Academic Advising in Dillard College

Freshmen/Sophomores:
(If the Business Core Courses & University Core are not completed as stated on your degree plan)

- Make appointments with your designated Advisor at the Advising Center for Fall/Spring/Summer.
  - You may make an appointment in person, by phone, or after class schedules are released.
  - Advising Center located on the 2nd Floor in the Dillard Building by the elevators. 940-397-4668
  - If you are not sure who your Advisor is, please ask at the Advising Center front desk.
  - Athletes and Advised Admissions also need to make appointments with the Academic Success Center in McCullough Hall or call 940-397-4684
  - Schedules are generally released:
    - Fall – 3rd-4th week in March
    - Summer – 2nd/3rd week in March
    - Spring – 3rd-4th week in October

- Before Appointment – See Advising Center Policies (come to your appointment prepared.)
  - If you need a copy of your degree plan, please ask at the Advising Center front desk.
  - Advisor Approved Schedule forms are located at the Advising Center front desk.
  - See back of your degree plan for course selections in the University Core and view course descriptions, prerequisites, and co-requisites in the catalog online by logging into WebWorld.
    - To view catalog select: Student/Registration/Look Up Classes/Semester/Course Search.
    - To view prerequisites and requirements for a particular class select: “View Sections” of desired class, select the CRN, and select “Sections Found” at the top.
  - Write down the classes and times you need on your Advisor Approved Schedule (example below):

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj. abbr.</th>
<th>Course #</th>
<th>Sec. #</th>
<th>Title</th>
<th>Day/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>21296</td>
<td>BUAD</td>
<td>1033</td>
<td>203</td>
<td>Introduction to Business</td>
<td>TR/800-920</td>
</tr>
</tbody>
</table>

- View your holds in WebWorld: Student/Student Account/View Holds
  - All MSU students have an advising hold which will be released when your Advisor signs your Approved Schedule.
  - Other holds may need to be released before you can register – ask your Advisor.
- Prepare a list of questions or topics you would like to discuss.
  - Examples: Academic Progress, CLEP & Proficiency Exams, Change of Program, Transfer Credits, Tutors &/or Scholarships.

- After Appointment - Advisor signs your Advisor Approved Schedule and removes hold. Register for your classes through WebWorld or the Registrar’s Office as soon as possible after you are advised. Waiting may cause you to have to revise your schedule. Your Advisor does not register you for your classes.
  - To register online: Log into WebWorld
    - Select: Registration/Add or Drop Classes/Select a Term/Enter CRN of each class/Submit
    - A message will notify you if there are any issues with your schedule.
Juniors/Seniors:
(If you have completed the Business Core & University Core courses as stated on your degree plan)

- Make appointments with your Faculty Advisor for Fall/Spring/Summer registrations.
  If you do not know who your Advisor is:
  - Logon to WebWorld: Student/Student Records/View Student Information or ask the Department Secretary.
  - Athletes also need to make an appointment with the Academic Success Center at McCullough Hall 940-397-4684.

- Contacting DCOBA Faculty
  - Find a Faculty member’s office number, phone, and email in the MSU Directory online by searching last name or department.
    http://www.mwsu.edu/profiles/
  - During Fall/Spring semesters Faculty have office hours posted outside their door.
  - Email your advisor with suggested appointment times that fit both your schedule and your advisor’s scheduled office hours.
  - Come to your appointment prepared.
    - Bring your updated degree plan.
    - Bring completed Advisor Approved Schedule form for your advisor’s signature. (Department Secretaries have forms)
    - View your holds in WebWorld: Student/Student Account/View Holds
    - Have a list of questions or topics you would like to discuss.
    - Ask about when the courses for your major are offered.

- Fulfill the Writing Proficiency Requirement - www.mwsu.edu/academics/wpr/
  - Students who are seeking a Bachelor’s Degree must pass the exam between 60 – 90 credit hours (and after completing ENGL courses in Business Core) or pass ENGL 2113-Composition Skills.
    - Writing Proficiency Office
      Bea Wood Hall, Room 231
      writingprof@mwsu.edu
      940-397-4131

You must apply for admission to the Dillard College of Business Administration during the semester you are completing the Business Core courses (27 credit hours) and have completed the hours as stated on your degree plan in the University Core. Forms are located in the Advising Center carousel with the degree plans.

In order to progress to the upper level business curriculum, students must have a GPA of 2.2 or above in the Business Core.