

# ADVISING HANDBOOK

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**MCNEESE**  
STATE UNIVERSITY

A Member of the University of Louisiana System.

# WELCOME TO McNeese State University FOR THE 2022 - 2023 ACADEMIC YEAR!

We are happy that you've chosen McNeese to continue your education, and we welcome you into the McNeese Cowboy and Cowgirl family. As part of your orientation materials and information, we have created this Advising Handbook to help assist you. The handbook was designed to be user-friendly and informative - without overloading you! Our intention is that you use this as a reference in conjunction with other campus resources, like the online university catalog, Degree Works, and departmental degree plans.

You will use the handbook to help guide you through the academic advising session and course registration. We hope that you will hold on to this handbook to help answer any questions you may have during your first few semesters. It can also serve as a reference if your parents or guardians have any questions about class placement, course requirements, and degree programs.

Don't be afraid to ask questions or seek guidance from faculty, staff, and other students on campus. Now is the time to prepare for life after school and **the first step is becoming involved and being responsible for your education**. This handbook is one of the first steps in helping you get started.

*Remember:*

## **Go to Class and Geaux Blue!**

*- Freshman Advising Staff*

**This Advising Handbook contains information authorized and available at the time of publication. Its content is subject to change without prior notice or obligation.**

# FRESHMAN ADVISORS

All students in freshman advising are advised according to their degree/major of choice. While students are in freshman advising, advisors will process major changes, as opposed to getting departmental permission and processing through the Registrar.

## College of Agricultural Sciences

Alexis Albarado

337-475-5134

albarado@mcneese.edu

## College of Business

Alexis Albarado

337-475-5134

albarado@mcneese.edu

## Burton College of Education

Monica Orsot

337-475-5132

morsot1@mcneese.edu

## College of Liberal Arts (including Freshman General Studies)

Monica Orsot

337-475-5132

morsot1@mcneese.edu

## College of Nursing and Health Professions

Serena Greenlee

337-475-5133

sgreenlee@mcneese.edu

## College of Science, Engineering, and Mathematics (SEM)

Blanche McGee

337-475-5131

bmcgee5@mcneese.edu

## Official Roster Student-Athletes

Alexis Albarado

337-475-5134

albarado@mcneese.edu

\*\* Student-athletes' initial advising is done by major; once the semester begins the student's advisor is changed.

## Office of Freshman Advising

freshmanadvising@mcneese.edu

337-475-5065 or 337-475-5175

# ENGLISH PLACEMENT

Students are placed in English based on their ACT (*English*), SAT (*Evidence-Based Reading & Writing - "ERW"*) or ACCUPLACER (*Next-Generation Writing*) score. To know which English you need to take, see the table below.

ACT	SAT ERW	ACCUPLACER NEXT GEN	COURSE TO REGISTER
15 - 17	440 - 490	240 - 249	English 100 + 101 (3 credits each)
18 - 25	500 - 610	250	English 101 (3 credits)
26 -36 & 27 or lower composite	620 - 800 & 1300 or lower total	N/A	English 102** (3 credits) (Make a "C" or better to get credit for English 101)
28 - 31 & 28 Composite*	640 - 690 & 1310 Total*	N/A	English 102 (3 credits) (Automatic credit for English 101)
32 or higher & 28 Composite*	700 or higher & 1310 Total*	N/A	English Literature (3 credits) (Automatic credit for English 101 & English 102)

\* On the same test date

If you are placed into English 102 based on ACT/SAT scores, you have only one opportunity to earn English 101 credit. If you withdraw from the course or do not make a "C" or higher on your first attempt, you must go back and begin at English 101.

## English Advanced Placement (AP) Test

If you took the English AP test in high school and you know your score, look at the table below to know what credit you will be awarded. To receive the credit at McNeese State University, your official scores must be sent directly from College Board.

College Board AP Examination	Required Minimum Score	McNeese Course(s)	Credit Hours
English Language and Composition	3	English 101	3
	5	English 101 & 102	6
English Literature and Composition	3	English 203	3
	5	English 203 & 204	6

If you are going to receive credit for English 101 & 102, refer to your degree plan to see what you need to take next. If you took the English AP test and you do not know your score, you will need to register for an English based on your ACT/SAT score. Once you receive your scores, contact your advisor for suggestions on making schedule changes.

## Dual Enrollment, Early Admission, & Automatic Credit

If you have taken an English class or classes through dual enrollment/early admission, will be receiving AP/CLEP credit or ENGL credit based on ACT/SAT score, please refer to your degree plan to see what you need to take next. Any credit you will receive based on testing will be awarded once the semester begins.

## English 100 (3 credits) & English 101 (3 credits)

No modifications to your schedule can be made unless your test scores change. A 'C' or better must be earned in each for credit to be awarded.

For accurate placement, please ensure that McNeese has received all test scores and, if applicable, college transcripts. It is the student's responsibility to notify Admissions and their academic advisor of any score or course changes prior to the beginning of the semester.

# MATHEMATICS PLACEMENT

Students are placed in math based on their ACT (*Math*), SAT (*Math Section*) or ACCUPLACER (*Next-Generation Quantitative Reasoning, Algebra & Statistics*), OR ALEKS PPL score. To know which math you need to take, see the table below.

ACT	SAT Math Section	ACCUPLACER NEXT GEN	ALEKS PPL	COURSE TO REGISTER
15 or below	420 or below	244 or below	31 or below	SOWELA Algebra Foundations- MATH 0993 (3 credits)
16 - 17	430	245	32	MATH 104 + 105 or SOWELA MATH 0993
18	500	250	35	MATH 104 (2 credits) + 105 (3 credits)
19	510	250	35	MATH 105 (3 credits)
18	500	250	35	MATH 110 (2 credits) + 113 (3 credits)
19 - 21	510 - 540	263	41	MATH 113 (3 credits)
22 - 24	550 - 580	N/A	41 or 61	MATH 113 or 170 (refer to degree)
25** - 27	590 - 650	N/A	61	MATH 170 (3 credits) or refer to degree
28 - 36 & completed a trig course at high school level	660 - 800 & completed a trig course at high school level	N/A	76	MATH 190, if required by degree (4 credits)

\*\* MATH 113 credit awarded to students with a minimum ACT Math score of 25 or SAT Math score of 590.

## Math Advanced Placement (AP) Test

If you took the Math AP test in high school and you know your score, look at the table below to know what credit you will be awarded. To receive the credit at McNeese State University, your official scores must be sent directly from College Board.

College Board AP Examination	Required Minimum Score	McNeese Course(s)	Credit Hours
Calculus AB	3	MATH 170, 175, & 190	10
Calculus BC	3	MATH 170, 175, 190, & 291	14
Statistics	3	STAT 231	3

If you are going to receive credit for MATH 113 or 170, refer to your degree plan to see what math course you need to take next.

If you took the Math AP test and you do not know your score, you will need to register for a math based on your ACT or SAT score. Once you receive your scores, contact your advisor for suggestions on making changes to your schedule.

## Dual Enrollment, Early Admission, & Automatic Credit

If you have taken a math class or classes through dual enrollment/early admission, will be receiving AP/CLEP credit or automatic MATH credit based on ACT/SAT score, please refer to your degree plan to see what you need to take next. Any credit you will receive based on testing will be awarded once the semester begins.

## Math 110 (2 credits) & Math 113 (3 credits)

No modifications to your schedule can be made unless your test scores change. A 'C' or better must be earned in each for credit to be awarded.

For accurate placement, please ensure that McNeese has received all test scores and, if applicable, college transcripts. It is the student's responsibility to notify Admissions of any score or course changes prior to the beginning of the semester.

# DEGREES BY COLLEGE

## **COLLEGE OF AGRICULTURAL SCIENCES**

### **Agricultural Sciences**

- Agribusiness Concentration
- Agricultural Education, Grades 6-12 Concentration
- Animal Science Concentration
- Equine Science Concentration
- Food and Nutritional Sciences Concentration
- Food Technology Concentration
- General Agriculture Concentration
- Nutrition and Dietetics Concentration
- Pre-Veterinary Medicine Concentration

### **Natural Resource Conservation Management**

- Environmental Science Education, Grades 6-12 Concentration
- No Concentration

## **COLLEGE OF BUSINESS**

### **Accounting**

- General Accounting Concentration
- Professional Accountancy and Exam Preparation Concentration
- Taxation Concentration

### **Business Administration**

- Business Education, Grades 6-12 Concentration
- Construction Management Concentration
- General Business Administration Concentration

### **Finance**

- Financial Analysis Concentration
- General Finance Concentration

### **Management**

- General Management Concentration
- Human Resource Management Concentration

### **Marketing**

- Digital Marketing Concentration
- General Marketing Concentration

## **BURTON COLLEGE OF EDUCATION**

### **Early Childhood Education, Grades PK-3**

### **Elementary Education, Grades 1-5**

### **Health and Human Performance**

- Pre-Chiropractic Medicine Concentration
- Pre-Occupational Therapy Concentration
- Pre-Physical Therapy Concentration
- Sport and Wellness Management Concentration
- Sports Medicine Concentration

### **Health and Physical Education, Grades K-12**

## **COLLEGE OF LIBERAL ARTS**

### **Art**

- Art Education, Grades K-12 Concentration
- Ceramics Concentration
- Drawing Concentration
- Graphic Design Concentration
- Painting Concentration
- Photography Concentration
- Printmaking Concentration

### **Criminal Justice**

### **English**

- Comparative Literature Concentration
- English Education, Grades 6-12 Concentration
- Foreign Languages and Literatures Concentration
- Literature Concentration
- Writing Concentration

### **General Studies**

- Applied and Natural Sciences Concentration
- Arts and Humanities Concentration
- Behavioral Sciences Concentration
- Technical Writing Concentration

### **History**

- General History Concentration
- Social Studies Education, Grades 6–12 Concentration

### **Liberal Studies**

- Geography Concentration
- Humanities Concentration
- Philosophy Concentration
- Pre-Law Concentration
- Religious Studies Concentration
- Theatre Arts Concentration
- Women and Gender Studies Concentration

### **Mass Communication**

- Integrated Digital Media Concentration
- Journalism Concentration
- Public Relations Concentration
- Strategic Communication Concentration

### **Music**

- Instrumental Performance Concentration
- Education-Instrumental, Grades K-12 Concentration
- Education-Vocal, Grades K-12 Concentration
- Piano Performance Concentration
- Vocal Performance Concentration

### **Political Science**

- General Political Science Concentration
- Political Communications Concentration
- Political Philosophy Concentration
- Pre-Law Concentration

### **Sociology**

- Family Science Concentration
- General Sociology Concentration

# DEGREES BY COLLEGE - continued

## **COLLEGE OF NURSING AND HEALTH PROFESSIONS**

Health Systems Management

Medical Laboratory Science

Nursing

Psychology

Radiologic Sciences

## **COLLEGE OF SCIENCE, ENGINEERING, AND MATHEMATICS (SEM)**

### **Biological Science**

- Biology Education, Grades 6-12 Concentration
- General Biology Concentration
- Molecular Biology Concentration
- Pre-Dentistry Concentration
- Pre-Medicine Concentration
- Pre-Pharmacy Concentration

### **Chemical Engineering**

#### **Chemistry**

- Biochemistry Concentration
- Chemistry Education, Grades 6-12 Concentration
- Forensic Chemistry Concentration
- General Chemistry Concentration
- Pre-Medicine Concentration
- Pre-Pharmacy Concentration

### **Computer Science**

- Applied Computer Science Concentration
- General Computer Science Concentration
- Industrial Computer Science Concentration

### **Engineering**

- Civil Engineering Concentration
- Computer Engineering Concentration
- Electrical Engineering Concentration

### **Mathematical Sciences**

- Computational Sciences Concentration
- Mathematical Physics Concentration
- Mathematics Concentration
- Mathematics Education, Grades 6-12 Concentration
- Physics Education, Grades 6-12 Concentration
- Statistics Concentration

### **Mechanical Engineering**



For accurate course placement, please ensure that McNeese has received ALL test scores and, if applicable, college transcripts. It is the student's responsibility to notify Admissions and academic advisor of any score or prior course grade changes before beginning the semester.

# COLLEGE OF BUSINESS (CoB) Electives

## GENERAL EDUCATION CORE CURRICULUM

McNeese State University's general education curriculum consists of coursework from six broad disciplinary areas: English Composition, Mathematics/Analytical Reasoning, Natural Sciences, Humanities, Social/Behavioral Sciences and Fine Arts. The mission of this core curriculum is to provide students with a foundation of knowledge, skills and methods of inquiry that support advanced study in their chosen degree program and constitute the characteristics of an informed, college-educated citizen.

FINE ARTS (3 hours required)					
ART 101 *	ART 228 *	ART 251	ARTS 151	MUSC 215	THEA 161
ART 102 *	ART 245 *	ART 261		MUSC 218	
ART 105 *		ART 262		MUSC 253	
* studio art course (hands-on)					
HUMANITIES (9 hours required)					
Communication Studies (3 hours)		Literature (3 hours)		History (3 hours)	
COMM 105 - must be taken as CoB requirement		Choose one from ENGL 203, 204, <u>or</u> 221		HIST 201 <u>or</u> 202- must be taken as CoB requirement	
SOCIAL SCIENCES (6 hours required - PSYC 101 + another course)					
ANTH 203	GEOG 111	POLS 201	PSYC 233	PSYC 261	SOCL 201
CJUS 111	GEOG 231	PSYC 101	PSYC 260		SOCL 211
(required)					
NATURAL SCIENCES (9 hours required)					
1. Three courses (nine credit hours) of Natural Sciences must be taken. 2. Both branches of science - <b>LIFE and PHYSICAL</b> - must be completed. 3. Six credit hours to come from one branch and three hours from the other branch.					
<b>LIFE SCIENCE</b> Branch			<b>PHYSICAL SCIENCE</b> Branch		
BIOL 101	BIOL 225	CHEM 101	GEOL 101	PHYS 201	<b>NOTE:</b> Circled classes are those from which the CoB majors usually choose because they are designed for non-science major students.
BIOL 102	BIOL 226	CHEM 102	GEOL 210	PHYS 202	
BIOL 105	ENSC 101	CHEM 120	PHSC 101	PHYS 211	
BIOL 106	ENSC 102	ENSC 101	PHSC 102	PHYS 212	
BIOL 201		ENSC 102			
		ENSC 101 & 102 can be used in EITHER branch.			

Check prerequisites before registering for upper-level (300-400) courses. Some degrees may have specific requirements not covered here. Always check your degree plan and/or with the department for the most up-to-date information.

**\*\*\*Required English and math courses must be taken in a timely manner in order to progress in the College of Business degrees.**



# GENERAL EDUCATION CORE REQUIREMENTS

## Requirements for Fine Arts (3 hrs)

Choose one of the following *(individual programs may require specific courses)*

ART 101	Basic Design I	ART 102	Basic Design II
ART 105	Art and the Computer	ART 228	Photography, An Introduction
ART 245	Visual Literacy: Clay and Form	ART 251	Creative Arts, Culture, and Community
ART 261	Art History: Ancient through Medieval	ART 262	Art History: Renaissance to Modern
ARTS 151	Exploring the Arts	MUSC 215	Music Appreciation
MUSC 218	Music in Today's Societies	MUSC 253	The History of Rock and Roll
THEA 161	Theatre Arts Appreciation		

## Requirements for Humanities (9 hrs)

**Category: History** *(required for all majors but individual programs may require specific courses)*

HIST 101	European History to 1648	HIST 102	European History since 1648
HIST 121	World Civilization to 1500	HIST 122	World Civilization since 1500
HIST 200	Comprehensive U.S. Survey	HIST 201	American History to 1877
HIST 202	American History since 1877		

**Category: Literature** *(required for all majors but individual programs may require specific courses)*

ENGL 201	Survey of British Literature I	ENGL 202	Survey of British Literature II
ENGL 203	Introduction to Literature I * (Short Stories)	ENGL 204	Introduction to Literature II * (Poetry)
ENGL 221	Classical Mythology *		

**Category: Broad Humanities** *(required for all majors but individual programs may require specific courses)*

COMM 105	Introduction to Communication Strategies	COMM 201	Fundamentals of Public Speaking
COMM 205	Interpersonal Communication	PHIL 201	Introduction to Philosophy
PHIL 251	Biomedical Ethics and Decision Making	PHIL 252	Ethics in the Sciences
PHIL 254	Professional Ethics	WMST 201	Introduction to Women's and Gender Studies

## Requirements for Social/Behavioral Science (6 hrs)

Choose two of the following *(individual programs may require specific courses)*

ANTH 203	Prehistory:Development of Culture and Origins of Society	CJUS 111	Introduction to Criminal Justice
GEOG 111	Introduction to Geography	GEOG 231	Geographic Information Systems (GIS) I: Map Analysis and Thematic Mapping
POLS 201	American Government	PSYC 101	Introduction to Psychology
PSYC 233	Psychology of Human Development	PSYC 260	Child Psychology
PSYC 261	Adolescent Psychology	SOCL 201	Introduction to Sociology
SOCL 211	Social Problems		

*\*Recommended for non-Liberal Arts majors*

**Check degree plans for specific details and degree requirements.**

# NATURAL SCIENCES & MATHEMATICS/ANALYTICAL REASONING REQUIREMENTS

## Natural Sciences (9 credit hours minimum)


LIFE Sciences	PHYSICAL Sciences
BIOL 101 - 3 credits	CHEM 101 - 4 credits (must register Lecture + Lab)
BIOL 101 Lab - 1 credit	CHEM 102 - 4 credits (must register Lecture + Lab)
BIOL 102- 3 credits	CHEM 120 - 3 credits
BIOL 102 Lab - 1 credit	
♦ BIOL 105 - 3 credits	★ENSC 101 ★ - 3 credits
♦ BIOL 106 - 3 credits	★ENSC 102 ★ - 3 credits
BIOL 201 - 4 credits (must register Lecture + Lab)	
BIOL 225 - 4 credits (must register Lecture + Lab)	GEOL 101 - 3 credits
BIOL 226 - 4 credits (must register Lecture + Lab)	GEOL 210 - 3 credits
★ENSC 101 - 3 credits	PHSC 101 - 3 credits
★ENSC 102 - 3 credits	PHSC 102 - 3 credits
	PHYS 201 - 3 credits
★ENSC can count as either type of science	PHYS 202 - 3 credits
♦ For non-science majors only	PHYS 211 - 3 credits
	PHYS 212 - 3 credits
ENSC, GEOL, and PHSC have no prerequisites and can be taken out of numerical order.	

## Mathematics/Analytical Reasoning (6 credit hours minimum)

COURSE NAME	PREREQUISITES
MATH 105 - Contemporary Mathematics	Minimum ACT math score of 19. <b>NOTE:</b> Only a prerequisite to MATH 113. (Check degree requirements before taking this course.)
MATH 113 - College Algebra	Minimum ACT math score of 19 or "S" in MATH 092 or equivalent
MATH 130 - Finite Mathematics	Passed MATH 113 or MATH 170 or minimum ACT math score of 25
MATH 170 - Precalculus College Algebra	Passed MATH 113 or minimum ACT math score of 22
MATH 175 - Precalculus II	Passed MATH 113 or minimum ACT math score of 25; PREQ/Corequisite: Math 170; <b>NOTE:</b> Not recommended as 'Mathematics/Analytical Reasoning' elective for GNST or College of Liberal Arts degrees.
MATH 190 - Calculus I	Passed MATH 170 & 175 <u>or</u> minimum ACT math score of 28 <b>AND</b> completed a trigonometry course at the high school or college level.
MATH 291 - Calculus II	Passed MATH 190
PHIL 102 - Critical Thinking	
STAT 231 - Elementary Probability and Statistical Inference (same course as MATH 231)	Passed MATH 105, 113 or 170 or minimum ACT math score of 25

**Check degree plans for specific details and degree requirements.**

# REGISTERING CLASSES IN BANNER

1. Go to [www.mcneese.edu](http://www.mcneese.edu) and click on **MyMcNeese** button in upper right corner.
2. Type in your username and password.
  - a. Your username should have been emailed to you or given to you by your advisor. It will look like this: msu-jmcneese **or** jmcneese. (HINT: your username is the first of your student email - just add @mcneese.edu to it!)
  - b. If you have a common last name or a long last name, you could have a number at the end or it could be shortened. Examples: msu-bsmith5 or bsmith5 or msu-pthibodea
  - c. When you log in the first time, your password will be your student ID# (looks like 000112233).
  - d. After logging in the first time, you will have to change your password. Make sure it is something that you can easily remember and don't use your student ID#.
3. Click the 'hamburger'  in the top left corner and choose Banner from the Resources list.
4. Click on Student and Financial Aid and then on Registration.
5. Click on Class Search and select the Term (Semester/Year) to look up class availability.
  - a. In the Subject box, find the subject and click on it. Once you select, it will be highlighted in blue or gray.
  - b. In the Course Number box, type in the three-digit class number that is listed on your advising sheet.
  - c. Scroll down, click on "Class Search". **There is no need to enter any more info into the search!**
  - d. Find the course that you want to register for and write down the CRN # on the correct days/times on your "puzzle paper". (The CRN is the 'item number' for the particular class & each class has a unique number.)
6. Once your schedule is planned, close the Class Search window and return to Banner Self-Service window.
7. Click on Register & Add/Drop Classes, then select the term. Read the registration agreement. Then click I Agree.
  - a. You also come to this page to change your class schedule. For that, just choose the Web Drop next to the class to drop, put in CRN for your new class, and hit Submit.
  - b. Dropping a class while registration is in effect will NOT incur the \$50/class withdrawal fee!
8. You will be asked to enter the **ALTERNATE PIN (ALT PIN)** that you received from your advisor for **that** semester. Remember that the ALT PIN changes each semester and you get it ONLY by being advised!
9. Enter your class selection CRNs into the boxes on the Registration Page. Once you have entered the CRNs, click Submit Changes. {You can register one class at a time or plan the whole schedule & register all classes at once.}
10. To print out a schedule, click on Return to Menu at the top of the webpage and click on Printable Schedule.

## ALTERNATE WAY OF REGISTERING

1. Follow steps 1-4 above.
2. Click Register & Add/Drop Classes and read the registration agreement. **NOTE:** Dropping a class while registration is in effect will NOT incur the \$50 fee! Then click I Agree.
3. You will be asked to enter the ALTERNATE PIN (ALT PIN) that you received from your advisor for **that** semester. Remember that the ALT PIN changes each semester and you can ONLY get it by being advised!
4. Select the registration term. When the registration screen appears, click CLASS SEARCH LINK **above the boxes** (NOT the one below them).
  - a. In the Subject box, find the subject and click on it. Once you select, it will be highlighted in blue or gray.
  - b. In the Course Number box, type in the three-digit class number that is listed on your advising sheet.
  - c. Scroll down, click on "Class Search". **There is no need to enter any more info into the search!**
  - d. Find the course that you want to register for and write down the CRN # on the correct days/times on your "puzzle paper". (The CRN is the 'item number' for the particular class & each class has a unique number.)
5. Follow steps 8 & 9 above.

**\*\*\* If you are having problems with your PASSWORD, contact the IT Help Desk ([helpdesk@mcneese.edu](mailto:helpdesk@mcneese.edu)) or 337-475-5995 for assistance.**

# TIPS FOR READING THE CLASS SCHEDULE

Be sure to read **the entire entry** for a course (all notes, dates, sessions, etc.) to prevent any confusion or errors in your schedule.

	20436 Full Term	PHSC 101 <b>B</b> FRASCH 323	PHYSICAL SCIENCE I Sun, Weiwei	3	UG MWF	30 09:00 AM - 09:50 AM	27 01/10/2022 - 05/05/2022	3
<b>FULL</b>	20437 Full Term	PHSC 101 <b>W</b> ONLINE MOODLE	PHYSICAL SCIENCE I Sampere, Troy Paul	3	UG	30	32 01/10/2022 - 05/05/2022	-2
	20438 Session B (7 weeks)	PHSC 102 <b>7XB</b> ONLINE MOODLE	INTRODUCTORY ASTRONOMY Bushnell, Suzanne Full or partial disbursement of federal grants and loans may be delayed based on mini session begin date. <b>Course available to ONLINE majors only</b>	3	UG	35	5 03/10/2022 - 05/06/2022	30

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Status	CRN Term Info	Course & Section Location	Course Title Professor NOTES	Credits	Level	Class Capacity Day(s) & Class Time(s)	#Enrolled Dates of Semester	#Available Dates of Semester
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- **"FULL"** next to the CRN: the course is not available because all seats are filled.
- **Days:** Monday: **M** Tuesday: **T** Wednesday: **W** Thursday: **R** Friday: **F**
- CRN: Course Reference Number that you will type in Banner Self-Service to register for a particular class.
- **Section: the way the university identifies classes.**
  - **A-P:** Regular on-campus day class
  - **Q:** Course added to the schedule after registration began (could see it as QA1, WQ, etc.)
  - **R:** College Prep/Dual Enrollment students **ONLY** (usually taught at high school)
  - **U:** Pre-semester Class (taught during semester break- pay attention to dates)
  - **V:** Night Class (anything beginning 4pm or later)
  - **W:** Web Class (Completely Online which can be noted as W, W1, WA, etc.) **\*See note below!**
  - **WH:** Web Hybrid (Some work done online and some in class)
  - **X:** Online-degree students **ONLY** – most classes are accelerated in 4 or 7 week format.
  - **OA/OB:** Online RN to BSN students **ONLY**
- Level: UG is for Undergraduate; those pursuing an Associate or Bachelor's degree.
- Term Info: Indicates if class is full semester, one of our shorter sessions or a session P (pre-semester).

Some **W** sections will have times and days associated with them - see below. These sections will be taught synchronously, meaning you will be **ONLINE** at the times listed! Be sure to watch your email and check the syllabus for more details

66779	MATH 113 <b>WD</b> Full Term	COLLEGE ALGEBRA STAFF Meetings may be held online at times listed. Additional fees may be required for monitoring services for exams. Information will be found on the course syllabus.	3	UG MWF	25 10:00 AM - 10:50 AM	3 08/16/2021 - 12/06/2021	22
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# ACADEMIC CATALOG & DEGREE WORKS QUICK INFO

## CATALOG



Go to <https://catalog.mcneese.edu/> or click the “Academic Catalog” link at the bottom of the McNeese homepage.

### What’s there?

1. The Academic Calendar contains information on each term, including mini-sessions.
2. Click the “Degree Programs Listed by College” link to check out your degree plan. Most courses in a degree plan are hyperlinked so you can see course information.
3. Search “Course Description” by picking course abbreviation prefix and click the “Filter” button. Pick the class to view course description, prerequisites, and other information about the course.
4. Review the General Education (“Gen Ed”) Core Curriculum listing for some of your electives.
5. Click the “Academic Regulations” link for information on student responsibility, academic integrity, changing majors, grades, attendance, dropping classes, probation and suspension, degree requirements, etc.
6. Look at “Colleges and Departments” for specific information from your department.
7. Follow the “Fees & Expenses” link to help answer questions about your tuition and fee bill. This information is also available with each semester’s class schedule. ([www.mcneese.edu/schedule](http://www.mcneese.edu/schedule))

NOTE: You follow the degree plan for the catalog in effect when you declared that major; however, you should always consult the newest catalog for updated course information as prerequisites, etc. may have changed. Archived (past) catalogs can be accessed through the drop down menu in the upper right corner of the catalog page.

## DEGREE WORKS

1. Log into MyMcNeese and go into Banner. (Found under the ‘hamburger’  in the upper left.)
2. Click on the “Degree Works” link (at bottom of page).
  - a. This will automatically generate your **CURRENT** semester’s degree plan in your worksheet.
  - b. This will include your currently enrolled courses and any registered for the next semester (if applicable).
3. Degree Works shows all of the required courses for your degree as well as any grade requirements.
4. In upper right, click on envelope to email your advisor, printer to print your worksheet, and  to see notes.

### I’m thinking about changing my major. How do I look that up in Degree Works?

1. Click the “What If” link, located below the Header box.
2. Click on the drop down box to pick the term you might change your major, then your program. (NOTE: Some programs require that you also make a selection for Major, Concentration, or Minor.)
3. Once you’ve made your selections, click on the “Process” button.
4. No curriculum changes are done through Degree Works; see your advisor for information on changing your major officially.

For more detailed instructions on using Degree Works, contact a Student Central Specialist at 337-475-5065 or [studentcentral@mcneese.edu](mailto:studentcentral@mcneese.edu) or visit Chozen Hall.

## SOLVING SOME BIOL & CHEM ISSUES

CHEM 101 <b>LA1</b>	GENERAL CHEMISTRY I LAB	0	UG	15
KIRK 216	Patil, Smita		T	11:31 AM - 1:45 PM
KIRK 200	Suchdeva, Harshpreet		T	11:00 AM - 11:30 AM
Must take a lecture and lab section				
CHEM 101 <b>LA2</b>	GENERAL CHEMISTRY I LAB	0	UG	18
KIRK 222	Patil, Smita		T	11:31 AM - 1:45 PM
KIRK 200	Dissanayake Ralalage, Niwanthi		T	11:00 AM - 11:30 AM
Must take a lecture and lab section				
CHEM 101 <b>LA3</b>	GENERAL CHEMISTRY I LAB	0	UG	18
KIRK 226	Patil, Smita		T	11:31 AM - 1:45 PM
KIRK 200	Broussard, Dylan P		T	11:00 AM - 11:30 AM
Must take a lecture and lab section				

Some students get confused about the way some labs are separated and wonder if they go to both time slots. The answer is YES! In the picture above, there are three CHEM 101 LA labs - LA1, LA2, LA3 - that are offered at the same time.

The **A** is the time **all** of the students in the three LA sections meet in one big room to go over what's being done that day or maybe to take a lab quiz, hence the 30 minute time.

The **B** is the actual LAB work time, hence the 2 ¼ hour time and the room move to a smaller lab area.

-----

Many science courses have a **linked lecture and lab**, meaning that a lab **must be** taken in the same semester as the lecture - for example, BIOL 225, CHEM 101, and ANSC 101. When registering for a lecture and lab you **MUST** enter the CRNs for each part at the same time. So find a lecture (class) and lab and put in the CRNs to add them to your schedule **OR** you will get a Link error.

**HINT: How do you know classes are linked like this?** The lecture has 4 hours and the lab has 0 hours. See example below!

BIOL 225 LW2 ONLINE MOODLE	HUM ANATMY,PHYSIOLGY I LAB Duck, Tara Must take a lecture section and a lab section.	0
BIOL 225 WA ONLINE MOODLE	HUMAN ANATOMY,PHYSIOLOGY I Duck, Tara Must take a lecture section and a lab section.	4

CHEM 101 C KIRK 200	GENERAL CHEMISTRY I Patil, Smita	4
CHEM 101 LA1 KIRK 216 KIRK 200	GENERAL CHEMISTRY I LAB Patil, Smita Suchdeva, Harshpreet Must take a lecture and lab section	0

# ENGINEERING

## **ADMISSION INTO UPPER-LEVEL COURSES:**

Admission to the upper-level courses of the Engineering programs requires completion of the following courses with a grade of “C” or better. Upper-level courses are those numbered in 300 - 400s

Admission to the programs also requires a GPA of 2.5 or better (calculated after completing 30 or more hours that count toward the engineering degree).

- |   |   |
|---|---|
| <input type="checkbox"/> CHEM 101 - 4 credits<br>○ Not required for COEG    | <input type="checkbox"/> ENGR 101 - 2 credits<br>○ Required for CIEG & MEEG |
| <input type="checkbox"/> CHEM 102 - 4 credits<br>○ Required for CHEG & MEEG | <input type="checkbox"/> ENGR 109 - 2 credits                               |
| <input type="checkbox"/> ENGL 101 - 3 credits                               | <input type="checkbox"/> ENGR 110 - 1 credit                                |
| <input type="checkbox"/> ENGL 102 - 3 credits                               | <input type="checkbox"/> MATH 190 - 4 credits                               |

**To determine approximate graduation, add 4 years to the semester after a student completes MATH 190 with a grade of a “C” or higher.**

**NOTE: Starting at math classes lower than MATH 190 will result in a longer tenure towards graduation.**

# MEDICAL AND DENTAL SCHOOL REQUIREMENTS

Students who plan to attend medical or dental school may pursue any degree offered by the University. Admission to medical or dental school is on a competitive basis and each professional school has control of its own admission procedures and policies. The specific course requirements for admission differ among professional schools; however, the general requirements are given below.

Biology	12 semester hours in introductory biology with laboratory. The following courses are recommended: cell biology, comparative vertebrate anatomy, genetics, histology, microbiology, molecular biology, and physiology.
Chemistry	19 semester hours, including 8 hours of inorganic chemistry with laboratory, 8 hours of organic chemistry with laboratory, and 3 hours of biochemistry (laboratory not required)
English	6 semester hours of English or demonstration of proficiency in spoken and written English (varies by school)
Humanities	12 semester hours, of which one-third (1/3) may be psychology and/or sociology courses
Physics	8 semester hours of general physics with laboratory
Statistics	3 semester hours of statistics

Students should consult the catalog of the medical/dental school of their choice to determine if the school's minimum requirements exceed those listed. Selection factors considered by most medical/dental schools include grade point average, upper-level science courses beyond minimum requirements, MCAT/DAT scores, personal interview at the medical/dental school (by invitation only), and either an evaluation letter provided by a committee composed of faculty members from the students' undergraduate institution or three letters of recommendation from individual faculty members.

The Health Professions Committee is responsible for providing committee evaluation letters for students at McNeese State University who are applying to medical or dental schools. Students interested in a committee evaluation must fill out and sign a Committee Interview Request form in the Department of Biology office during the spring semester of their junior year. These students must also complete an evaluation file which will include:

- At least five and no more than ten faculty evaluation forms (available in the Department of Biology office);
- At least three and no more than five off-campus letters of recommendation (from persons not related to the student);
- Unofficial transcripts of all college work, showing an overall grade point average of 3.3;
- A copy of the personal statement which the student intends to include as part of their application; and
- A resumé, limited to two pages.

These materials must be sent to the chairperson of the committee by the deadline established for that semester.

Most professional schools require that a student obtain a bachelor's degree before admission; however, some will admit students with three years of college provided they have completed the basic requirements. Those students who are admitted to an accredited medical, dental, or pharmacy school after three years of college may be awarded a Bachelor of Science degree from McNeese State University after successfully completing the first year of work at that professional school. Under this option, all coursework listed in the first three years of the McNeese curriculum must be completed before a degree can be granted.



# MEDICAL LABORATORY SCIENCE

The medical laboratory science curriculum is designed to prepare students for a healthcare profession as competent medical laboratory scientists. Medical laboratory scientists:

- Perform, interpret, and supervise the analysis of blood, plasma, serum, body fluids, and tissues in a medical laboratory;
- Test body fluids including blood, urine, stool, cerebral spinal fluid, bone marrow, pleural fluid, peritoneal fluid, synovial fluid, and many others for abnormalities; and,
- After entering the workforce may choose to specialize in blood bank, chemistry, hematology, histology, microbiology, molecular genetics, or virology.

The four-year program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 North River Road, Suite 720, Rosemont, IL 60018-5156 (773-714-8880), [www.naacls.org](http://www.naacls.org).

The curriculum consists of 120 semester hours. The first three years (82 hours) are completed on campus while the final year or clinical internship (38 hours) requires students to participate in web-based courses, campus lectures, and medical laboratory instruction.

There are specific essential functions related to successful performance in this occupation. Contact the Department of Radiologic and Medical Laboratory Sciences before declaring medical laboratory science as your major.

Upon successful completion of the program, students will be eligible for a Bachelor of Science in Medical Laboratory Science. Graduates are then eligible to take the ASCP Board of Certification national exam and apply for a state license. The granting of a Bachelor of Science degree is not contingent upon passing the ASCP Board of Certification national exam or applying for a state license.

During the medical laboratory science internship, students may receive a grade of I (incomplete) if a course is still in progress when the semester ends. Grades of I will be changed to letter grades at the end of the internship. If an I grade is changed to a grade below a C, the student may be required to repay a portion of his/her federal financial assistance.

## ***Admission to Medical Laboratory Science Internship***

In order to apply for the medical laboratory science internship, students must meet the following requirements before submitting the internship application to the admissions committee during the second semester of their junior year:

- A minimum grade point average of 2.7 with no grade less than a C in the curriculum;
- Have repeated no more than two courses in the curriculum due to a failing grade;
- Have dropped or withdrawn from no more than four courses in the curriculum;
- Complete internship application by the specified deadline; and,
- Complete all pre-clinical courses by the internship start date.

Selection into the clinical internship of the Medical Laboratory Science program is competitive due to the limited number of students approved for each clinical site. Students are admitted to clinical sites in June, August, and January. If a student is denied acceptance into the medical laboratory science internship, the student will be redirected to alternative career opportunities or to appropriate remedial action. There is no substitution for the 12-month medical laboratory science internship. Students must comply with all University and medical laboratory policies during the medical laboratory science internship.

# NURSING

## Eligibility Requirements for the Clinical Nursing Sequence

Admission to the University does not guarantee enrollment in the clinical nursing sequence. Selection for enrollment in the clinical nursing sequence is competitive. To be eligible to apply, the student must meet the following criteria by the end of the semester that the application is made.

1. Have completed 50 semester hours of non-nursing courses as outlined in the first, second, and third semesters of the nursing curriculum;
2. Have a grade point average of 2.7 or higher in all courses as outlined in the first, second, and third semesters of the curriculum;
3. Have a grade point average of 2.7 or higher in all science courses. This includes the **last grade earned** in the following courses: BIOL 201, BIOL 225, BIOL 226, CHEM 120, and NRHP 100. BIOL 225 and BIOL 226 must have been taken within five years prior to entry into the clinical nursing sequence;
4. Complete all required non-nursing courses with a grade of C or better;
5. Have repeated no more than two non-nursing courses in which a grade of D or F is earned;
6. Pass the required nursing admission test;
7. Be able to perform the physical and mental requirements of the discipline of nursing as identified on the Health and Physical Examination form and the ADA requirements in the Department of Undergraduate Nursing Student Handbook;
8. In accordance with the Nurse Practice Act of Louisiana, be approved by the Louisiana State Board of Nursing (LSBN) for admission into clinical courses; and
9. Comply with the College of Nursing and Health Professions Drug Testing Policy.

The Department of Undergraduate Nursing reserves the right to limit the number of students admitted to the clinical nursing sequence based on faculty and clinical resources. Selection for admission is based on a competitive ranking of eligible students. Eligible students not accepted to the clinical nursing sequence must reapply for admission. No waiting list is maintained. Students not admitted to the clinical nursing sequence must seek advisement, make up deficiencies, and reapply in a future semester.

## International Students

In order to meet eligibility requirements for admission to the clinical nursing sequence, the international student must:

1. Take the TOEFL iBT (Internet-Based TOEFL) and score a minimum of 19 on each of the 4 test sections, Listening, Reading, Speaking, and Writing, for a total of 76 points; or
2. Take the IELTS (International English Language Testing System) and score a minimum composite band score of 6.0; or
3. Take the Pearson PTE Academic and score a minimum overall score of 55; **and**
4. Provide the College of Nursing and Health Professions with a copy of passing TOEFL iBT scores, IELTS score, or Pearson PTE Academic score by the posted clinical application deadline.

# RADIOLOGIC SCIENCES

## ***Admission to Professional Phase of Radiologic Sciences***

Acceptance into the professional phase of the radiologic sciences program is on a selective basis due to the limited number of students approved for each clinical education setting. Students are admitted to the professional phase of the program in the spring semester of the sophomore year and continue for two and a half years. The application must be submitted no later than October 1 of the preceding fall semester. Applications for the professional phase can be obtained from the Department of Radiologic and Medical Laboratory Sciences. In cases where the number of *qualified* applicants for the professional phase exceeds the capacity, applicants will be accepted based on highest cumulative GPA. In order to be considered for admission to the professional curriculum, the student must:

- a. Have earned a minimum grade point average of 2.5 or better in all courses outlined in the preprofessional phase;
- b. Have earned a minimum grade point average of 2.5 or better and no grade lower than a C in all science courses in the preprofessional curriculum (BIOL 225, 226; CHEM 101; MATH 170; NRHP 100; RADS 101; STAT 231);
- c. Have repeated no more than two courses in the preprofessional curriculum due to a failing grade;
- d. Have completed or will have completed all the preprofessional courses by the starting date of the professional curriculum; and,
- e. Submit documentation verifying 20 hours of observation in a radiology clinical setting.

After acceptance is granted to the professional phase, the student must meet the requirements for continuation in clinical radiography courses including but not limited to the following:

- a. Clearance and verification from a healthcare worker background check which includes: criminal search, social security number verification, maiden name/AKA name search, Sexual Offender Registry/Predator Registry, National Wants & Warrants Submission, 13224 Terrorism Sanctions Regulations, U.S. Government Terrorist List Search, Investigative Application Review, Adverse Action Letter, Medicare/Medicaid Sanctioned. This background profile must be conducted by a specified agency at a cost of \$50. More details are in the acceptance letter and the Student Handbook for the Professional Phase.
- b. Negative results from a 15-panel split study drug screening performed by a specified medical laboratory at a cost of \$35-\$75. More details are in the acceptance letter and the Student Handbook for the Professional Phase.
- c. Assignments for clinical radiography courses are typically Monday-Friday daytime hours, with the exception of the occasional evening rotation. Evening rotation during the summer session includes a Saturday assignment. More details are included in the Student Handbook for the Professional Phase.
- d. Travel to and from the classroom and clinical assignments are the responsibility of the student.
- e. Course delivery for professional phase courses is a combination of face-to-face classroom courses on campus, clinical courses off campus, and web hybrid on-line courses.

# TEACHER EDUCATION PREPARATION PORTALS

## PORTAL ONE: Declaration of a Major

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A student who selects a teacher education program, as a major but has not yet enrolled in EDUC 200 has entered Portal One. First-time freshmen are advised in the Office of Freshman Advising for a maximum of one year. Once a freshman has declared a major, earned a minimum of 12 credit hours, earned an overall GPA of 2.5, and successfully completed any required developmental coursework, they will be transferred to the academic department of their chosen major for advising. Students not meeting these requirements will remain in the Office of Freshman Advising until 24 credit hours are earned. Assignment to a teacher education advisor does not imply acceptance into a teacher education program.

## PORTAL TWO: Admission to a Teacher Education Baccalaureate Program

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### Prerequisites

Students must meet the following requirements to be admitted into Portal Two: Admission to a teacher education program:

- Officially declare a major in a teacher education program;
- Complete 30 semester hours of coursework with a minimum overall GPA of 2.5;
- Grade of A or S in EDUC 110;
- Grade of C or better in EDUC 204 or, for those with a music education concentration, MUED 226;
- Grade of C or better in ENGL 101 and ENGL 102;
- Grade of C or better in MATH 113;
- Grade of C or better in all required EDTC, EDUC, PSYC, and SPED courses completed at the time of EDUC 200 packet submission;
- Grade of C or better in primary teaching area for those with a K-12 or secondary education concentration;
- One of the following:
  - o ACT  $\geq$  22;
  - o SAT  $\geq$  1100 combined Evidence-Based Reading and Writing + Math; or
  - o Praxis Core Academic Skills for Educators (pass all three):
    - Reading (#5713) with a score  $\geq$  156;
    - Writing (#5723) with a score  $\geq$  162; **and**
    - Mathematics (#5733) with a score  $\geq$  150.
- Completion and approval of the EDUC 200 application for admissions packet, which consists of the following:
  - o Admission Application Form;
  - o Professional Conduct 1 Form;
  - o Student Pre-Collegiate Narrative and Graded Rubric from EDUC 204/MUED 226;
  - o Official copy of ACT, SAT, or Praxis scores;
  - o EDUC 200 Seminar Certificate of Completion; **and**
  - o Mandatory Reporter Certificate.

*Additional information on admission to a teacher education program may be obtained from the Department of Education Professions, an advisor, or from the Office of Clinical Practices and School Partnerships.*

### Privileges

Credit for EDUC 200 and ability to enroll in 300/400-level education and special education courses.

## **PORTAL THREE: Assignment to Teacher Residency**

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The teacher education candidate prepares for teacher residency by completing all required content area and preliminary professional education courses and passing all licensure tests. EDUC 300 must be taken the semester prior to the first semester of teacher residency. In EDUC 300, students will submit all required test scores, a teacher residency license application, and other materials necessary prior to beginning the residency.

### Prerequisites

In order to fulfill the requirements of EDUC 300 and be eligible to begin the teacher residency, the following must be completed:

- MSU application for teacher residency;
- Junior standing;
- Minimum scores on Praxis Principles of Learning and Teaching (PLT) exam and content area exam, if applicable (refer to program in catalog or contact Department of Education Professions for specific exam requirements);
- Grade of C or better in all content area and professional education courses;
- Minimum overall GPA of 2.5;
- All prerequisite required methods courses; **and**
- Application for Teacher Residency Certificate from the state.

### Privilege

Teacher residency assignment.

## **PORTAL FOUR: Recommendation for Graduation and Certification**

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A candidate who successfully completes all program coursework including two consecutive semesters of teacher residency and holds a minimum overall GPA of 2.5 should have completed all requirements for graduation and certification. The candidate's department will check all graduation requirements and recommend that candidate for graduation. The Office of Clinical Practices and School Partnerships will assist candidates in completing an application for certification. The McNeese State University certification specialist will review the application for completion of all requirements and then forward to the Louisiana Department of Education with the recommendation that the candidate be certified.

### Prerequisite

Successful completion of all graduation and certification requirements.

### Privilege

Recommendation for graduation and state certification.

# WHY YOU ARE GETTING A 'REGISTRATION/ADD' ERROR AND HOW YOU CAN FIX IT!

- ♦ **Class Restriction error** - trying to add a class that has a classification (sophomore, junior, senior) prerequisite
  - Check the course description in the catalog.
- ♦ **Closed Section error** - trying to add a class that is already at maximum capacity
  - Contact the department offering course to inquire about getting a seat permit for the class.
- ♦ **Dept. Head error** - trying to add a course that requires permission of the department
  - Contact the department offering the course to inquire about getting into the class.
- ♦ **Duplicate CRN error** - trying to enter the same CRN twice
  - Double check the class search and/or what you've written on your puzzle paper.
- ♦ **Field of Study error** – trying to add a class for 100% online programs
  - Check the class search, being sure to read the WHOLE class entry!
- ♦ **Linked Course error** – trying to add a Lab without the lecture or vice versa
  - If you see Linked Course (Lab), you're trying to add a lecture but no lab.
  - If you see Linked Course (Lecture), you're trying to add a lab but no lecture.
  - Linked courses are listed with 4 hours for lecture and 0 for lab in the class search.
- ♦ **Major Restriction error** - trying to add a class that is only for particular majors
  - Check the course listing as well as the course description in the catalog.
- ♦ **Prerequisite/Test Score error** – trying to add something you don't have the test scores for and/or prior classes earned (prerequisite)
  - For example, you don't have credit for ENGL 101 but you're trying to add ENGL 102.
- ♦ **Time Conflict error** – trying to put 2 classes in the same time slot
  - Look at the CRNs listed in the error to figure out conflict and possibly find another section of the course.

# COMMON COLLEGE CAMPUS TERMINOLOGY

**Bachelor's Degree:** A degree awarded to undergraduates, usually after four years of college classes.

**Banner:** Banner is McNeese's student information system. Banner has everything from your financial aid information, to registration, billing, and academic records. You use the MyMcNeese button to access the service.

**Commencement:** Day of graduation.

**Co-requisite** - Two specific courses that **MUST** be taken at the same time (for example, NURS 424 & NURS 425 must be taken the same semester) **OR** two specific courses may be taken at the same time (for example, MATH 170 & MATH 175 can be taken together, if a student chooses).

**Course Number:** The number your college or university uses to classify a course. For example, in ENGL 102, 102 is the course number.

**Credit Hour:** The number of hours assigned to a specific class. This is usually the number of hours per week you are in the class. The number of credit hours you enroll in determines whether you are a full-time student or a part-time student. (These are often referred to as "hours".)

**Financial Aid:** Money you receive for college tuition or expenses that you may or may not have to pay back. (See: "Grant," "Loan," and "Scholarship")

**Freshman:** Any student who has earned less than 30 hours of college credit.

**Full-time Student:** A student who enrolls in at least a minimum number of credit hours. To be full time at McNeese, you must be in at least 12 credit hours in a regular semester or summer session.

**General Education/Core (Gen Ed):** Classes that give students basic knowledge in a variety of topics. There is a specific set of Gen Ed classes students must take in order to graduate, as determined by the Louisiana Board of Regents and McNeese.

**Grade Point Average (GPA):** The average of all of the course grades you have received, on a four-point scale. Your GPA is figured based on the number of GPA hours listed on your transcript. To figure out your GPA, divide the number of quality points by GPA hours.

**Grant:** A form of financial aid that you do not have to repay.

**Internship:** A temporary job, paid or unpaid, usually in the field of your major. Generally students are able to receive college credit for an internship.

**Junior:** Any student who has earned between 60 and 89 hours of college credit.

**Loan:** A form of financial aid that you must repay.

**Major:** Your primary area of study. Your college major is the field you plan to get a job in after you graduate (for example: marketing, engineering, psychology).

**Moodle:** McNeese's learning management system (LMS); it is the online "classroom" for you. Moodle use varies by class and faculty member, so it is always a good idea to check it often throughout the semester. You use the MyMcNeese button to access the service.

**MyMcNeese:** McNeese's place to access Banner, Moodle, & Office 365 (for Outlook Email). The button is in the upper right hand corner of the McNeese homepage. Your advisor will give you the username, and your student ID#, which you receive with your acceptance information, will be the initial password. You will be able to reset the password - Don't Forget It! **Your MyMcNeese sign-on information will be the same for Banner, Moodle and Office 365.**

**Non-resident:** A student who isn't an official resident of Louisiana.

**Office 365:** Where you can access Outlook for email, as well as the other Office products, like Word and PowerPoint. You use the MyMcNeese button to access the service.

# COMMON COLLEGE CAMPUS TERMINOLOGY

**Office Hours:** Weekly times set aside (outside of class) by professors so students can visit faculty offices and ask questions about homework or class material, seek extra help on a topic, or discuss internship opportunities. Your professor will list office hours on the syllabus, and may possibly list them in Moodle. Office hours are not a 'punishment' or a place to have homework done for you; they are an opportunity for students to get to know faculty and to show interest in learning the information.

**Online Classes:** Courses you take via computer instead of on-campus. There are variations in online classes at McNeese. (See page 12 in Advising Handbook for further explanation.)

**Part-time Student:** A student who doesn't enroll in enough credit hours to become a full-time student. Generally, part-time students take only one or two classes at one time.

**Prerequisite** - Student must have specific test scores **OR** have earned credit for previous course or courses. For example, you need a 27 Math ACT or credit for MATH 170 and 175 to take MATH 190.

**Resident:** A student who lives in Louisiana and meets the residency requirements.

**Scholarship:** A form of financial aid that you do not have to repay. Scholarships are generally based on academic achievement, but some are based on athletic, musical, or performance achievements. (For eligible Louisiana residents, TOPS is a scholarship.)

**Section:** Different sections of courses offered are identified by a letter or combination of letters and numbers listed after the course number. (For example: ENGL 101 A1, PSYC QW, CHEM 101 V2). Certain letter combinations are used to designate special types of course offerings. (See page 12 in Advising Handbook for further explanation.)

**Semester:** Type of academic term. McNeese has an academic year with a fall semester and a spring semester (each about 15 weeks long), along with a 7-8 week summer session.

**Senior:** Any student who has earned over 90 hours of college credit.

**Sophomore:** Any student who has earned between 30 and 59 hours of college credit.

**Student ID#:** Also known as your Banner ID#, it begins with three or more zeroes. (ex. 000123456 or 000012345) \*Learn the number because you will need to provide it for most in-person and all email and phone communications with faculty & staff.

**Subject:** Course of study, like English, mathematics, nursing, engineering, etc. In advising, advisors will list subject as an abbreviation (i.e. ENGL, MATH, NURS, etc.) along with course number; the catalog also lists the abbreviation but the class search lists the full subject name, so be careful when choosing!

**Syllabus:** A description of a course which also lists the dates of major exams, assignments and projects. Syllabi are available in Moodle for all classes when the semester begins.

**Term:** The length of time that you take a college class. For McNeese, we have semesters.

**Transcript:** Your official academic record which lists the courses you have completed, grades and information such as when you attended and when your degree was earned.

**Undergraduate:** A college or university student who has not yet received a degree



FALL SEMESTER \_\_\_\_\_

SPRING SEMESTER \_\_\_\_\_

Time	Monday (M)	Wednesday (W)	Friday (F)	Time	Tuesday (T)	Thursday (R)
8:00 - 8:50am				8:00 - 9:15am		
9:00 - 9:50am				9:30 - 10:45am		
10:00 - 10:50am				11:00am - 12:15pm		
11:00 - 11:50am				12:30 - 1:45pm		
12:00 - 12:50pm				2:00 - 3:15pm		
1:00 - 2:15pm				3:30 - 4:45pm		
2:30 - 3:45pm						
2x per week 4:00 - 5:15pm 5:30 - 6:45pm 7:00 - 8:15pm				2x per week 4:00 - 5:15pm 5:30 - 6:45pm 7:00 - 8:15pm		
Once a week 4:00 - 6:40pm 5:30 - 8:10pm 7:00 - 9:40pm				Once a week 4:00 - 6:40pm 5:30 - 8:10pm 7:00 - 9:40pm		

Alternates and/or web-based classes:








Using this 'Puzzle Paper' to plan your schedule:

1. Do online Course Search for classes you wish to take from your advising sheet.
2. Write in courses and CRN for those courses ON THIS PAPER.
3. To register - go into Banner. Under Registration use "Register & Add/Drop Classes". Here you will enter your ALT PIN and then the CRNs for chosen classes.

FALL SEMESTER \_\_\_X\_\_\_

SPRING SEMESTER \_\_\_\_\_

Puzzle Paper Example

Time	Monday (M)	Wednesday (W)	Friday (F)	Time	Tuesday (T)	Thursday (R)
8:00 - 8:50am				8:00 - 9:15am		
9:00 - 9:50am	MATH 113 B2 20004 			9:30 - 10:45am	ENGL 101 C3 25000 	
10:00 - 10:50am	BIOL 101 WHC 20001 			11:00am - 12:15pm		
11:00 - 11:50am				12:30 - 1:45pm		BIOL 101L WHC 21000 Starts @ 1:00 
12:00 - 12:50pm	PSYC 101 QB 29000 			2:00 - 3:15pm		
1:00 - 2:15pm				3:30 - 4:45pm		Ends @ 3:45 
2:30 - 3:45pm						
2x per week 4:00 - 5:15pm 5:30 - 6:45pm 7:00 - 8:15pm				2x per week 4:00 - 5:15pm 5:30 - 6:45pm 7:00 - 8:15pm		
Once a week 4:00 - 6:40pm 5:30 - 8:10pm 7:00 - 9:40pm				Once a week 4:00 - 6:40pm 5:30 - 8:10pm 7:00 - 9:40pm		

Alternates and/or web-based classes:

HIST 201 WA 20010  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Using this 'Puzzle Paper' in planning your schedule:

1. Do online Course Search for classes you wish to take from your advising sheet.
2. Write in courses and CRN for those courses ON THIS PAPER.
3. To register - go into Banner. Under Registration use "Register & Add/Drop Classes". Here you will enter your ALT PIN and then the CRNs for chosen classes.