

# Advising Guide for Human Sciences Students

## BEFORE ADVISING

- **Get a copy of the curriculum sheet for your major.** Use this curriculum sheet each semester to guide you in deciding what courses to take. Update this sheet every semester with the grade you received in each course. Note that courses marked with an (S) means the courses is taught in the spring semester only and courses marked an (F) mean the course is taught in the fall semester only.
- **Check for pre-requisites.** Check courses you are planning to schedule for prerequisites. You can check for the pre-requisites online through the Banner system or in your MSU Bulletin.
  - Make sure that you have met the pre-requisite before trying to register for the course. When registering for a course with a pre-requisite, you may be given a warning if you don't meet the pre-requisite or you may not be allowed to register for the course.
  - Also be aware that a grade of D in English Comp I & II and College Algebra can potentially restrict enrollment in higher English and math classes.
- **Understand what course numbers mean.** Classes that begin in 1 are typically for freshmen while classes that begin in 4 are likely senior level courses. For example, EN 1103 is an English Composition course that most students take during their freshman year. The last number also typically reflects the number of credit hours in that course. For example, MA 1313 is a three hour course.

## PRE-ADVISING.

It is important to understand that pre-advising is the time where you visit your advisor to discuss which classes you want to take. Your advisor should have a sheet outside their door to sign up for an advising appointment. It is up to the student to take advantage of the opportunity to meet with your advisor.

If you miss pre-advising, you will be at a significant disadvantage in trying to register for the classes you want as you will be registering after everyone else already has and your classes might be filled.

### ***What to bring to your advising appointment:***

- **Curriculum Sheet**— When you meet with your advisor, you want to have your curriculum sheet updated with courses you have already completed and the grade you earned in that course. Again, the curriculum sheet is your guide.

- **Tentative Schedule—This is the most important thing to bring to your advising session.** You create a tentative schedule by looking at your curriculum sheet and determining what semester you plan on taking each of the required courses. You can make your schedule by doing the following.
  - Write down all the courses you want to take. For example, HS 1701. You also need to list the section of the course you are planning to take as well as the CRN number.
    - What is the CRN number? The Course Reference Number is the five digit number found in the online course listing that identifies a specific section of a course.
  - Go to the online schedule of classes and create a schedule identifying the right section for each course you want to take. Be sure that each course you choose does not overlap with another course. If there is specific course that you know you must take, write that in first and build your other courses around that.
  - Make sure to take courses that are only offered in a particular semester at the time they are offered. Choosing to wait to take a fall only class may prevent you from taking other courses needed in future semesters which could delay graduation.
  - If you have the tentative schedule laid out with all of this information, your advisor can quickly look it over and help you finalize your schedule.
- **Alternate Courses.** If your class is filled, you will want to have alternative classes ready to plug in.

\*\*\*\*\*Once your advisor has signed off on your tentative schedule you will be given a Registration Access Code (**RAC Number**) which is the key to you going online and registering.

**RAC Numbers will NOT be given out without meeting with your advisor!!!!**

### **REGISTRATION**

- **Register ASAP.** On your Registration sheet that will be given to you by your advisor, you will be given the date and time you are allowed to start registering for classes. Make every effort to register as soon as you are allowed.
- **Try using the schedule builder option—**this makes it easier to see what classes fit your schedule
  - If classes are full, look for other sections or use an alternate class
- **Discuss any schedule changes with your advisor.** If you register for any courses other than those agreed upon by you and your advisor,

make sure to clear it through the advisor. You do not want to take a course that might not apply toward your degree program.

## **ERROR CODES**

If you receive an error code during registration, make sure to write down the code and anything other information about the error.

- If it is a pre-requisite error, check to see if you have had the pre-requisite. If you have, then contact the department that offers the course.
  - For example, contact the English department if you are trying to register for Comp II.
- If you have not met the pre-requisite, look for another course to take.
- If it is a major error/restriction, contact the department that offers the course to see if you are allowed to take the course.
  - For example, if you are trying to register for a Marketing class that you are required to take for your degree program, you may be given a major restriction because you are not a Marketing major. In this case, contact the Marketing department and explain that this course is required for your degree and asked to be granted permission to register for the course.
- If a course is full and you want to seek permission to be added to the class, contact the instructor of the course. Do not call department offices and ask to be forced in the course.
  - *I can only grant permissions for Human Sciences courses when I have something written from the instructor stating his/her permission.*
- Note that even when you have been granted permission to register for a course, it is still your responsibility to go back into Banner and register for the course.

Please contact your advisor or myself if you have any questions.

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