

HOW TO GRADUATE ON TIME!

REALLY, it can be done!!

IT'S AS SIMPLE AS R-E-A-L

1. Review your catalog
2. Enact a plan
3. Ask questions and seek advice
4. Learn how to read course descriptions

1. REVIEW YOUR CATALOG

Be sure you have a copy of YOUR catalog

The catalog changes every year; you should use the one that was in effect when you started at McKendree

For instance, if you started in either Fall 2011 or Spring 2012, your catalog is the 2011-2012 catalog

Once you're certain you have the correct catalog:

❖ Read the entire section on Academic Programs and Policies

(Don't panic - it's only about 20 pages)

- Highlight areas you think you will want to refer back to later and make notes

Think you'll be adding and dropping classes? Highlight the Withdrawals section

Think you might want to take courses at another institution to transfer to McKendree? Highlight the Transfer of Credit section

Think you'll be interested in taking a course using the pass/fail option? Highlight the Grading System section

❖ Read the entire section on the General Education Program (often referred to as the Core Curriculum or Gen Eds)

(It's only about 12 pages)

- Again, highlight areas you think you will want to refer back to later and make notes

Confused about the difference between a philosophy and ethics course? Highlight the Philosophy and Religion and Ethics sections

Do you see a course (or courses) that look particularly interesting? Highlight those courses so you can find them easily when planning your schedule each term

❖ Read the entire section associated with your major

(Usually only about 2-3 pages; education majors should read the beginning section in the School of Education pages)

- Highlight areas that confuse you or you want to talk to your advisor about

2. ENACT A PLAN

1. Run your program evaluation
2. Download a copy of the four-year planning sheet for your major
3. Using your program evaluation, the four-year planning sheet and your catalog, map out a plan for your courses

◎ Run your program evaluation:

- Log in to WebAdvisor
- Click on Students menu
- Click on Program Evaluation (under Academic Profile)
- Choose your Active Program and click Submit
- We will look at an actual evaluation at the end of this presentation

- **Print your four-year planning sheet:**
 - Go to the McKendree web site home page (www.mckendree.edu)
 - Click on Offices in the menu at the top
 - Select Academic Records
 - Click on Academic Planning (in the left menu bar)
 - Click on 4-Year Planning Sheets
 - NOTE: When you find your major, be sure to select the correct year, which will be the same as your catalog year

Art Major – 2012-2013 Catalog

FIRST YEAR			
<u>FALL</u>		<u>SPRING</u>	
ENG 111	4	ENG 112	4
UNI 101	1	GENERAL EDUCATION	10-11
GENERAL EDUCATION	7	ART 112	3
*ART 101	3	WRITING PROFICIENCY EXAM	
ART 111	3		
TOTAL HOURS	18.0	TOTAL HOURS	17.0-18.0

SECOND YEAR			
<u>FALL</u>		<u>SPRING</u>	
GENERAL EDUCATION	6	GENERAL EDUCATION	6
ART 122	3	ART 231	3
ART 241	3	ART 242	3
ELECTIVE#	6	ELECTIVE#	3-4
TOTAL HOURS	18.0	TOTAL HOURS	15.0-16.0

THIRD YEAR			
<u>FALL</u>		<u>SPRING</u>	
ART 321	3	ART 341	3
ART 251	3	GENERAL EDUCATION	4.5
ART 232	3	ART 331	3
ELECTIVE UL	3	ELECTIVE	3-4
ELECTIVE	3-4	ELECTIVE UL	3
TOTAL HOURS	15.0-16.0	TOTAL HOURS	16.5-17.5

FOURTH YEAR			
<u>FALL</u>		<u>SPRING</u>	
GENERAL EDUCATION	7-8	ART 350	3
ART 343	3	ELECTIVE UL	10
ELECTIVES UL	6	ART 350	3
TOTAL HOURS	16.0-17.0	TOTAL HOURS	16.0

- Take Foreign language if not met by High School equivalency

*General Education Requirements – Some courses fulfill general education as well as major requirements. See catalog for accepted courses for general education

If students choose to double major and/or minor, the following catalog rule applies: any course applied toward the completion of one major or minor may not also be applied toward the fulfillment of elective requirements in another major or minor.

- Using these tools, put together a possible course schedule for the next term
 - Don't worry, your advisor can help you if you haven't got it right; it's just important for you to have done your homework first
 - You can select your schedule ahead of your time to register and save the courses you want to register for when it's your day to register

3. ASK QUESTIONS & SEEK ADVICE

1. Your academic advisor is your primary source for information and help when planning your schedule
2. Personnel in the Academic Records Office can also help, particularly if you think there is a mistake on your program evaluation
3. Mrs. Jenni Miller can also assist you with questions or concerns
4. For those of you in the Academic Recovery Program, your mentor can help you
5. Do NOT ask:
 1. Your roommates
 2. Your classmates
 3. Your teammates

They will almost always steer you wrong!!

○ How do I contact these people?

■ Academic Advisor:

- Email
- Phone
- Visit his/her office
- Many will post an advising schedule on their door and ask you sign up for advising before registration begins

■ Academic Records:

- Visit the office on the 1st floor of Old Main
- Call 537-6819
- Email the Registrar (Debbie Larson): dlarson@mckendree.edu

■ Jennifer Miller:

- Visit her office on the 1st floor of Clark Hall
- Call 537-6572
- Email: jrmiller@mckendree.edu

■ Academic Recovery Mentor:

- Visit his/her office
- Email
- Phone

- When should I see my academic advisor?
 - You **MUST** see your advisor before registration begins in April. If you don't you won't be able to register
 - You can make an appointment to see him/her anytime you have a question

4. LEARN HOW TO READ COURSE DESCRIPTIONS

1. Course descriptions in the catalog contain lots of important information
2. Be sure to check the course description before you try to register for a course

Anatomy of a Course Description

ENG 205

INTRODUCTION TO WRITING POETRY

(3)

This is a workshop course designed to help students develop an understanding of the basic artistic principles involved in poetry writing and to give them the opportunity to apply these principles in writing several poems. Prerequisites: ENG 111 & ENG 112. Annually, Spring.

This is the course number; you'll need to know it to find the course on WebAdvisor.

This is the title of the course and the course description. The description will tell you what the course will cover and has clues about what you'll be expected to do in the class. For instance, this description lets you know you'll be expected to write poetry.

This is the number of credit hours you will earn if you satisfactorily complete the course.

The prerequisites are the courses you must take *before* you can take this one. You cannot take ENG-205 until you have taken ENG-111 *and* ENG-112.

This tells you that this course is taught every year (annually) in the spring term. **THIS IS VERY IMPORTANT! Not all courses are taught every term, or even every year, so when you are planning, you need to check the catalog to see when the courses you need will be offered.**

WHAT QUESTIONS DO YOU HAVE?