Welcome Week M.A.P. to Success

Making Your Academic Plan

Revised Fall of 2018
Welcome Class of 2022!

While 2022 seems a long way from today, the next four years will fly by. During your time at Adrian College you will transform yourself academically, personally, and professionally. College is, in many ways, the most important four years of your life.

People who earn college degrees live lives that are different from others who choose not to attend college or do not finish. Today, many people in and out of higher education question the worth or a value of a college education. Let me tell you what research shows:

- Over a lifetime, the average individual with a four-year degree will earn $1 million more than a high school graduate\(^1\).
- On average, college graduates live healthier lives\(^2\).
- On average, college graduates report higher levels of satisfaction with their careers\(^3\).
- Workers with a bachelor’s degree earn an average of $76,499 a year, while those with a high school diploma earn $42,855.\(^4\)

Why else does a college education matter? At Adrian College we are motivated by values that are woven into academics, student life and athletics. These values also inform the importance of college education and what we believe our graduates should be known for. We call these the Ribbons of Excellence and you will hear a lot about these aspirations over the next four years. Adrian College graduates will be known as people who:

- care about humanity and the world we live in
- think critically
- cross boundaries and disciplines
- are creative
- are lifelong learners

With these values in mind, this handbook exists to support your journey from high school through Adrian College. This handbook helps prepare you for academic life at Adrian College, describes important processes and procedures for advising and success in academics and provides a concise place for resources you will use in support of academic success.

I am so pleased you have chosen Adrian College to spend your next few years. You have chosen well.

Regards,
Andrea Milner, Ph.D. Vice President and Dean of Academic Affairs

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\(^1\) The Economic value of College Majors. 2015. Georgetown University, Center on Education and the Workforce.
**Good-bye High School….Hello College!**

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<th>In high school……</th>
<th>In college…..</th>
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<tr>
<td>You were dependent on others, mostly your parents.</td>
<td>You are independent and responsible for all aspects of your life: planning daily tasks, eating, exercise, free time, going to class, completing assignments on time, etc.</td>
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<td>You had little choice in what classes you took. Math, English, Science, etc.</td>
<td>You have amazing choices for courses in the general education or liberal arts portion of the curriculum. Furthermore, majors have requirements but an ability to develop your area of interest and pursue through a capstone experience.</td>
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<td>Your goal was getting into college. Congratulations! You’ve accomplished this!</td>
<td>Your goals for your future may not be as clear. THAT IS OK AND JUST FINE! College is a time to explore, try areas of study and develop yourself in preparation for your future.</td>
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<td>You thought you were going to be a [insert job].</td>
<td>You may realize that your idea of that career is not of interest any longer. You may also discover other studies you love.</td>
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<td>Everyone basically took the same classes. The state and your school district determined the curriculum.</td>
<td>Everyone’s course of study is different depending on interests, majors/minors and other requirements, but all students must take basic educational proficiencies (writing, speaking, wellness, mathematics and foreign language).</td>
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<td>There was no major to declare.</td>
<td>It is advisable to declare you major no later than the spring of your sophomore year. You can however change your major too if you change your interests. Faculty advisors and staff are available to work with you in this process.</td>
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<td>Everyone was in one space. The high school.</td>
<td>Learning occurs in various spaces including: academic buildings, residence halls and also throughout the community.</td>
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<td>Guidance counselors reached out to you to offer their support.</td>
<td>You are responsible for seeking out resources and support you need from tutoring, career advice, and course planning to personal support. Of course, we are here to help you, but you need to take steps when needed for your success.</td>
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<td>You were planning for college.</td>
<td>You are planning for life. College not only teaches knowledge for success in life, but attitudes and behaviors for success.</td>
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Why the liberal arts?

The term liberal arts does not refer to a political label, but dates back to the Middle Ages when liberal meant “well rounded.” This idea continues today at Adrian College where 25% of your studies are geared to prepare you to be a well-rounded graduate.

At Adrian College this means:

- Developing an appreciation and understanding of the Arts.
- Developing an understanding of human behavior and structures of Social Sciences.
- Developing an understanding of the natural world and the scientific method of the Natural Sciences.
- Developing an understanding of questions that are bigger than the individual experience of Philosophy/Religion.
- Developing an appreciation for both Western and Non-Western ideas and perspectives.
- Developing an ability to write better through intensive writing.
- Developing an understanding of human history, literature and communication from a broad perspective of Humanities.

Additionally, a “liberal arts college” such as Adrian College is driven by the following philosophical tenets:

- Intellectual growth in all areas of study.
- Appreciation of cultural diversity.
- Network development with peers.
- Broader education is appreciated more than a narrowly focused one.
- Development of multiple skill sets.
- Learning similar concepts from different points of view.
**Academic Advising**

Academic advising is the process where students work with faculty and staff to live the mission of Adrian College, explore the Ribbons of Excellence and position themselves for successful future by creating a plan that includes academic courses, a major and/or minor and develop experiences and opportunities designed to help you make the most of your Adrian College years.

**Process of Academic Advising**

- Meet/contact academic advisor in late September for check-in.
- Contact advisor for advising appointment after midterm grades.
- Pay account in full by advising period in order to register for classes.
- Meet and schedule classes during two weeks of advising each semester.
- Develop a 4 year academic plan for courses during your first year and evaluate yearly with advisor.

**Preparation before attending Advising Session with advisor:**

- Verify your bills are paid in full. Students with HOLD on accounts will not be permitted to select courses and register.
  - See Financial Aid for assistance with grant, loan and/or scholarship assistance.
  - Students who register late may lose seats in courses and thus delay academic progress.
- Review schedule on-line and develop plan for next semester.
  - Verify courses, including pre-requisites in course catalog.
- Select courses by logging into Net Classroom
- Schedule an appointment in the two week advising period posted each semester. Seek out your advisor to do this if you have not heard from them. Drop in advising is difficult, so please plan ahead.
  - Registration for May and Summer Terms occur in spring semester.
- Print a copy of your proposed schedule.

**During each advising session:**

- Bring your catalog, copy of schedule and a list of questions to advising session.
- Review your 4 year academic plan
  - See Institute for Career Planning for assistance with determining your major, internship information, resume assistance, cover letter assistance, job search support, graduate school information, etc. See website for additional services and support offered FREE to students.
- Discuss proposed course selections in light of academic plan.
  - Advisor will submit approved schedule.
- Be sure if you are a student athlete, have financial aid and/or live on campus to take at least 12 credit hours to maintain eligibility.
Your Checklist for Success

(Note: this checklist is only intended to identify key points to success. It is a supplement to the course catalog, which details all policies and procedures attached to the following points)

Your ability to graduate includes the following criteria:

- 124 credit hours in all courses required for study
  - Taking at least 15.5 credits each semester
  - Passing all courses
  - Maintaining an overall 2.0 to graduate in all courses (note: some majors require higher GPA’s)

- A major with all requirements fulfilled as outlined in the college catalog
  - All requirements fulfilled for accredited programs as outlined in the catalog.

- Good financial standing with Adrian College

Additionally, the college strongly suggests that each student complete the following (note: some majors and programs require these experiences already):

- Two internships in different sponsoring organizations
- Community service and/or volunteer work in a relevant area of interest
- Regular involvement in a professional organization
- Active involvement in a student organization

In addition to these criteria and recommendations, the following steps will assist in your graduation and success:

First Year/Freshmen Year:

- Seek tutoring support in the Office of Academic Services when needed
- Speak with your academic advisor about taking an internship, study abroad or domestic study for academic credit in the next year or two.
- Develop a four year plan for courses with academic advisor in spring.
- Meet with Institute for Career Planning to assess your interests, values and skills to identify a major or area of academic interest.
- Attend campus organization events to determine possible interests.

Second Year/Sophomore Year:

- Meet with Institute for Career Planning to develop your resume or have it reviewed and schedule a Mock Interview.
- Declare your major by spring (remember you can change it at a later date also).
- Join organization(s) that support your major and increase your network.
- Begin attending career or graduate school events on campus; workshops, department offerings, career fairs, etc.
☐ Develop a plan for internships, study abroad, domestic study, etc. with academic advisor.
☐ Research your major for career opportunities. Meet with Institute for Career Planning and academic advisor to discuss findings. Update academic plan with advisor, as appropriate.

Third Year/Junior Year:

☐ Take internships, study abroad or domestic study. (Note: Summer is a great time to explore these opportunities.)
☐ Interview others who hold positions you would like to hold some day. Meet with Institute for Career Planning to explore career options. Meet with academic advisor to discuss changes to your academic plan as appropriate.
☐ Continue attending career or graduate school events on campus; workshops, department offerings, career fairs, etc.
☐ Update your resume to reflect your involvement in organizations, coursework and internships/study abroad or domestic study.
☐ Meet with Institute for Career Planning and/or academic advisor to develop job search or graduate school plans.
☐ Identify graduate schools of interest and gather application information.
☐ Take exams in summer before senior year for graduate and professional school entrance (GRE, GMAT, MCAT, LSAT, etc.).
☐ Write admission essay and schedule review with faculty.
☐ Apply for graduation semester before you graduate (so December grads apply in spring)
☐ Determine letter of recommendation writers. Ask for their availability to write a supportive letter. Provide resume, letter requirements, etc. with plenty of time to meet deadline.

Fourth Year/Senior Year:

☐ Apply for graduation during fall term (for spring graduation).
☐ Complete your senior degree audit with the Registrar’s Office.
☐ Meet with Institute for Career Planning and/or academic advisor to develop job search plans, if you haven’t done so.
☐ Meet with Institute for Career Planning and/or academic advisor to develop graduate school plans, if you haven’t done so. Please note: for some graduate and professional schools it may be too late to apply. Check with your advisor to stay on track.
   o Identify schools of interest and gather application information.
   o Take exams in summer before senior year for graduate and professional school entrance (GRE, GMAT, MCAT, LSAT, etc.).
   o Write admission essay and schedule review with faculty.
   o Determine letter of recommendation writers. Ask for their availability to write a supportive letter. Provide resume, letter requirements, etc. with plenty of time to meet deadline.
☐ Meet with Career Planning to go over resume, cover letter and references.
First Year Advising Sheet

Name: ________________________________
STN: ________________________________

Major: ________________________________
Minor: ________________________________

First Year- Academic and Personal Goals

1. _____________________________________________________________
2. _____________________________________________________________
3. _____________________________________________________________
4. _____________________________________________________________
5. _____________________________________________________________
6. _____________________________________________________________
7. _____________________________________________________________

First Year Success Checklist- Fall 2017

1. Reference my online catalog
2. I know I need 15.5 credits per semester to graduate in 4 years
4. Purchased all books and materials for classes
   Have an appointment with my academic advisor by September 30th to introduce myself.
5. Meet for advising for Spring 2018 in late October.
   Have an appointment with Institute for Career Planning to discuss services.

Courses for Fall 2018

1. ________________________________
2. ________________________________
3. ________________________________
4. ________________________________
5. ________________________________

Courses for Spring 2019

1. ________________________________
2. ________________________________
3. ________________________________
4. ________________________________
5. ________________________________
This Presentation Contains:
- Information on how to log into Blackbaud’s Student Information System (Net Classroom)
- How to view the course catalog for descriptions of courses
- How to “build a schedule” before meeting with your academic advisor
- How to register (submit the schedule to your advisor)
- How to add/drop courses

Getting Started
Click on the “My Adrian” Link

Current Students
Click on the link for “Net Classroom”

Student Login
First login with your username and password sent to you via your Adrian College email

View Course Catalog
1. Point to the Registration drop down
2. Click on Course Catalog
View Course Catalog
From here you can explore courses by Department.

Register/Drop/Add Classes
During the Registration period and Drop/Add period you will use the Enter Requests menu choice from the Registration menu.

Edit Registration
At this screen click on Edit Registration.

Add A Course
At this screen click on New.
Click the binoculars icon to search for courses.

Search for a Course
Type in the prefix (Course ID) for the courses you would like to see (MATH, BIOL, CHEM, B AD, T ED, etc.) in Course ID field or choose from the Department drop down and click Search.
Then click on the Course ID.
Choose a Section
- Click the drop down arrow to see the available sections - click on the one you would like

Remove a Course from your Schedule
- Click the small space to the left of the course name you would like to remove from your schedule
- Click the Delete button
- You will receive a confirmation prompt.

View Your Schedule
1. Click Registration drop down arrow
2. Click on “YourName” Schedule

Choose a Section
- At any time after choosing a section, click the submit button.
- If the section is full or conflicts with something else in your schedule, you will see a massage in the exceptions area
- This means you will have to choose a different section
- Click Edit Registration to go Back if there are no exceptions

Make Sure to Submit
- Make sure you Submit when you are finished with your schedule and as many times during the process as you would like to see exceptions! Click Edit Registration to get back to the NEW/DELETE screen - NOT the back button on your browser

View Your Schedule
- Use the to Expand and Collapse the schedule for each course or Expand All/Collapse All
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**SPRING FRESHMAN YEAR**

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**TOTAL HOURS/SEMESTER**
WHO CAN HELP YOU WITH MAKING YOUR M.A.P.?

- Faculty who serve as academic advisors
  - Other faculty from courses or departments are also useful resources
- Office of Academic Services
- Institute for Career Planning
- Financial Aid Office
- Cashier’s Office
- Registrar’s Office
- Counseling Office
- Institutes
FACULTY ADVISORS:

- All full- and half-time faculty serve as academic advisors
  - No other personnel can serve as academic advisors, only the faculty
- They are your PRIMARY source of support in selecting courses and directing you to other areas of support.
- They get to know you personally and are expertise in their fields with contacts and influence. As a result, they play an important role in your future aspirations.

Are available via appointment for the following:

- Discussions on the curriculum and courses of study.
- Discussions on academic concerns of performance in courses.
- Discussions on career or graduate school aspirations.

FACULTY RUN CAMPUS RESOURCES

Writing Center: Caine Student Center
265-5161 x5029
265-5161 x4017
Email: WritingCenter@adrian.edu
Director: Dr. Linda Learman - llearman@adrian.edu

The goal of the Center is to help students in all areas of writing—from generating the initial idea to polishing the finished product. The Center is staffed by trained tutors who excel in writing and want to help other students better develop their own writing skills. Students may come to the Center on a walk-in basis or schedule appointments.

Cindy Bosio Memorial Math Lab- Peelle Hall 215
Peelle 215: 265-5161 x4191
Director: Dr. Elizabeth Lamprecht – elamprecht@adrian.edu

The Cindy Bosio Memorial Math Lab provides drop-in tutoring for students taking Mathematics courses through Math 135, Calculus and Analytic Geometry I. The Cindy Bosio Memorial Math Lab is run by the Department of Mathematics and staffed by student tutors. It is open 9:00 am - 5:00 pm Monday through Friday.
Notes for Advising
Notes for Advising