

Where is the Academic Advising Center?

The Academic Advising Center is located on the lower level of the Foster Administration building, room 008.

Do I need to make an appointment?

No, the Academic Advising Center is available on a walk-in basis Monday thru Friday 9 a.m. to 4 p.m.

Who is advised by the Academic Advising Center?

The Academic Advising Center advises the Social Science/Humanities Unspecified (SHU) students first year Liberal Arts (LAR) majors and first and second year Business majors. We will also assist students in transition from one major to another and those declared majors who need assistance locating their faculty advisors.

What is COIN?

COIN stands for Corsair On-line Information. Students can log onto COIN to view transcripts, register for courses, add/drop/swap classes during the add/drop period, withdraw from courses, check course descriptions, view schedules, view registration holds, view grades and appointment dates to register.

What is my COIN number?

Your COIN number is your student ID. It allows you access to on-line registration and is also the number printed on your UMass Pass. Students can call the student help desk at x8884 for help logging in and navigating COIN or visit the help desk located in the basement of the library.

Who is my advisor and where do I find this person?

You can view your advisor by logging onto COIN, clicking academics and clicking on View My Advisor. If you are:

Freshmen or Sophomore Charlton College of Business (CCB) students, you are advised by faculty in the Academic Advising Center located on the lower level of the Foster Administration Building. Students also attend advising workshops each semester prior to registration.

Social Science/Humanities Unspecified (SHU) students or first year **Liberal Arts Majors (LAR)**, you are advised by faculty in the Academic Advising Center located in the lower level of the Foster Administration Building.

If you have a declared major you will have an assigned faculty advisor from within your department. Follow the links to view your advisor. If no advisor is listed, visit the departmental secretary to have one assigned.

Do I have to speak to an advisor before enrolling?

Yes, **Freshman and Sophomores CCB** majors will attend an advising meeting to have their advising hold removed and may meet individually with an advisor in the Academic Advising Center.

SHU students will also attend an advising workshop and then meet with an advisor in the Academic Advising Center to further discuss their individual plans.

Declared majors will meet with their departmental advisor.

How do I contact my professor/advisor?

Faculty can be located by clicking on the "directory" link on the upper right hand corner of the UMass homepage. You can find the room location of the faculty member and you can also e-mail directly from the directory. Professors are most accessible by e-mail. Professors can typically be reached by firstinitiallastname@umassd.edu. Also, professors usually list their office hours visible to students on their office doors. Professors will also list information on their course syllabus. Department assistants may also help locate a professor or put a note in their faculty mailbox.

Where do I register?

Freshmen and Sophomores Charlton College of Business (CCB) and Social Science/Humanities unspecified (SHU) majors are advised through the Academic Advising Center located on the lower level of the Foster Administration Building. After attending a required advising meeting, students will see an advisor in the Academic Advising Center, the faculty member will remove the advising hold which will allow the student to register through the on-line advising system COIN on the appointed date. Declared majors will meet with their assigned advisor to have their advising holds removed. It is advised that students see their advisor well prior to their registration date.

How do I declare my major if I'm Business Undeclared or Social Science/Humanities Unspecified?

The University requires you to declare a major by 45 credits.

If your major is business undeclared and you wish to declare your business major, you should obtain a declaration of major form <http://www.umassd.edu/registrar/changeofmajor1.pdf>, take the form to the Chair of the department in which you wish to declare to obtain a signature, and then return the form to the Office of Undergraduate Programs, CCB 101 (for Business majors). Students must have a g.p.a. of 2.0 or higher.

SHU students obtain the signature from the department chair of the intended major and the Dean of the College. Several majors have admission requirements that require the student to obtain certain g.p.a.s before declaring the major. Check with an advisor in the Academic Advising Center for information regarding admission requirements for majors.

How do I change my major to Business?

If you are not a Business major and wish to change your major to business you must meet the admission policy set forth by the Charlton College of Business. It is as follows; students outside CCB must have an overall grade point average of 2.5 and 24 UMass Dartmouth credits. Those students who do not have an overall g.p.a. of 2.5 must have an overall g.p.a. of 2.0 and may take four business courses and achieve a g.p.a. of 2.7 in those four courses. The courses are MTH 103, ACT 211, ECO 231 & POM 212 All prerequisites apply. No further business courses can be undertaken. Students take these courses at their own risk. If a student does not meet the requirements, he/she will not be allowed to take further business courses.

Once these requirements are met, the student needs to obtain a change of major form from either the Registrar's office <http://www.umassd.edu/registrar/changeofmajor1.pdf> or the Academic Advising Center. They then need to take the form to the Chairs of both the entering and existing major and then to the Office of Undergraduate Programs located in CCB 101.

Do any other programs require a g.p.a. higher than 2.0?

Yes, the Psychology department requires you to have a 2.75 g.p.a. if you are changing your major after 50 earned credits. The Sociology and Criminal Justice department requires students to achieve a 2.5 g.p.a. and 45 credits. The Economics department requires students to have a 2.5 g.p.a. in ECO 231 and 232. Other departments may have admission requirements. Check with the department.

How do I declare a minor?

Students who wish to declare a minor must complete the required credits as described in the appropriate section of the academic catalog (www.umassd.edu/catalog/). Students wishing to minor should consult the chair of the department of the minor for requirements.

Can I take a course off campus?

Yes, Students must fill out a course approval form (obtained from the Registrar's office and online at www.umassd.edu/registrar/forms) and attach a course description. They can then take the form to the their department chair for signature. Students would then need to submit an official transcript to the Registrar when the course is completed so that the credits can be posted. Remember, you must pass the course with a C- in order to transfer the credits. Students are limited in the number of credits they can take off campus, check with your department.

Can I take a course pass/fail?

Yes. For business majors, only non-Business electives can be taken pass/fail up to 12 credits. No required course or General Education electives can be taken for pass/fail. Pass/Fail is non-reversible. Students cannot transfer pass/fail courses from other institutions.

For SHU students, the pass/fail option can only be used on free electives. No distribution, General Education or major requirement can be used.

What if my g.p.a. falls below 2.0?

If your cumulative g.p.a. falls below 2.0, the Registrar's Office will place you on academic warning. A g.p.a. which falls below 2.0 for a second consecutive semester will result in Academic Probation. Your academic department may have procedures in place to assist students in regaining their academic good standing. Contact your department head should this happen to you. Further semesters under 2.0 may result in dismissal from the University.

What is the University's policy on Academic dismissal?

Any student whose cumulative grade point average falls below a satisfactory level in relation to the number of credits completed or who shall have been on academic probation for more than three consecutive terms shall be subject to dismissal by his or her college dean for unsatisfactory academic performance. Satisfactory levels are as follows:

to 30 credits	1.5
31-60	1.7
61-90	1.85
91 and above	2.0

If I fail a course and retake that same course will it replace my previous grade?

If a course is repeated the course is noted as a repeat and removed from the grade point average. The student may choose to repeat the course one time. Subsequent repeats must be approved by the Office the Dean of the appropriate college and Office of the Registrar. **Repeats must be taken at UMD.**

Do I have to meet all prerequisites of a course before taking the course?

Yes. All prerequisites must be met before taking a course. If you enroll in a class without meeting all prerequisites you may be administratively unenrolled from the class. Please see the course listing guide or UMass Undergraduate Catalog for prerequisites.

I'm not doing well in my classes, where can I find a tutor?

Students can utilize the tutoring services in the Math and Business Center located on the basement level of the Liberal Arts building. The MBC offers tutoring for math and business courses.

For tutoring in English courses and other courses requiring the student to write papers, the Writing and Reading Center is located on the second floor of the Liberal Arts building.

For tutoring in Science and Engineering courses, you may visit the Science and Engineering Center, second floor of the Science and Engineering building room 217B.

How can I learn about careers and majors?

Faculty are a great source of information regarding careers in their fields. Also, the Career Resource Center located in the basement level of the Liberal Arts building can provide resources and testing in selecting a major or career. Additionally, there are several career websites in which students can browse. Visit the Career Resources website at www.umassd.edu/crc and click on Vault . The Bureau of Labor Statistics publishes an Occupation Outlook publication that describe numerous careers, describes salary and job outlook, education requirements and more. You may visit the website at www.bls.gov/oco. Others include masscis.intocareers.org. Log in using any Massachusetts town and zip code.

I need a major, I'm so confused, help me?

The University requires students to declare a major at 45 credits. If you are unsure about a major there are several steps you can take. Log onto the Academic Advising website at www.umassd.edu/acadvising. There you will find the requirements for every major. You may wish to look at these to see if something interests you. You can access the catalog to look up course descriptions. You can visit the Academic Advising Center and meet with an advisor in a field you may be interested. You may also want to visit the Career Resource Center in the lower level of the Liberal Arts building. You may be able to take a career interest inventory and discuss the outcomes with a career advisor. Visit some of the career websites mentioned above.

What is the policy on course overload?

For students wishing to take over the maximum load of 18 credits, a course overload form must be filled out and signed by the Associate Dean of the appropriate college.

I need to withdraw from a course, what do I do?

Students can withdraw from a course prior to the deadline by going to the drop page on their COIN account. Students should reprint their study list which will show a grade of “W” on the course that has been withdrawn. Students can also go to the Student Enrollment Center located on the first floor of the Foster Administration Building.

How will withdrawing from a course affect my student status?

Upon withdrawing from a course you will earn a grade of “W”. Withdrawing from a course will not impact your full-time status as a “W” is considered a grade. However, if you receive financial aid, you should discuss with the Financial Aid Office, what if any consequences this will have on your academic progress. Students must earn satisfactory progress to receive financial aid.

I want to study abroad, where do I start?

The office of International & Exchange Programs is located in Pine Dale Hall, Suite 7123A 508-910-6506.

How many credits do I need to be a sophomore, junior, senior?

Any UMD students with fewer than 30 earned credits is ranked a freshmen, between 30-59 earned credits is ranked a sophomore, between 60-89 earned credits is ranked a junior, and anyone over 90 earned credits is ranked a senior.

How do I withdraw/take a leave of absence from school?

You can obtain a Student Leave of Absence/Withdrawal form from the Academic Advising Center. You will need signatures from the Dean or Assoc/Asst. Dean of your College, if you have financial aid, you will need to meet with a financial aid counselor and if in housing, to meet the Resident Director and finally to obtain a signature from a Student Affairs official (2nd floor of the campus center).