

MUP ADVISING IN 7 EASY STEPS FOR STUDENTS

1) Incoming Student Advising—September Orientation

Incoming students meet individually with Department Chair and GPC as part of MUP Orientation to discuss initial ideas about course planning, specialization, faculty advisor and Professionals Council mentor choices, concerns, possible waivers, etcetera. GPA works with student to determine which prerequisites may still be outstanding, a photocopy of their MUP Degree Planning Form and Credit Check Worksheet is given to student for future meetings with faculty advisor. The original Form is kept in student's file.

2) Faculty Advisor Assignment—Autumn quarter, Year 1

Student is assigned a faculty advisor based on ranked choices given at incoming student advising session and overall distribution of advisee load for faculty members.
Students are encouraged to meet with their advisors on a quarterly basis.

3) 1st Required Meeting—Winter quarter, Year 1—General Check-In

Student meets with faculty advisor to discuss progress toward academic and professional goals, how/what course work is aligned to meet those goals, electives and specialization requirements. Review Autumn quarter grades and one-year course plan.
Faculty advisor must sign off on student course plan and specialization courses proposal.
Signed MUP Degree Planning Form and Credit Check Worksheet is returned to GPA and kept in student's file.

4) Annual Credit Check and Degree Audit—Summer quarter, Year 1

Credit check and degree audit done by GPA, list of remaining requirements for the MUP degree is sent to student via email.

5) 2nd Required Meeting—Autumn quarter, Year 2

Student meets with faculty advisor to discuss progress towards degree; thesis/professional project interest, including possible faculty in the Department, College, and/or University with whom they may work; how to put together a committee; etcetera.
Faculty advisor must sign off on student progress toward degree.
Signed MUP Degree Planning Form and Credit Check Worksheet is returned to GPA and kept in student's file.

6) 3rd Recommended Meeting—Spring quarter, Year 2

It is recommended that student meet with faculty advisor for career advising. If the student has their advisor sign their MUP Degree Planning Form and Credit Check Worksheet at this meeting, it must then be returned to GPA and kept in student's file.

7) Final Graduation Credit Check and Degree Audit—Quarter of Graduation

Credit check and degree audit done by GPA, list of remaining requirements for the MUP degree is sent to student via email. Graduation contingencies noted in MyGrad and on Master's degree warrant.

Final credit check **must match final course plan approved and signed off on by faculty advisor.*

ADVISING TERMS

Faculty Advisor:

individually assigned faculty member whose advising focuses on the activities, requirements, and attainment of satisfactory progress through the steps needed to achieve a graduate degree

Graduate Program Coordinator (GPC):

designated faculty member who arranges for and oversees the academic advising of students, participates in the admission process, advises on successful completion of Departmental and Graduate School degree requirements and on exceptions to established rules or procedures, as well as any matter concerning the Graduate School

Graduate Program Advisor (GPA):

staff member who provides a number of services to graduate students including, providing information on Departmental and University policies and procedures, reviewing with students their progress toward meeting Departmental and Graduate School requirements, maintaining students' files

Professionals Council Mentor:

individually assigned member of the Professionals Council who focuses on the human relationships, commitments, and resources that help students find success and fulfillment in their professional pursuits