

# MUP ADVISING IN 7 EASY STEPS FOR STUDENTS

## 1) Incoming Student Advising—September Orientation

Incoming students meet individually with MUP Program Director (who serves as the GPC) and Graduate Program Advisor as part of MUP Orientation to discuss initial ideas about course planning, specialization, faculty advisor preferences, concerns, possible waivers, etc., and to review their initial draft of the MUP Degree Planning Form and Credit Check Worksheet.

## 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) 1<sup>st</sup> 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

Single-degree students run their degree audit in MyPlan (students pursuing a concurrent degree or certificate will need to have their audit done manually). Credit check and degree audit also done by GPA.

## 5) 2<sup>nd</sup> 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; etc.

*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) 3<sup>rd</sup> 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

Single-degree students run their degree audit in MyPlan (students pursuing a concurrent degree or certificate will need to have their audit done manually). Credit check and degree audit also done by GPA.

## 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. In the MUP program, the GPC is the MUP Program Director.

### 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 and reviewing with students their progress toward meeting Departmental and Graduate School requirements

### 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

### Thesis/Professional Project Committee Members:

Two faculty members that supervise and advise on the thesis/professional project; students identify the faculty members with whom they want to work and formalize the committee through signing of the Thesis/Professional Project Agreement Form.