/bursar) | [www.marshall.edu/intercultural](http://www.marshall.edu/intercultural) |
| Location: Old Main Room 101            | Location: Administrative Offices, 107 Old Main |
| 304-696-6620                           | 304-696-4677 |
UNIVERSITY COLLEGE - WHO WE ARE

“We believe in you; we support you; we encourage you.”

The staff of University College provides academic counseling for Marshall’s undecided students, conditionally admitted students, some pre-nursing students, students enrolled in college courses in the high schools/early entry high school students, special admits, transient students, and international transient students.

In addition to academic advising, the programs and services offered by University College include:

National Student Exchange
The National Student Exchange (NSE) is an opportunity for undergraduate students to study for one or two semesters at another participating college or university in the United States, Canada, Guam, Puerto Rico and the U.S. Virgin Islands. The program features a tuition reciprocity system that allows students to attend their host institutions by paying the normal Marshall University tuition and fees. The home institution must approve courses taken at the host institution. In order to qualify for the program, students must be in good academic standing, financial, and social standing with the University and have a minimum 2.5 overall GPA. To discuss opportunities with the Marshall University NSE coordinator, please call 304-696-3169.

Math Placement Exams
The math placement exam is available to students who do not have ACT/SAT scores or to students who wish to challenge their ACT/SAT scores. The tests are by appointment only. Please call 304-696-3169 or visit http://www.marshall.edu/uc/math-placement-exams.

Chemistry Placement Exams
The chemistry placement exam is a paper and pencil exam for students who wish to challenge credentials for entry into CHM 211. Students without an ACT/SAT mathematics score or those students with math ACT scores below a 23 must take the exam if they wish to bypass the CHM 111 prerequisite. Call 304-696-3169 for an appointment.
New Student Checklist

Things to do before the first day of class:

- Go to the first floor of Drinko Library to have your campus identification card made. In order to obtain an ID card, the following must be met: Must be registered for classes; Provide a valid, government issued photo ID such as a Driver's license, Military ID, or Passport. Marshall University offers “Marshall Mobile ID” where your Apple or Android smartphone can be your ID! Please take your smart phone with you to have it configured.

- Access your email and myMU account by logging into www.marshall.edu/myMU. Log in using your Marshall email name (part before @marshall.edu - such as bing2) and your pin, which is initially set to your birth date MMDDYY. Your email is directly accessible from the myMU main page. If you have problems, you should contact the Computing Services Help Desk. It is located in Drinko Library on the first floor or by calling 304-696-3200.

- Obtain a list of textbooks for your registered classes from www.marshall.edu.bkstr.com. Textbooks can be purchased or rented, from the bookstore or online. Some are available through the Textbook Loan Program. www.marshall.edu/uc/textbook-loan-program/

- Purchase a parking permit from www.marshall.edu/parking, at the Office of the Bursar, or the Bliss Charles Public Safety Building.

Other things you may need/want to do:

- Take the math placement exam if:
  - You do not have ACT/SAT scores, or
  - If your current scores put you at the developmental level and you feel they are not representative of your abilities.
  - Placement Exams are administered in University College (Communications Building, Room 212). For more information or to schedule a test call 304-696-3169.

- View your Financial Aid awards through myMU or in the Financial Aid Office, Old Main 116, 304-696-3162. See www.marshall.edu/sfa for details.

- Pay or view your tuition bills and fees through myMU or at the Office of the Bursar, Old Main 101, 304-696-6620.

- Check your dorm assignment and residency status with Residence Services located in Holderby Hall first floor, 304-696-6765.

- Check your class schedule in myMU again the day before classes begin to confirm any room changes.

- View your holds in myMU and resolve any admission, residence requirement or financial obligation holds.

- View the academic calendar for schedule adjustment dates, holidays and other important academic information. Fall: www.marshall.edu/academic-calendar/fall-2020-semester/ or Spring: www.marshall.edu/academic-calendar/spring-2021-semester/

- Don’t forget to contact your academic advisor if you have questions.

Textbook Loan Program

Many freshman-level textbooks are on reserve in Drinko Library for students to check out in 3-hour intervals for use in the library. If the book(s) you need isn't/aren't listed, you can request it/them. www.marshall.edu/uc/textbook-loan-program/
Academic Advising Syllabus
The Expectations and Responsibilities of Advisor and Advisee

Academic Advising is a partnership between you, the advisee, and your advisor. This partnership is a collaborative effort where you are in charge of reaching your educational goals with the support and encouragement of your advisor.

Student Advisee Commitment

All University College students are expected to:
• Schedule and attend at least two appointments prior to class registration with your advisor each term in which you are enrolled in classes.
• Activate your Marshall email account and check it at least twice each week. You must respond immediately to any request by your advisor. “I didn’t know” will not be accepted as an excuse.
• Be involved in the advising process by being prepared to discuss your goals and educational plans during meetings. Be open and willing to consider recommendations from faculty, advisors and other mentors.
• Keep current on your academic progress in individual classes; know test and assignment dates and be prepared. Take primary responsibility for your educational plans and achievements while accepting the responsibility for your own decisions and actions.
• Seek tutoring immediately upon receiving a grade less than a “C” on any assignment, quiz or exam. If you feel a particular class is not a strength, request early and schedule repeat tutoring sessions to stay ahead in the class.
• Attend every class meeting of every class unless you have an official university excuse specifically excusing you from class. See the Undergraduate Catalog for what constitutes an official excuse.
• Familiarize yourself with the academic calendar and be aware of deadline dates. Understand Marshall’s general education requirements, policies and expectations.
• Follow up on referrals and inform your advisor of the outcome of referrals.
• Meet with your advisor at least two weeks prior to your scheduled registration dates. Come to appointments prepared with knowledge of classes to take, questions to ask, and programs and opportunities you have researched in advance. You will not be allowed to register for classes until you meet with your advisor.

Advisor Commitment

Your Academic Advisor is dedicated to:
• Creating a positive, supportive environment where mutual respect and trust allows you, the student, to share your thoughts, ask questions, discuss your interests, and express your concerns.
• Communicating accurate, timely, and useful information about the curriculum, opportunities, requirements, policies and procedures at Marshall.
• Explaining instructional general education requirements, academic programs, and student services.
• Increasing student awareness by identifying college resources that are available and making referrals to other university support services and departments where applicable.
• Being accessible for in-person individual advising appointments or to answer questions via your Marshall email account or by phone.
• Encouraging advisees to work closely with all of their professors.
• Guiding students to define and develop realistic academic goals.
• Assisting students in selecting courses.
Academic Advising Policies And Guidelines

A student is allowed to remain undecided until 30 credit hours have been completed. After the 30th credit hour is completed, the student will be required to declare a major and transfer out of University College.

All University College undecided students are required to go through academic advising sessions every semester prior to registration. At these sessions, we will discuss topics such as curriculum requirements, how to register online, and which classes you should take each semester. These sessions are mandatory and are designed to promote and enhance your success.

A hold will be placed on each student’s registration until (s)he has completed the required advising sessions. After a student has completed the sessions, the hold will be removed and the student will be able to register for classes. Additional appointments are available at students’ requests.

Advising Session Expectations

- Come to your advising appointments with your Advising Guide and a pen or pencil.
- Individual advising appointments must be scheduled 48 hours in advance of your scheduled registration date. Do not wait until the last minute to make an appointment with your advisor, as you will have to wait and may not be able to register on your registration date.
- Come to your individual advising appointment with your tentative schedule sheet already completed. If you come to advising without classes preselected, you may be asked to reschedule your appointment.
- Remember that advising is not always a quick process – be prepared to stay awhile.

General Education Core Curriculum

As a University College undecided student, you will be taking steps to complete your General Education requirements. This will give you exposure to different varieties of classes, which will help you identify a major in which you may be interested.

The General Education requirements are referred to as Marshall University’s “Core Curriculum” and are divided into Core I and Core II courses. All Marshall University students are required to complete their Core I and Core II courses, as well as their college and major requirements, to graduate.

The Core Curriculum is designed to foster critical thinking skills and introduce students to the basic domains of thinking in the disciplines. The faculty’s goal in creating the Core Curriculum is to provide a direct linkage between the first classes a student takes and the senior Capstone experience.

The General Education Core Curriculum applies to all majors.

**CORE I: 9 HOURS** (from defined list of courses)
- 3 hours: First Year Seminar (100-level)
- 6 hours of discipline-specific courses with an emphasis on critical thinking and active learning (100-or 200-level). Specific courses that fulfill the requirement are designated CT (critical thinking).

**CORE II: 25 HOURS** (100- or 200-level). Specific courses that fulfill Core II may be found under the Core II Course List.
- 6 hours Composition*  
- 3 hours Social Science
- 3 hours Communication
- 3 hours Humanities
- 3 hours Math
- 3 Hours Fine Arts
- 4 hours Physical or Natural Science

*A grade of C or better in Composition (ENG 101 & ENG 201 or 201H) is a requirement for graduation.

Additional University Requirements
- 6 hours of Writing Intensive credit in any discipline at any level
- 3 hours of Multicultural or International coursework in any discipline at any level
- Capstone project in the major
### CORE 1: 9 Hours from Defined List of Courses

<table>
<thead>
<tr>
<th>First Year Seminar</th>
<th>Term Completed</th>
<th>Grade</th>
<th>CORE 1 Critical Thinking Courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking (6 Hrs)</td>
<td>Term Completed</td>
<td>Grade</td>
<td></td>
</tr>
</tbody>
</table>

### CORE 2: 25 hours from Defined List of Courses

<table>
<thead>
<tr>
<th>Composition (6 Hrs)</th>
<th>Term Completed</th>
<th>Grade</th>
<th>CORE 2 Composition Courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>ENG 101, ENG 101A, ENG 101P, ENG 200H, ENG 201, ENG 201H</td>
</tr>
<tr>
<td>Communication (3 Hrs)</td>
<td>Term Completed</td>
<td>Grade</td>
<td>CORE 2 Communication Courses:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CMM 103, CMM 104H, CMM 207</td>
</tr>
<tr>
<td>Math (3 Hrs)</td>
<td>Term Completed</td>
<td>Grade</td>
<td>CORE 2 Math Courses:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MTH 121, 121B, 122, 125, 127, 130, 132, 140, 160, 220, 229, 229H, 230, 231 * STA 150, 150B, 225</td>
</tr>
<tr>
<td>Science (4 Hrs)</td>
<td>Term Completed</td>
<td>Grade</td>
<td>CORE 2 Natural/Physical Science Courses:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BSC 104, 105, 120, 121, 228, 250 * CHM 109, 211+217, 212+218 * GEO 230 * GLY 100, 150, 150L, 200, 201, 210L, 211L * IST 224 * NRE 111 * PHY 101 + 101L, 201 + 202, 203 + 204, 211 + 202, 213 + 204 * PS 101, 109, 109L, 110, 110L</td>
</tr>
<tr>
<td>Humanities (3 Hrs)</td>
<td>Term Completed</td>
<td>Grade</td>
<td>CORE 2 Humanities Courses:</td>
</tr>
<tr>
<td>Soc. Science (3 Hrs)</td>
<td>Term Completed</td>
<td>Grade</td>
<td>CORE 2 Social Sciences:</td>
</tr>
<tr>
<td>Fine Arts (3 Hrs)</td>
<td>Term Completed</td>
<td>Grade</td>
<td>CORE 2 Fine Arts Courses:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ART 112 * MUS 142, 200, 210 * THE 112</td>
</tr>
<tr>
<td>Writing Intensive (6hours)</td>
<td>Multicultural or International (3hrs)</td>
<td>Capstone (Senior Year)</td>
<td>See current semester course schedule.</td>
</tr>
<tr>
<td>University College</td>
<td>Term Completed</td>
<td>Grade</td>
<td>UNI 100</td>
</tr>
</tbody>
</table>
COLLEGE OF ARTS AND MEDIA
AB10 Art (BA)
AB20 Allied Arts (BA)
AZ80 Music (BA)
Commercial Music
General Studies
Music History
Pedagogy
Vocal Jazz
AB40 Theatre (BA)
AZ85 Video Production (BA)
AJ80 Journalism (BA)
AJ82 Broadcast
AJ83 Sports Print
AJ85 Sports Broadcast
AJ86 Multimedia Journalism
AJ90 Advertising & Public Relations (BA)
AJ91 Advertising
AJ92 Public Relations
AJ93 Sports Public Relations
AJ80 Media Production (BA)
AJ81 Video Production
AJ82 Radio/Television Production & Management
AZ80 Music (BA)
Performance
Theory & Composition
Jazz Studies
Multidisciplinary Studies
AB40 Theatre (BA)
AV10 Visual Art (BA)
AV11 Graphic Design
AV12 Painting
AV13 Photography
AV14 Printmaking
AV15 Sculpture
AV16 Ceramics
AV17 Fibers
AZ87 Undecided - Media
AZ88 Undecided - Arts
LEWIS COLLEGE OF BUSINESS
BA10 Accounting (BBA)
BE10 Economics (BBA)
BM70 Entrepreneurship (BBA)
BF10 Finance (BBA)
BM60 Health Care Management (BBA)
BE20 International Business (BBA)
BM10 Management (BBA)
BM50 Energy Management (BBA)
BM20 Management Information Systems (BBA)
BM30 Marketing (BBA)
AZ88 Undecided - Business
COLLEGE OF EDUCATION AND PROFESSIONAL DEVELOPMENT
EC20 Early Childhood Education (BA)
EZ21 Elementary Education (BA)
EEM4 Elementary Education, K-6 Comprehensive
EZ22 Secondary Education (BA)
ES3A Art Education, PreK-Adult*
ES44 Biological Science, 9-Adult*
ES23 Chemistry, 9-Adult*
ES22 English, 5-Adult*
ESS5 General Science, 5-Adult*
ESM6 Mathematics, 5-Adult*
ESMS Music Education, PreK-Adult*
ESP8 Physics, 9-Adult*
ESS6 Social Studies, 5-Adult*
ESH2 PE & Health (Wellness Program), PreK-Adult*
EZ88 Undecided - Education
COLLEGE OF HEALTH PROFESSIONS
HA10 Athletic Training (BS)
HA11 Athletic Training Comprehensive*
HA18 Health Communication*
HA16 Occupational Safety & Health*
HA14 Pre-Chiropractic*
HA15 Pre-Med*
HA12 Pre-Physical Therapy*
HA13 Pre-Physician's Assistant*
HA17 Safety*
HB10 Biomechanics (BS)
HB11 Pre-Med
HB12 Pre-Physical Therapy
HB13 Physics
HB14 Safety
HC30 Communication Disorders* (BS)
HC20 Cybotechnology* (BCy)
HD10 Dietetics* (BS)
HE10 Exercise Science (BS)
HE14 Clinical Exercise Physiology
HE15 Applied Exercise Physiology
HH10 Health Sciences (BS)
HZ26 Medical Imaging* (BS)
Cardiovascular/Interventional Advanced Practice*
CT/MRI Advanced Practice*
MI Management Advanced Practice*
RT Completion*
Mammography*
General Sonography*
Cardiac Sonography*
Advanced RT*
HM10 Medical Lab Technology* (AAS)
HZ23 Medical Laboratory Science* (BS)
HZ21 Neuropsychology*
HZ21 Nursing* (BS)
HN10 Respiratory Care* (BS)
HZ25 CTC Associate Degree to BS DSP (BS)
HS10 Social Work (BSW)
HP30 Sport Management (BA)
HP31 General Management
HP32 Facilities & Operation Management
HP33 Recreation & Physical Activities
HP34 Sport Information
HP35 Sport Marketing
HP36 Sport Studies
HP37 Sport Agency
HZ25 Pre-Health Professions
COLLEGE OF ENGINEERING AND COMPUTER SCIENCES
TC10 Computer Science* (BS)
TC20 Computer & Information Security* (BS)
TZ26 Pre-Computer Science*
TE20 Engineering* (BS)
TE21 Civil Emphasis*
TE30 Mechanical Engineering* (BSEE)
TE40 Electrical & Computer Engineering* (BSEE)
TE41 Electrical Engineering*
TE42 Computer Engineering*
TE50 Biomedical Engineering* (BSEE)
TZ21 Pre-Engineering*
TZ23 Engineering Transfer*
TS10 Safety Technology* (BS)
TZ88 Undecided - CITE*
COLLEGE OF LIBERAL ARTS
LC20 Communication Studies (BA)
LC34 Health Communication* (BA)
LC31 Interpersonal Communication
LC32 Organizational Communication
LC24 Public Relations*
LE10 Economics (BA)
LE20 English (BA)
LE30 Creative Writing (BA)
LE40 Literary Studies (BA)
LG10 Geography (BA)
LG20 Geography (BA)
LG21 Geography
LG22 Weather Broadcasting
LG23 Geospatial Information Science
LH10 History (BA)
LH20 Humanities (BA)
LH24 Classics
LH23 Philosophy
LH24 Religious Studies
L110 International Affairs (BA)
LC10 Latin (BA)
LM40 French (BA)
LM30 Japanese (BA)
LM60 Spanish (BA)
LP10 Political Science (BA)
LP20 Psychology (BA)
LS10 Sociology (BA)
LA10 Anthropology (BA)
LA12 Anthropology of Health
LA11 Archaeological Anthropology
LA13 Sociocultural Anthropology
LZ88 Undecided - Liberal Arts
LXH3 Certificate, Appalachian Studies
LXH1 Certificate, African Studies
LXG1 Certificate, Geospatial Information Science
OUTREACH AND CONTINUING STUDIES
RR80 Regents Degree* (BBA)
Anthropology*
Computer Forensics*
Creative Writing Option*
Criminal Justice*
Game Development*
Geography*
GIS Science Geography*
Human Geography*
Information Assurance*
Instructional Technology & Librarianship*
Literature Option in English*
Physical Geography*
Political Science*
Presidential Development*
Psychology*
Religion Studies*
Sociology*
Web Application Development*
Women's Studies*
Worksite Wellness*
COLLEGE OF SCIENCE
SB10 Biological Science* (BS)
SB11 Cell, Molecular & Medical Biology* (BS)
SB12 Ecology & Evolutionary Biology* (BS)
SB13 Microbiology* (BS)
SB14 Natural History & Conservation* (BS)
SB15 Plant Biology* (BS)
SB10 Pre-Dentistry (BS)
SB1M Pre-Med* (BS)
SB1P Pre-Pharmacy* (BS)
SB1V Pre-Veterinary* (BS)
SC60 Biochemistry* (BS)
SC80 Chemical Sciences* (BS)
SC8D Pre-Dentistry* (BS)
SC8M Pre-Med* (BS)
SC8P Pre-Pharmacy* (BS)
SC8V Pre-Veterinary* (BS)
SC70 Environmental Chemistry* (BS)
SC50 Forensic Chemistry* (BS)
SC20 Chemistry (ACS-Certified)* (BS)
SE10 Environmental Science* (BS)
SE11 Applied Environmental Science* (BS)
SE13 Conservation & Wildlife* (BS)
SE14 Environmental Science* (BS)
SG20 Geology* (BS)
SG21 Engineering Geology* (BS)
SG22 Environmental Geoscience* (BS)
SJ20 Computer & Information Technology* (BS)
SJ22 Computer Application Development* (BS)
SJ25 Game/Simulation Development* (BS)
SJ26 Web/Mobile Application Development* (BS)
SI40 Digital Forensics & Information Assurance* (BS)
SJ20 Criminal Justice* (BS)
SJ21 Corrections* (BS)
SJ22 Law Enforcement* (BS)
SJ23 Legal Studies* (BS)
SM10 Mathematics* (BS)
SM11 Mathematical Statistics* (BS)
SM40 Statistics* (BS)
SM30 Applied Mathematics* (BS)
SM31 Mathematical Statistics* (BS)
SN10 Natural Resources & Recreation Management* (BS)
SP10 Physics* (BS)
SP11 Applied Physics* (BS)
SP12 Bio Physics* (BS)
SP13 Medical Physics* (BS)
SP1M Pre-Med* (BS)
SP14 Medical Imaging* (BS)
SZ88 Undecided - Science*
SK12 Certificate, Information Assurance
UNIVERSITY COLLEGE
UZ88 Undecided - General
*Admission to Marshall University does not guarantee admission to the programs denoted by asterisks. Please request specific information about these programs, including additional admission requirements, by contacting that department. For more information visit: www.marshall.edu
Exploratory Student Expectations

What is an exploratory student? Exploratory students are those enrolled at Marshall University who have not yet determined a major. Exploratory students will enroll in courses that meet general education requirements and recommended courses in majors of interest and must declare a major by completion of their 30th credit hour of study.

The important thing to know is you are not alone! Did you know that 77% of all freshmen and sophomores are in the process of deciding a major or are uncertain about the major they have declared? Declaring a major is a big decision and one that can be overwhelming and frustrating. Declaring a major for the wrong reasons can lead to students changing their majors late, which can cause graduation delays.

At University College, our Academic Advisors are here to help provide you with support, encouragement, information, and guidance as you explore interests and potential majors while completing your general education requirements. As an exploratory student, your academic advisor works with you as part of your team and our goal is to help you declare the right major for you as soon as possible so that you are on your way to completing your degree in a timely manner.

This relationship, between student and advisor, requires responsibilities and expectations on both of our parts. To assist in determining which major is best for you, we can provide information, get you in touch with professionals in the field, explore assessments that pinpoint your strengths, and much more!

Things we expect from you will be:

• Meet with your advisor 3-4 times during the semester to let them get to know you and provide an environment that is open to your questions or concerns and encourage exploration.
• Enroll in UNI 103 – Career Planning course - 1 hr credit
• Expect you to complete Focus2, a web-based major and career exploration tool, and meet with a career counselor to discuss the results.
• Attend at least one event sponsored by the Office of Career Education.
• Set up job shadowing and meet with a professional in the field you have selected.

It is okay to be undecided, at first. It is part of our job to help you discover a major. Together we can do awesome things! We can't wait to start this journey with you and work toward getting you on your major path.
**Major Exploration Guide**

<table>
<thead>
<tr>
<th>IF YOU ARE INTERESTED IN…</th>
<th>YOU SHOULD TAKE…</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>College of Business</strong></td>
<td></td>
</tr>
<tr>
<td>If you are interested in… Business</td>
<td>You should take … BUSN 100-Intro to Business</td>
</tr>
<tr>
<td><strong>College of Education</strong></td>
<td></td>
</tr>
<tr>
<td>All programs…</td>
<td>Take a course from your concentration area (because you must be admitted into COE to take an EDF or CI course)</td>
</tr>
<tr>
<td><strong>College of Health Professions</strong></td>
<td></td>
</tr>
<tr>
<td>Athletic Training</td>
<td>HS 222-First Aid &amp; HS 215-Intro to Athletic Training</td>
</tr>
<tr>
<td>Biomechanics</td>
<td>ESS 220-Fitness and Wellness</td>
</tr>
<tr>
<td>Communication Disorders</td>
<td>CD 101-Intro Communication Disorders</td>
</tr>
<tr>
<td>Dietetics</td>
<td>DTS 210-Nutrition</td>
</tr>
<tr>
<td>Exercise Science</td>
<td>BSC 227-Human Anatomy and 228-Human Physiology</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>HP 110-Intro to the Health Profession</td>
</tr>
<tr>
<td>MLT/MLS Medical Laboratory</td>
<td>CLS 105-Medical Lab Terminology</td>
</tr>
<tr>
<td>Medical Imaging-Radiology</td>
<td>BSC 227-Human Anatomy</td>
</tr>
<tr>
<td>Nursing - ASN</td>
<td>BSC 227-Human Anatomy</td>
</tr>
<tr>
<td>Nursing - BSN</td>
<td>BSC 227-Human Anatomy</td>
</tr>
<tr>
<td>Respiratory Care</td>
<td>BSC 227-Human Anatomy</td>
</tr>
<tr>
<td>Sports Management</td>
<td>STHM 220-Intro to Sport Management</td>
</tr>
<tr>
<td>Social Work</td>
<td>SWK 203-Intro to Social Work</td>
</tr>
<tr>
<td><strong>College of Liberal Arts</strong></td>
<td></td>
</tr>
<tr>
<td>Anthropology</td>
<td>ANT 201-Cultural Anthropology</td>
</tr>
<tr>
<td>Communication Studies</td>
<td>CMM 205-The Rhetorical World or CMM 213-Fund Interpersonal Communication</td>
</tr>
<tr>
<td>Economics</td>
<td>ECN 250-Principles Microeconomics</td>
</tr>
<tr>
<td>English</td>
<td>Any 200+ level course in literature or in writing</td>
</tr>
<tr>
<td>Geography</td>
<td>GEO 100-Intro to Human Geography (any 100 or 200 level course works)</td>
</tr>
<tr>
<td>History</td>
<td>Any 200+ level history course</td>
</tr>
<tr>
<td>Humanities-Philosophy</td>
<td>PHL 200-Intro Phil Ancient Period or PHL 201-Intro Phil Modern Period or PH 203</td>
</tr>
<tr>
<td>IF YOU ARE INTERESTED IN...</td>
<td>YOU SHOULD TAKE...</td>
</tr>
<tr>
<td>-----------------------------------------------------------------</td>
<td>---------------------------------------------------------</td>
</tr>
<tr>
<td>Humanities-Classics</td>
<td>Any 200-level Classics course</td>
</tr>
<tr>
<td>Humanities-Religious Studies</td>
<td>Any 200-level RST course</td>
</tr>
<tr>
<td>International Affairs</td>
<td>PSC 209-Fund International Relations</td>
</tr>
<tr>
<td>Latin</td>
<td>LAT 101 or any 200-level Classics course</td>
</tr>
<tr>
<td>Modern Languages</td>
<td>Any 101 language course; any language 240 course</td>
</tr>
<tr>
<td>Political Science</td>
<td>PSC 104-Am Natl Govt &amp; Politics or PSC 105-Fundamentals of Politics</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSY 201-Introductory Psychology</td>
</tr>
<tr>
<td>Sociology</td>
<td>SOC 200-Introductory Sociology</td>
</tr>
<tr>
<td><strong>College of Engineering &amp; Computer Sciences</strong></td>
<td></td>
</tr>
<tr>
<td>Computer Science</td>
<td>CS 110-Computer Science I (check Math PRs)</td>
</tr>
<tr>
<td>Computer &amp; Information Security</td>
<td>CS 110-Computer Science I (check Math PRs)</td>
</tr>
<tr>
<td>Engineering</td>
<td>ENGR 103-Freshman Engr. Seminar &amp; 104-Engr. Profession (Math PRs)</td>
</tr>
<tr>
<td>Safety</td>
<td>SFT 235-Intro to Occupational Safety</td>
</tr>
<tr>
<td><strong>College of Science</strong></td>
<td></td>
</tr>
<tr>
<td>Biochemistry</td>
<td>CHM 211-Principles of Chemistry I &amp; 217-Principles of Chem Lab I</td>
</tr>
<tr>
<td>Biological Science</td>
<td>BSC 120-Principles of Biology</td>
</tr>
<tr>
<td>Chemical Sciences</td>
<td>CHM 211-Principles of Chemistry I &amp; 217-Principles of Chem Lab I</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHM 211-Principles of Chemistry I &amp; 217-Principles of Chem Lab I</td>
</tr>
<tr>
<td>Computer and Information Technology</td>
<td>CIT 163-Intro to Programming: C++</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>CJ 200-Intro to Criminal Justice</td>
</tr>
<tr>
<td>Environmental Chemistry</td>
<td>CHM 211-Principles of Chemistry I &amp; Lab</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>BSC 120-Principles of Biology or CHM 211-Principles of Chemistry I &amp; Lab</td>
</tr>
<tr>
<td>Forensic Chemistry</td>
<td>CHM 211-Principles of Chemistry I &amp; Lab</td>
</tr>
<tr>
<td>Geology</td>
<td>GLY 200-Physical Geology &amp; 210L-Earth Materials Lab</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MTH 229-Calculus/Analytic Geom I</td>
</tr>
<tr>
<td>Natural Resources and Recreation Management</td>
<td>NRRM 101-Intro Natural Res &amp; Rec Mgmt</td>
</tr>
<tr>
<td>Physics</td>
<td>PHY 211-University Physics I &amp; PHY 202-General Physics I Laboratory</td>
</tr>
<tr>
<td><strong>School of Journalism and Mass Communications</strong></td>
<td></td>
</tr>
<tr>
<td>Advertising</td>
<td>MC 101-Media Literacy , 241-Media Design, 330-Principles and Ethics</td>
</tr>
<tr>
<td>Broadcasting</td>
<td>JMC 101-Media Literacy, JMC 300-Reporting and News Writing</td>
</tr>
<tr>
<td>Multimedia</td>
<td>JMC 101-Media Literacy, JMC 260-Digital Imaging for JMC, JMC 300-Reporting and News Writing</td>
</tr>
<tr>
<td>Public Relations</td>
<td>JMC 101 Media Literacy , 241-Media Design, 330-Principles and Ethics</td>
</tr>
<tr>
<td>Radio/TV Production and Management</td>
<td>JMC 101, 231, 332 (PR)</td>
</tr>
<tr>
<td>Sports</td>
<td>JMC 101-Media Literacy, JMC 300-Reporting and News Writing (PR)</td>
</tr>
<tr>
<td>Video</td>
<td>JMC 101 Media Literacy, JMC 332-Intro to Video Production</td>
</tr>
</tbody>
</table>
Registration

Schedule of Courses

- Go to www.marshall.edu/registrar or go directly to https://mubert.marshall.edu/scheduleofcourses.php.
- Select the Registration tab on the menu bar.
- Select Schedule of Courses from drop down menu.
- Select the courses for which you plan to enroll and select sections that work best for you. Make a note of the Course Reference Number (CRN). The CRN will be used in the registration process described below.
- Continue selection of all the courses in which you plan to enroll. Please note that classes highlighted in red (or may appear orange on your computer) are currently full. Select sections that are not highlighted.

Register for Classes Online

- Go to www.marshall.edu.
- Click on myMU at the top right of the webpage.
- Log in with your MUNet username, for example username@marshall.edu (use the highlighted part of your email as the username); your password is the same password that you use to log in to Marshall’s computers and Wi-Fi.
- On the left of the screen you will see “Student Self-Service;” look down that list to find “Registration.”
- Click “Registration;” it will show this:

![Student Self-Service](image)

- Click on Add/Drop Classes.
- Select the registration term in the drop box.
- After selecting the term shown on the table, place the CRN of the classes you wish to register for in the boxes.
- Enter the desired CRNs; then click Submit Changes. It will then tell you if you are able to register for the classes that you submitted. If, for any reason, you are unable to register for the class that you choose, enter a new CRN or select Class Search to find another class.
- Mark the Subject you are interested in adding and then click on the Course Search button.
Registration

- Click on View Sections of the course to add
- Then mark the Select field and press on Register to add this course.

Searching for Classes

- If you need to look for additional classes, you can go back to the Registration Menu under “Quick Launch Navigation”. There is a link to “Look-up Classes to Add”.
- From there you can look up any class that is offered by the subject.
- In order to get a better look at the courses that are offered and to pick specific days and times, you go to “Advanced Search”.
- From there it will give you more selections to choose from that will better help you select the one that will fit best into your schedule.
Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Section Search when your selection is complete.

To allow “ALL” subject codes to be used during your search: Select the first subject code, hold the Shift key, click on the down arrow key and scroll to the bottom of the list, then click on Class Search to perform the search. If you wish to select all Multicultural courses, follow the “ALL” instructions and also click on the Multicultural attribute. This will display all Multicultural courses for the selected term. You may combine other attributes, times, etc. in a search.

How to Fill Out the Schedule Adjustment and Class Drop Form (Add/Drop Form)

- Fill in name and student ID number at the top of the form.
- Transfer information from the Course Schedule onto the form for the class you wish to add or drop.
- Sign and date the bottom of the form.
- After the first week of class (add/drop week), dropping a course within the first 10-weeks of the semester requires the instructor’s signature.
- Students with advising holds will need their advisor’s signature.
- After 10 weeks, you can no longer drop an individual course. Only complete withdrawals are processed.
Grading Information

Grades and Quality Points
Quality points are numeric values assigned to letter grades that allow a student to calculate a Grade Point Average (GPA).

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Four quality points are earned for each semester hour with a grade of A.</td>
</tr>
<tr>
<td>B</td>
<td>Three quality points are earned for each semester hour with a grade of B.</td>
</tr>
<tr>
<td>C</td>
<td>Two quality points are earned for each semester hour with a grade of C.</td>
</tr>
<tr>
<td>D</td>
<td>One quality point is earned for each semester hour with a grade of D.</td>
</tr>
<tr>
<td>F</td>
<td>Zero quality points are earned with a grade of F.</td>
</tr>
<tr>
<td>W</td>
<td>W is the grade received when you withdraw from a course. A grade of W earns zero quality points.</td>
</tr>
<tr>
<td>I</td>
<td>A grade of Incomplete (I) earns zero quality points.</td>
</tr>
</tbody>
</table>

CR/NC CR = Credit; NC = No Credit. Neither CR nor NC are considered when determining Grade Point Averages.

Grade Point Average Defined

Grade Point Average (GPA) is a numeric value calculated by dividing total quality points by total credit hours attempted (courses in which a student earned a letter grade). The Grade Point Average computed for graduation purposes (not necessarily each semester) is based on all work attempted with these exceptions:

- Courses with grades of W, I, and CR/NC
- Grades of D or F repeated under the D/F Repeat Policy
- Developmental courses

1. An overall Grade Point Average is a calculation based on credit earned at Marshall and all other accredited institutions of higher learning;
2. A Marshall Grade Point Average is a calculation based on credit earned at Marshall only.

GPA Calculation Examples
The University College website has a GPA calculator that can help you figure your GPA. You can find it at http://www.marshall.edu/uc/gpa-calculator-3/

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Quality Points</th>
<th>GPA Hours</th>
<th>Total Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>B</td>
<td>3 X 3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>SOC 200</td>
<td>A</td>
<td>4 X 3</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>MTH 121</td>
<td>D</td>
<td>1 X 3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>PE 115</td>
<td>B</td>
<td>3 X 1</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>BSC 104</td>
<td>C</td>
<td>2 X 4</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>14</td>
<td>35</td>
</tr>
</tbody>
</table>

Multiply the number of Quality Points for each grade by the number of Credit Hours for that class. Divide the total number of Quality Points for the semester (35) by the total number of Credit Hours (14). This yields a GPA of 2.50 for the semester.
SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Quality Points</th>
<th>GPA Hours</th>
<th>Total Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 105</td>
<td>D</td>
<td>1</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>PSY 201</td>
<td>C</td>
<td>2</td>
<td>X</td>
<td>3</td>
</tr>
<tr>
<td>HST 101</td>
<td>F</td>
<td>0</td>
<td>X</td>
<td>3</td>
</tr>
<tr>
<td>CMM 103</td>
<td>D</td>
<td>1</td>
<td>X</td>
<td>3</td>
</tr>
<tr>
<td>PHL 201</td>
<td>C</td>
<td>2</td>
<td>X</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

Multiply the number of Quality Points for each grade by the number of Credit Hours for that class. Divide the total number of Quality Points for the semester (19) by the total number of Credit Hours (16). This yields a GPA of 1.18 for the semester.

To determine this student’s cumulative GPA (the GPA for both semesters), add the total Quality Points for both semesters (54) and divide by the total Credit Hours for both semesters (30), resulting in a 1.8 GPA.

Note that this cumulative GPA is under 2.00. Since it is less than 2.00, this student has a quality point deficiency. Her college will place her on academic probation and she will remain there until future grades eliminate the deficiency.

**Deficit Points**

When the GPA is a 2.0, the student has neither a surplus nor a deficiency of quality points. If the GPA is below a 2.0, the student will have a deficiency of quality points (“deficit points”) resulting from excessive grades of D and/or F. Grades of A and/or B can help to earn a surplus of quality points. A deficit point total of one or greater may place the student on academic probation. An excessive amount of deficit points will result in academic suspension.

**Computing Quality Point Deficit**

To compute your Quality Point Deficit, both Overall and Marshall, you can use the following formula:

\[ \text{GPA \ Hours \ times \ 2} = X; \text{Quality \ Points} – X = \text{Quality \ Point \ Deficit}. \]

For example, a student with 48 GPA hours and 90 Quality points would have this academic profile: \( 48 \times 2 = 96; 90 – 96 = -6 \) (a quality point deficit of six)

You can use your Overall GPA information to figure your Overall Quality Point Deficit and your Marshall GPA information to figure out your Marshall Quality Point Deficit.

**D/F Repeat Rule**

If a student earns a grade of D or F (including failures due to regular and/or irregular withdrawal) on any course taken no later than the semester or summer term during which the student attempts the sixtieth semester hour, and if that student repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned (excluding a W) when the course is repeated shall be used in determining his/her Grade Point Average. The original grade shall not be deleted from the student’s record.

The D/F Repeat Rule applies only to graduation requirements and not to requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education.
Probation Advising Policy

Probation Advising Guidelines
All undergraduate students whose Overall or Marshall GPA drops below a 2.0 will be placed on Academic Probation. Academic Probation is a period of restricted enrollment for a student. All probation students are subject to the following restrictions.

1. Students on probation must meet with their Advisor or the Director of University College before registering for classes to develop an Academic Improvement Plan to achieve good academic standing. This plan will be binding on the student.
2. Students on probation may take a maximum of 14 hours and should repeat courses under the D/F Repeat Rule to reduce deficiency points.
3. Students on probation must earn a 2.0 GPA or higher during every semester they are on probation. Failure to achieve a 2.0 semester GPA or higher while on Academic Probation will result in suspension.
4. Students on probation are not allowed to register online via myMU.
5. Other requirements may be imposed in the Academic Improvement Plan.

UNDECIDED PROBATION ADVISING POLICY:
Minimum of 3 required sessions per semester:
• Academic Improvement Plan Meeting
• Academic Skill Building Workshop
• Individual Advising Session prior to Registration

**Additional requirements can be added on the Academic Improvement Plan on a case by case basis.

SCHEDULING CLASSES
All students on probation must schedule classes manually with an Add/Drop Form at the Registrar’s Office. All classes must be preapproved by both the advisor and the Director of University College prior to Registration.

ACADEMIC STANDING
Students receive official notification of academic standing in their grade report at the end of the regular semester or summer session. Academic standing is defined by one of three categories:

Good Standing:
The student is in good standing when the cumulative Marshall and Overall GPA (includes Marshall grades and any grades earned at other institutions) is at least 2.0. For purposes of participation in extracurricular activities, a student is considered to be in good standing if he or she is eligible to enroll in classes that semester and not under specific restriction as described in the Marshall University Code of Student Rights and Responsibilities, Section C (1-3). Individual activities or organizations may have further requirements for participation, such as minimum GPA.

Academic Probation:
The student is placed on academic probation at the end of any regular semester or summer session when either the cumulative Marshall or Overall GPA (includes Marshall grades and any grades earned at other institutions) is less than 2.0. The student will be notified by mail that a hold has been placed on registration activity. This means the student cannot register or make schedule changes by telephone or on the web. All registration activity must take place in person at the Office of the Registrar. After seeing his/her advisor (if subject to mandatory advising), the student must also get written permission from the associate dean of his/her college to register or make schedule changes. Probation students are also limited in the number of credit hours they can take each semester and may be subject to financial aid, athletic participation, and other restrictions imposed by their colleges.

Academic Suspension:
If a student exceeds the maximum quality point deficits in the cumulative Marshall or Overall GPA (includes Marshall grades and any grades earned at other institutions) for his/her GPA hours at the end of any given semester, he/she will be suspended for the following semester. The college dean notifies suspended students by mail that a hold has been placed on their registration status and their registration for the following semester has been canceled.
University Policies
Below are a few University Policies from the Marshall University Catalog. This does not in any way replace the catalog, but should instead serve as a reminder of these policies.

Academic Dishonesty
Academic Dishonesty is something that will not be tolerated, as these actions are fundamentally opposed to “assuring the integrity of the curriculum through the maintenance of rigorous standards and high expectations for student learning and performance” as described in Marshall University’s Statement of Philosophy.

A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by Marshall University, accepts the academic requirements and criteria of the institution. It is the student’s responsibility to be aware of policies regulating academic conduct, including the definitions of academic dishonesty, the possible sanctions and the appeal process.

For the purposes of this policy, an academic exercise is defined as any assignment, whether graded or ungraded, that is given in an academic course or must be completed toward the completion of degree or certification requirements. This includes, but is not limited to: Exams, quizzes, papers, oral presentations, data gathering and analysis, practica and creative work of any kind.

DEFINITIONS OF ACADEMIC DISHONESTY
Below are definitions of some common types of academic dishonesty. Each instructor may modify the general definition of academic dishonesty to fit the immediate academic needs within that particular course of study, provided the instructor defines, in writing and preferably in the course syllabus, the details of any departure from the general definition.

Cheating: Any action known to the instructor in the course of study that would be prohibited. This includes:
• The unauthorized use of any materials, notes, sources of information, study aids or tools during an academic exercise.
• The unauthorized assistance by a person other than the course instructor during an academic exercise.
• The unauthorized viewing of another person’s work during an academic exercise.
• The unauthorized securing of all or any part of assignments or examinations, in advance of submission to the instructor.

Fabrication/Falsification: The unauthorized invention or alteration of any information, citation, data or means of verification in an academic exercise, official correspondence or a university record.

Plagiarism: Submitting as one's own work or creation any material or idea wholly or in part created by another. This includes: Oral, written and graphical material, and published and unpublished work.

It is the student’s responsibility to clearly distinguish his/her own work from that created by others. This includes the proper use of quotation marks, paraphrasing and the citation of the original source. Students are responsible for both intentional and unintentional acts of plagiarism.

Bribes/Favors/Threats: Attempting to unfairly influence a course grade or the satisfaction of degree requirements through any of these actions.

Complicity: Helping or attempting to help someone commit an act of academic dishonesty.
Marshall University Class Absence Policy

It is a Marshall University policy that each instructor evaluates the importance of class attendance. In the course syllabus, the instructor provides his/her policy on class attendance, missed work, and related matters. If a student is absent from class because of a circumstance that is included in the excused absence policy, the absence can be handled by an arrangement between the student and the instructor or, if either party requests, the student can obtain an official excused absence following the procedure below. The instructor must honor a university excused absence covered by this policy and allow the student an opportunity to catch up / make up work missed. This policy excludes those academic endeavors that require the completion of a certain number of clock hours, as in clinical experiences, practica or internships. For those courses, the maximum number of absences will be determined by the department chair or program supervisor. This policy does not supersede program accreditation requirements.

University Excused Absences
These are addressed by the instructor or the Assistant Dean of Advocacy as described in each item. Appropriate documentation is required for each absence. The Assistant Dean of Advocacy will notify course instructors of his or her actions using the university e-mail system.

University-sponsored activities
Student participation in authorized activities as an official representative of the university are excused. Such activities include official athletic events, ROTC, student government and student organization activities, regional or national meetings or conferences when endorsed by an academic or organization faculty advisor, performances, debates, and similar activities. The Assistant Dean of Advocacy addresses these absences.

Medical circumstances
- A student who is briefly ill or injured with fewer than three consecutive hours of class, and is therefore unable to attend class, should first consult with his or her course instructor about the absence. If necessary, the instructor may refer the student to the Assistant Dean of Advocacy.
- The Assistant Dean of Advocacy will address absences of three or more consecutive hours of class. This includes absences of three consecutive one-hour class meetings, one three-hour class meeting, etc.

Death or critical illness of an immediate family member. Immediate family is defined as parents, legal guardians, siblings, children, spouse or life partner, grandparents, and grandchildren. The Assistant Dean of Advocacy addresses these absences.

Other official activities
- Short-term military obligations. The Assistant Dean of Advocacy addresses these absences. Students who are subject to federal military activation are covered by a separate policy. Please consult the catalog for this policy.
- Jury duty, subpoenas for court appearance, religious holidays, and other official activities deemed by the Assistant Dean of Advocacy to warrant an excused absence.

Extreme personal emergencies
Examples of such events include house fires, serious crimes, and other grave emergencies deemed by the Assistant Dean of Advocacy to warrant an excused absence.
Student Financial Assistance
The Office of Student Financial Assistance handles all matters regarding your financial aid. They are centrally located in Old Main, Room 116. Their staff is available to help you Monday through Friday, 8:00am to 5:00pm.

Financial Aid Application Process
To apply for financial aid, students must file the Free Application for Federal Student Aid (FAFSA) by visiting www.fafsa.ed.gov. You must complete a FAFSA every year.

By filing the FAFSA, students are considered for federal grants, scholarships, loans and work-study. In addition, when WV students file the FAFSA, they are also being considered for state and institutional financial aid. Students must enter Marshall University’s Federal School Code: 003815 in Section 5 of the FAFSA for consideration of all financial aid programs to attend Marshall University.

The priority filing date for the FAFSA is March 1 prior to the academic year the student is attending for full consideration of all federal, state and institutional financial aid programs. Students may file the FAFSA after this date; however, certain financial aid opportunities may be missed.

In addition to the FAFSA, there is an additional application for students who wish to apply for financial aid for the summer. Marshall University Summer Financial Aid Applications are available by April 1. Summer is a non-standard term. This requires the Office of Student Financial Assistance to collect additional information, which is not provided on the FAFSA.

Summer is also considered a trailer for financial aid awarding purposes, meaning that the summer follows the completed academic year. For example, to apply for financial aid for the 2021 summer terms, the student must have a 2020-2021 FAFSA on file and complete a 2021 Summer Financial Aid Application. To obtain a Summer Financial Aid Application, go to www.marshall.edu/sfa; click on the Application Process tab, and then on the Summer Aid tab.

myMU and Your Financial Aid
In your myMU account, you will find a Financial Aid section. This is where you can review and accept your financial awards online, complete application forms and procedures, and track your aid.

For more information, please contact the Student Financial Assistance Office at:

Student Financial Assistance
Old Main 116
One John Marshall Drive, Huntington, WV 25755
Phone: (304) 696-3162
Fax: (304) 696-3242
Email: sfa@marshall.edu
What does a 'W' really mean???
Things to consider before you withdraw from a single course...

Your Transcript
What looks negative:
• Too many W's
• W's every semester

What is acceptable:
• A few W’s randomly placed throughout your college career

Your Financial Aid
Loan repayment:
• If you withdraw from a course you may have to repay a portion of your loan
• If you drop below half-time, you enter your grace period of loan payment

Scholarships:
• Consider the requirements of your scholarship-do you have to complete a certain number of credit hours per semester or per year to renew your scholarship award?

Satisfactory Academic Progress:
• If you currently receive financial aid, you must complete 67% of your courses to remain eligible for monies.
• If you are already receiving financial aid in a probationary status, you must complete a minimum of 80% of your courses for the semester along with minimum GPA expectations.

Your Schedule and Status
• You must remain a full-time student (12 credit hours or more) to receive several benefits.
• If you drop below full-time status, these areas may be affected:
  • Housing in the Residence Halls
  • Car or Health Insurance
  • Athletic eligibility
  • Eligibility for Student Health Services
  • Access to the Recreation Center
  • Free tickets to athletic events or the Artists Series

Your Graduation Date
Consider the following questions regarding class availability before you withdraw:
• Is this class a pre-requisite for another class I will need?
• Is this class a major-specific class, or an elective?
• Is this class offered on a rotating basis? (every other semester; every other year)
• Is this class a high-demand class? (ACC 215; BSC 227; ENG 101 & 201; MTH 121, 127, & 130; SPN 101 & 102)

"The 'W' grade (withdraw) has no impact on a student's Grade Point Average (GPA). Students who drop courses improperly, or who do not follow the regulations described in the Undergraduate Catalog, receive a grade of 'F' at the end of the semester or term."  – Marshall University Undergraduate Catalog 2019-2020, pg. 93
Email Etiquette

Creating an Email

Email can be considered an informal method of communication; however, the email should appropriately reflect the relationship with the person to whom you are sending the email. If you are sending an email to your best friend or to your mother, you might be less formal. If you are sending an email to your academic advisor, your course instructor, or your boss, you should be formal and respectful. You should also be careful to use correct grammar and spelling. Do not use abbreviated words – this is not texting.

- Your email text should be concise and clear.
- Write a subject line that clearly summarizes the content of the message.
- Use correct grammar, spelling, and punctuation.
- Do not write your email in all caps. It has the appearance that you are yelling.
- Avoid sarcasm and humor in email. Most sarcasm and humor involve tone of voice and body language and that is not easy to convey in an email. It is easy to be misunderstood.
- Do not argue with someone through email. As noted above, things can be misunderstood when body language and tone of voice are not included. Conflict is best addressed in person or on the phone.
- Do not write anything in an email that you would not say in public.
- Always include your name at the bottom of the email. If you are communicating with a University official (advisor, instructor, etc.), you should include your first and last names along with your student ID number.
- Email is the official University method of communication. Important messages about weather closures, closures due to power outages, class cancellations due to instructor illness, changes in assignments, or important messages from your advisor or your financial aid counselor will be sent via email. You should check your University email account daily while school is in session and at least weekly over breaks.
- Reply to emails promptly.
- If you are sending an email to a large group of people, use the BCC (blind carbon copy) field to keep those email addresses private. Recipients of your email will not be able to see who was included on the email.
- Use the “Reply All” feature sparingly, and only use it when everyone needs to see the reply.

Email Sample

To: stepp10738@marshall.edu
From: smith87091@marshall.edu
Date: September 1, 2020
Subject: Removing my advising hold

Ms. Stepp,
I thought I had done everything I needed before registering for my classes. We met last week to discuss possible classes for next semester; however, when I tried to register for class on myMU, it wouldn’t let me. Can you check this for me?

Thanks,
Mary Jo Smith, 901-XX-XXXX
Smith87091@marshall.edu

Note: As soon as you are accepted as a Marshall student, Marshall will be using your MU email as a primary method of contact. Know how to access your MU email and do so regularly (daily is recommended), even before your first semester begins.
WOULD YOU LIKE SOME FEEDBACK ON A WRITING ASSIGNMENT?

Making an Appointment:
Schedule an appointment at marshall.mywconline.com today and select one of three ways to get help with your writing:

• **Face to face sessions:** All tutors offer face to face sessions. Schedule an appointment online or stop. Bring your assignment sheet, your paper, and a pen!
• **Online sessions:** Upload your paper and chat with your tutor. Your sessions will be saved. Log back in to read your tutor’s advice at any time.
• **eTutor sessions:** If you want to receive feedback that you can read on your own time, schedule an eTutoring appointment. You will upload your paper. When a tutor finishes giving feedback, you will receive an email, and you can log back on to see your feedback.

WE SPECIALIZE IN HELPING STUDENTS:
• Clarify writing assignments
• Brainstorm and outline
• Organize information effectively;
• Better understand grammar and punctuation
• Learn to cite ethically and effectively

VISIT THE WRITING CENTER
**DRINKO LIBRARY**
Second Floor • 304-696-6254
Email: Writing@Marshall.edu
www.marshall.edu/writingcenter

MARRIOTT UNIVERSITY FOOD PANTRY
Almost half of college students across the country have food insecurities. We're fighting that battle by offering access to our community food pantry and nutrition information.

**LOCATION:** 1802 6th Avenue in the Tri-State MRI building

**HOURS**
- Monday 1:30pm-3:30pm and Tuesday 9:30am-11:30am

**CONTACT:** Sydney Mangialetti by EMAIL: mangialetti@live.marshall.edu

THE GREEN MACHINE
The Marshall University Student TTA FREE bus that stops at locations specific to the Marshall Community. Download the RouteShoutV2 app for live schedules and arrival/departure times.

**HOURS:**
- Monday-Thursday: 7:30am-midnight;
- Friday: 7:30am-3:00am;
- Saturday: Noon-3:00am

**CONTACT:** www.tta-wv.com

ROLLING THUNDER BIKE SHARE
Bike share is an innovative and fun 24/7 transportation system. All students get two free hours a day with their 901 MU student ID number.

**INFORMATION:** www.gotchabike.com/marshall

FREE SOFTWARE INFORMATION:
www.marshall.edu/it/services/availablesoftware

STUDENT HEALTH SERVICES
Free health care for acute illnesses to students. No appointment is necessary. 8:00 am to 10:45 am and 1:00 pm to 4:00 pm

**CLINIC PHONE:** 304-691-1100

**LOCATION:** Cabell Huntington Hospital, 2nd Floor.
**Instructions for Scheduling an Advising Appointment Using the Navigate App**

1. Open app and select appointment icon.
2. Click schedule an appointment at the bottom of screen.
3. Click on the question box with the arrow.
4. Select Undergraduate Advising from the list of options then click the blue bar at the bottom of the screen.
5. Select the type of advising appointment then click the blue bar at the bottom of the screen.
6. Select continue to next step at the bottom of the screen.
7. Your advisor’s location should appear on this screen with appointment options.
Student Guide to Academic Planning

How to use Navigate Student to create your academic plan

Why create an academic plan? An academic plan will serve as a roadmap through your college career. No need to worry about what classes to take or when you are going to take them. Plan it out! By following the instructions below, you will have the chance to submit your plan to your advisor and get their feedback in a quick and easy way!

How to access Academic Planning:

Academic Planning is accessed through the desktop version of the Navigate Student mobile app. Log in to http://marshall.navigate.eab.com with your Marshall single sign-on username and password. At the top of the screen next to the Navigate logo, click over to the “Planner” tab.

Instructions:

1. Log in to Navigate Student and, in the Planner tab, use the “+Add Term” button in the upper right-hand corner to add the next two terms to your academic plan (Fall 2020, Spring 2021).
2. On the left-hand side of the page is the degree template for your program, courses are listed in the recommended order that you take them. Drag over the courses that you plan to take and add them to terms.
3. When you finish planning your courses for the next two terms, email your advisor and confirm that your plan is ready for their review.
4. Your advisor will check your plan and let you know of any changes or suggestions. Advisors will be reviewing several student’s plans. You may not receive an immediate response.
**Tips for Planning Courses:**

- **Planning a Writing Intensive Course:** If you need to plan a course for your Writing Intensive requirement, keep in mind that not all sections of that course will fulfill the WI requirement. Check the official list on MU BERT to confirm which sections to take.
  - Use the following link and click "View Core I & Core II Courses only" to see the list for Spring 2020: [https://mubert.marshall.edu/scheduleofcourses.php?term=202001](https://mubert.marshall.edu/scheduleofcourses.php?term=202001)

- **Add a Course Through Search:** If you want to take a course that is not on your program template, use the "Search" tab to find and add any active course in the course catalog.

- **Double Majors and Minors:** Academic Planning will currently only show you one major; if you have an additional major(s) or minor(s), they will not display in Academic Planning. Keep in mind that you can still plan courses for your other major or minor by using the course search feature.

- **Be Proactive:** Keep in mind that some courses have pre-requisites and others need to be taken with a co-requisite. Navigate Student will give you a heads-up when a course has a co-req or pre-req, but make sure you are planning pre-requisite courses now that you’ll need to take higher level courses later on.

- **Take Enough Credits to Stay on Track:** Plan to take at least 15 credits per term in order to graduate on time.

- **Honors College:** Your Honors College requirements will not be listed as suggested courses. If you are in the Honors College, please contact your Honors College advisor to ensure you are meeting your requirements.
Week of Welcome (WOW) is your opportunity to learn what it means to be a student at Marshall and get to know campus. During New Student Orientation, you will be enrolled in UNI 100 Freshman First Class. Your course schedule will include your weekly UNI 100 class time and location. UNI 100 is a graded course, and the very first course you will be taking at Marshall. Your attendance at the required WOW activities and the weekly class sessions will play a large role in the grade you earn.

QUESTIONS? 304.696.3169
wow@marshall.edu
www.marshall.edu/wow