



# **COAL Transfer Student Meet & Greet**

**College of Arts & Letters  
Missouri State University**

# Welcome to the College of Arts & Letters

- ▶ Welcome from the Dean: Dr. Gloria Galanes



- ▶ *COAL Trivia:*
  - ▶ *10% of transfer students enroll in COAL*
  - ▶ *182 new transfer students joined COAL this fall*



# College of Arts & Letters: Things to Know

- 1. **College is dedicated to the success of our students** – this is our mission!
- 2. **COAL prizes many things** including:
  - Creativity and passion
  - Interdisciplinary collaboration
  - Effective communication
  - Critical thinking and self-reflection

# What does success look like in COAL?

You are:

- Involved and actively learning
- Pursuing your passion
- Enlarging your vision of the world
- Honing skills and problem-solving abilities
- Building a strong portfolio
- Making friends and networking

You graduate!





# Essential Information for Transfer Students

## ➤ 1. COMMUNICATION TOOLS

### ➤ MSU Email – main communication channel

- Check your MSU email frequently – or link to your preferred email account
- Computer Services Help Desk – 836-5891

### ➤ Blackboard –

#### ➤ Training:

<http://blogs.missouristate.edu/blackboard/2012/02/14/blackboard-training-sessions-for-students-now-available/>



## 2. MY MISSOURI STATE

The screenshot displays the My Missouri State Blackboard interface. At the top, the browser address bar shows the URL: [https://my.missouristate.edu/tag\\_f384516d1d71c1f0-renderUserLayoutRootNode0P70P-root=root&uP\\_sparam=activeTab&activeTab=41311s188uP\\_tparam=4m&fme=](https://my.missouristate.edu/tag_f384516d1d71c1f0-renderUserLayoutRootNode0P70P-root=root&uP_sparam=activeTab&activeTab=41311s188uP_tparam=4m&fme=). The page is logged in as Mr Mark M Biggs. The navigation menu includes Home, Profile, Academics, Teaching & Advising (selected), Work Resources, and Campus Services. The main content area is divided into three columns:

- Faculty Services:**
  - Term Selection
  - CRN Selection
- Schedule and Assignments:**
  - Active Assignments
  - Assignment History
  - Faculty Schedule Detail
  - Faculty Schedule Week at a Glance
- Rosters and Evaluations:**
  - Class Detail List
  - Class List Summary
  - Class Lists
  - iGrade Instructor Evaluations
  - Instructor or Prerequisite Drop
  - Non-Attendance Reporting
  - Student Age Report
- Grades:**
  - Grades (Midterm)
  - Grades (Final)
  - Grade Change Authorization
  - Incomplete Grade Extension

**Faculty Dashboard:**

- Media Design and Production MED 365 Fall 2009
- Case Studies in Mass Media MED 220 Spring 2012
- Case Studies in Mass Media MED 220 Spring 2013
- Ind Study in Electronic Media MED 492 Fall 2014

**Faculty Grade Assignment:**

No Final Grades are required at this time.

Final Grades [Go]

**Grading Tips:**

- Click on the symbol beside the class in the Faculty Grade Assignment channel.
- Enter grades. (Times out after 29 minutes of inactivity. SUBMIT OFTEN.)
- Verify that you have submitted the grades.

**Option 1:** Review the Faculty Grade Assignment channel to verify that all grades have been entered.

**Option 2:** Access Class Lists (email/Excel option). Grades will be posted under the final grades column.

**Student Information:**

- ID Selection
- Term Selection
- Active Registrations
- Address and Phones
- Advisee List
- Advising Notes/Releases
- Degree Audit
- Email Address
- General Student Information
- Holds
- Payment/Refund Schedules
- Registration History
- Registration Overrides
- Registration Status
- Student Schedule Concise
- Student Schedule Detail
- Student Schedule Week at a Glance
- Test Scores
- Transcript (Unofficial)
- Transcript (Unofficial, Sortable)
- Transcript Documents

**Transfer Resources:**

- Initiate Transfer Credit Preapproval
- Initiate Transfer Credit Reevaluation
- Manage Reevaluations/Preannouncements



## 3. ACADEMIC ADVISING

### Advising is critical to your success at MSU:

- ▶ Cultivate relationship with your advisor – show up prepared
- ▶ **Department Advisor** will be assigned to you
  - ▶ Advisor listed on your *My Missouri State*: “advising notes/releases” page
- ▶ **Schedule an appointment early** – *late Sept./early Oct.*
  - ▶ Meet with your academic advisor at least once a semester to discuss:
    - ▶ Advisor release / registration status
    - ▶ Schedule planning: <http://www.missouristate.edu/classschedule/>
    - ▶ Registration process – register asap
    - ▶ Degree planning



# Advising: GRADUATION REQUIREMENTS

All students need:

➤ **125 hours to graduate**

- Discuss with advisor the hours needed to complete major & prerequisites for required courses
- Start work on minor if required – *you may find a great minor in the college*
- BA requirements: 27 additional hours in language, history, fine arts & philosophy

➤ **40 hours of upper division classes** (300 level and above)

➤ **2.0 GPA** (combined and cumulative)



## 4. GET INVOLVED - in & outside the classroom

**Participate in co-curricular activities** – a great way to learn and network

➤ **Seek out department & university opportunities:**

➤ Student activities & organizations:

*Marching Band, Music Ensembles & Choral Groups, In-School Players, Giving Voice Theatre Troupe, Inertia Dance Company, TENT Theatre, English Society, Folklore Club, Moon City Press, Spanish & French Clubs, Art Club, Student Design Studio, Public Relations Society of America, Media Production Guild, The Standard, Student Film Society, etc.*

➤ Study Away Programs

➤ Internships

➤ **Attend college events** – we are the college of “**cheap dates!**”

# 5. TRANSFER INFORMATION RESOURCES

- ▶ Transfer Orientation:  
<http://www.missouristate.edu/admissions/transferorientation.htm>
- ▶ Transfer Advising:  
<http://www.missouristate.edu/transfer/advisement.htm>
- ▶ Transfer Credit Evaluation/Reevaluation –  
<http://www.missouristate.edu/admissions/transfercreditreevaluationandpreapproval.htm>
- ▶ Transfer Student Financial Aid Info -  
<http://www.missouristate.edu/financialaid/transfer.htm>



# CAREER CENTER

Carrington Hall 309 (1-5 p.m. M-F)

## EVENTS:

### ➤ Resume Madness

- September 2-3 - Glass Hall (Rm 103) – 10 a.m. to 3 p.m.
- Sept. 8 - Professional Building (4<sup>th</sup> Floor) – 11 a.m. to 2 p.m.

### ➤ Opportunity Fair

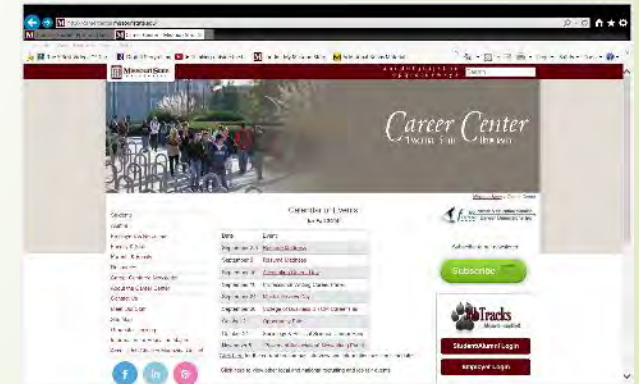
- October 21 - PSU Ballroom - 10 a.m. to 2 p.m.

### ➤ Mock Interview Day

- September 24 - PSU Ballroom West – 9 a.m. to 4 p.m.

### ➤ Career Expo

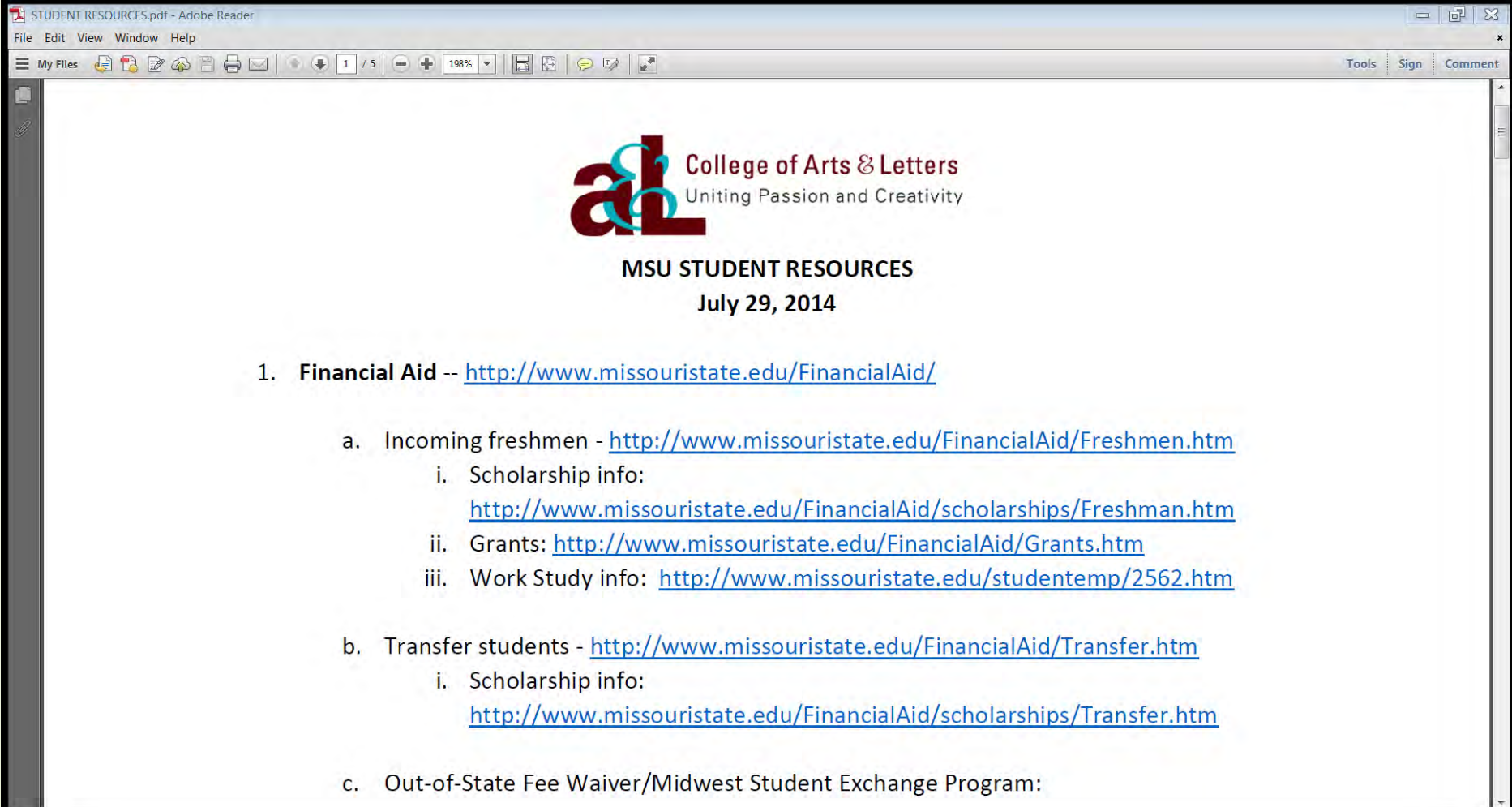
- (tbd – 150 employers came last year)



<http://careercenter.missouristate.edu/>

# Student Resource Guide

<http://coal.missouristate.edu/StudentResources.htm>




STUDENT RESOURCES.pdf - Adobe Reader

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 College of Arts & Letters  
Uniting Passion and Creativity

**MSU STUDENT RESOURCES**  
July 29, 2014

1. **Financial Aid** -- <http://www.missouristate.edu/FinancialAid/>
  - a. Incoming freshmen - <http://www.missouristate.edu/FinancialAid/Freshmen.htm>
    - i. Scholarship info:  
<http://www.missouristate.edu/FinancialAid/scholarships/Freshman.htm>
    - ii. Grants: <http://www.missouristate.edu/FinancialAid/Grants.htm>
    - iii. Work Study info: <http://www.missouristate.edu/studentemp/2562.htm>
  - b. Transfer students - <http://www.missouristate.edu/FinancialAid/Transfer.htm>
    - i. Scholarship info:  
<http://www.missouristate.edu/FinancialAid/scholarships/Transfer.htm>
  - c. Out-of-State Fee Waiver/Midwest Student Exchange Program: