On behalf of Center for Student Success (CSS) and the Office of First Year Advising, welcome to Monmouth University. I would also like to introduce you to First Year Connection, a newsletter designed to share important information that will enhance your smooth transition to the University. As the name First Year Connection denotes, it is our expectation that you will seize the opportunity to connect with all that Monmouth University has to offer. In particular, we encourage you to connect with the Office of First Year Advising, your academic advisor, upperclassmen, CSS Academic Support Services and other MU services and resources.

First Year Connection will be published three times this year for your benefit. Please look for it, read it and stay tuned as it is your newsletter. Inside this issue, you will find important information that will help you prepare for your first fall semester at Monmouth University. Note that making connections and staying engaged early can make all the difference in your motivation, progress, achievements and satisfaction with your overall university experience. I therefore urge you to use this newsletter as one of your many resources. Keep it handy and revisit it as needed. You will be glad you did! I wish you a very successful first semester and academic year.

Sincerely,
Mercy O. Azeke, Ed.D.
Dean of the Center for Student Success

First-Year Student Advising
As a first year student, you will work with an academic advisor for your first year. This advisor is a faculty member from an academic department who is specially trained to guide you and who can help in your academic, personal and career growth. We try to select your advisor based on your major, but all are trained to help students who are undeclared.

During your first year your First Year Academic Advisor will be able to help you with the following tasks:

- Explaining academic requirements
- Monitoring your academic progress
- Reviewing placement results and appropriate course placement
- Assisting you with selecting majors and careers
- Referring you to resources on campus
- Discussing any concerns you have about adjusting to college
- Helping you with time management/study skills
- Learning your rights and responsibilities as a student and member of the Monmouth University community

First Year Advising
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Important Dates
- Summer Orientation
- Meetings with First Year Advisors and other activities
- Aug. 10: Payment Due for Fall '11
- Sept. 4-11: Welcome Week
- Sept. 6: Classes begin: 8:30 am
- Sept. 6-13: Drop/Add Week (able to change classes) for Fall '11
- Sept. 14- Oct. 15: Meet with Advisor to build Spring '12 schedule
- Oct. 12: Founders Day Convocation (no classes 11:30-4:30)
- Nov. 11-13: Family Weekend
- Oct. 29: Homecoming Weekend
- Oct. 25: Midterm grades posted
- Nov. 8: Last day To Withdraw from Classes
- Nov. 24-25: Thanksgiving Break
- Dec. 15: Last day of classes
- Dec. 16-21: Final Exam Period
- Jan. 16, 2012: Martin Luther King Holiday

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Student Advising Responsibilities

1. Know the name, location, and office hours of your First Year Academic Advisor.

2. See your advisor during Drop/Add week for any changes you would like to make to your fall schedule.

3. Schedule an appointment with your First Year Academic Advisor after Drop/Add Week and before October 15th to work on your Spring ’12 schedule.

4. Check your Monmouth University webmail account regularly. Many offices and faculty on campus use this as their main form of communication with you.

5. Respond as soon as possible to all letters, phone calls, or webmail from your First Year Academic Advisor, professional counselors, professors, department chairs, or deans.

6. Be prepared. Become familiar with your curriculum and sequence charts, University requirements, and important deadlines.

7. Be on time for appointments. If you’re going to be late, or need to cancel, please call.

8. Keep a folder or file with all forms, grade reports, notices, receipts, and other important information relevant to your academic career. Bring it with you to all appointments.

9. Discuss and seek advice on schedule changes, withdrawals, major changes, taking summer courses at another school, etc. before making a final decision.

10. Learn the special services provided by the Center for Student Success (CSS) and other offices on campus.

11. Read The Outlook, the student newspaper, regularly for important advising information.

12. Attend FY Advising and CSS (Center for Student Success) Workshops and other programs. Bring friends!

13. Check your Academic Audit, available on your student Web Advisor account, each semester.

14. Ask for referrals when needed. For example, if you would like to get involved on campus, speak with your First Year Academic Advisor and he/she will refer you to the appropriate office.

Important Terms to Know

Academic Audit: official listing of courses and requirements for your major. You can find yours on WebAdvisor and should refer to this each semester.

Curriculum of Record: set of degree requirements in effect at the time you matriculate or declare a major.

Developmental Course (050): a course which carries institutional credit only and is not used to satisfy degree requirements. Some students may need to take a developmental course based on the math placement test results.

Drop/Add Week: allows you an opportunity to change courses during the first week of each semester. See your First Year Academic Advisor for help with this process.

Electives: courses which count toward graduation which are not General Education or requirements of the major.

Matriculate: to officially enter a university with the intention of completing a degree.

Prerequisites: requirements that must be met before you may take certain classes. These might include courses, a specific GPA, instructor permission, etc. Refer to the Catalog http://www.monmouth.edu/catalog/.

Transcripts: are the official listings of courses and requirements attempted and completed.

WebAdvisor: website for MU students designed to provide information needed for advising (schedule lookup, academic audit, grades, transcripts, etc.).

Syllabus: outlines what a particular class is covering, when homework is due, and when the exams and finals are scheduled. It also includes the contact information for the instructors.

Upper-class Students Advised in Academic Departments

After their first-year at Monmouth, upper-class students (sophomore year and higher) work with advisors in the departments of their majors. Undeclared sophomores work with the Undeclared Advisors in the CSS (Center for Student Success). As an upper-class student, your responsibilities as a partner in the advising process will increase. As a sophomore you will be assigned a new advisor. You should see your advisor within the first few weeks back on campus.

Q- What is webmail?
A- Your free Monmouth University email account!
Student Career Planning Guide

First-Year

- Enroll in core courses with the help of your First Year Academic Advisor.
- Study university catalogs to learn rules and regulations for on-time graduation.
- Get involved on campus. Look into clubs, teams, or committees.
- Start thinking about your major. Explore career options, take interest inventory (COPS), work with Focus, a web-based career and educational planning tool: https://www.focuscareer2.com/Portal/Login.cfm?SID=656.
- Review curriculum charts for major(s) in which you are interested. Speak with professors in that department.
- Utilize spring or summer breaks to obtain a job. Begin developing an employment history.
- Attend FY Advising and CSS Workshops.
- Try our “Shadow Program.” Spend a day with someone to see a typical workday.
- Check out the Experiential Education website: http://www.monmouth.edu/academics/CSS/EXED/default.asp.
- Be sure to explore the hundreds of opportunities available for all majors on the search engine!
- Consider volunteer work within the local area – many agencies need your help!
- Attend the annual majors fair and Ex Ed Expo.

Sophomore Year

- Find out who your department advisor is early in the year. Seek his/her advice in choosing courses and careers.
- Speak with the Career Advisor and Planner (CAP) in your department in order to explore which form of Experiential Education is best for you based on your major, career goals and personal preferences.
- Speak with Cooperative Education Department about obtaining paid work experience in your field.
- Still Undeclared? You’ll need to declare by the end of sophomore year. Intensify your exploration early to avoid taking courses that may not fit with your major.
- Continue building employment skills through summer jobs, extra-curricular activities, and volunteer experiences.

Junior Year

- Focus on your major with upper-level coursework.
- Gain experience through co-op, internships, study abroad, service learning, or experiential coursework.
- Ask yourself: Are you starting to feel 'career-ready'? Are you making life decisions? Do you have alternate career plans? Do you know your strengths and weaknesses? If not, visit the CSS for help!
- Get to know faculty members in your major well. They bring career-related experiences to campus.
- Consider a minor in an area of interest.
- Take electives to enhance your marketability.
- Take 'Career Search,' (LC300) a one-credit course for preparing resumes, researching companies, interviewing, etc.
- Continue to find summer employment, but try to obtain a position related to your chosen field.
- Considering Graduate School? Visit the CSS for help in getting organized for school selection and applying.

Senior Year

- Complete course requirements in your major and minor.
- Apply for graduation early in the fall to be sure all requirements have been met.
- Organize your job search early! Visit the Career Services Office (lower level of the Rebecca Stafford Student Center) for help in getting started.
- Take “Career Search” (LC 300—see Junior Year).
- Seek advice from the Career Services Office and your department in preparing your resume, targeting potential employers, etc.
- Choose faculty and administrators to serve as references.
- Attend the fall and spring career days sponsored by the Career Services Office.

For additional Career Guidance...

...Personal appointments are available for any of the topics noted above or just to talk about those doubts and uncertainties all college students face about their future. Please contact the First Year Advising for further information.
Deciding upon a major, and ultimately a career, can be overwhelming. The following guidelines were developed to make this process easier for you. The first step in career planning is to define the kinds of work you are interested in doing. A few ways to get started are:

- Attend a Career and Majors Workshop.
- Read the Classified section of the newspaper. Which ads appeal to you? What are the qualifications for the position?
- Complete a COPS Interest Inventory. The COPS is a pen and paper test designed to give you a profile that compares the relative strengths of your interests to activities performed in different occupations. The COPS categorizes majors with appropriate occupations, which can be further explored in the Dictionary of Occupational Titles and other resources.
- Try Focus: https://www.focuscareer2.com/Portal/Login.cfm?SID=656.
- Focus is a web-based career and educational planning tool designed to help you choose a major and plan your career path.
- Make an appointment with your First Year Academic Advisor or with the Coordinator of First Year Advising, Danielle Schrama.
- Visit the Experiential Education website at http://www.monmouth.edu/academics/CSS/EXED/default.asp.
- Attend the annual Majors Fair and Ex Ed Expo.
- Visit the website for first-year students: http://www.monmouth.edu/academics/CSS/first_year_advising/default.asp.

If you have some direction, but need additional information to decide, here are more hints for your search:

- Examine curriculum charts of majors you are considering at http://www.monmouth.edu/academics/Registrar/UG_curriculum_charts.asp. What are the classes required of those majors?
- Speak with advisors in the departments you are considering.
- Arrange with the Coordinator of Service Learning and Community Programs to volunteer in an area of interest.
- Discuss opportunities in Cooperative Education with the Director of Cooperative Education.

The SHADOW Program

As a first year student, you will find that there are lots of exciting events and activities available to you at Monmouth. The SHADOW program is a way of navigating these opportunities to find the ones that will help you to transition to college best. Students who attend one event in each category before Thanksgiving break will be eligible for prizes. Last year, students who completed the program each received a hooded sweatshirt and grand prizes included an iPad, $500 to the MU bookstore, and more! Check out the Student Activities Calendar to find upcoming events to help you complete the SHADOW Program and be sure to sign in at events!

SHADOW stands for:

  S-Service and Leadership
  H-Hawk Pride
  A-Academic Resources
  D-Diversity
  O-Organizations and Involvement
  W-Wellness