Advising Mathematics Majors

Steps 1-3 are for advising new mathematics majors.

1. Determine what courses the student has taken and if the student has any college transfer credit or AP, IB, or CLEP credit. Ask the student for transcripts and AP, IB, and CLEP reports.

2. If a freshman has not taken Calculus I, ask if the student has an ACT Assessment Report or a Letter from the Academic Assistance Center recommending one of four entry level mathematics courses: calculus, college algebra, intermediate algebra, or math review. Of course, trigonometry is another possibility. If a new student has taken elementary differential equations, determine whether the student is interested in applied mathematics, actuarial mathematics, graduate school, or mathematics education at the high school level. Show the student our Sample 4 year Program pages at www.math.ksu.edu/main/ugrad/major.htm. If necessary, discuss career options and show the student our Career and Information page www.math.ksu.edu/main/ugrad/careersjobs/index_html.

3. Urge all new math majors to enroll in MATH 199 Undergraduate Mathematics Seminar in the fall. See www.math.ksu.edu/main/course_info/courses/crs-des/199.htm

4. Help the student select courses. Use the Sample 4 year Program pages to suggest courses. You or the student or Deb might use KATS to run a DARS report, which will list courses taken and suggest courses that meet specific requirements. Be sure to consider University General Education (UGE) requirements when helping students select classes. For a complete list of UGE courses, see www.ksu.edu/Registrar/enroll/gened.html. For suggested UGE courses for math majors, see www.math.ksu.edu/main/ugrad/advising/gen-ed.htm. AP, IB, and CLEP credit cannot be used to meet UGE requirements. UGE courses can overlap completely with the free electives and/or basic requirements of the College of Arts and Sciences. For more information about UGE requirements, see www.ksu.edu/artssci/uge.html.

5. Select open sections using SIS or the internet.

   SIS: Type KSUVM MVS DC (your SIS USERID & PASSWORD) SIS DUG SRCB MATH220 F03
   Internet: go to courses.ksu.edu or our Course Schedules page www.math.ksu.edu/main/ugrad/coursesched.dinf

6. If a selected MATH section is closed you may, up through the 5th day of classes, write a Course Section Permit, but make sure the Head has not set OPT=0 (that is, make sure the section really is running) and do not exceed the room capacity. You can also ask Deb to use KATS or SIS to give a student permission to enroll in a closed MATH section.

7. Complete an Enrollment Worksheet which may be obtained from Deb or off the internet: courses.ksu.edu/fall2003/information/worksheet.htm.

8. Complete a Curriculum and Graduation Requirements Guide www.math.ksu.edu/main/ugrad/bs-curr.pdf; include classes chosen, courses taken, all transfer hours, and all AP, IB, and CLEP credit.

9. Ask Deb to make copies of the following for the student, your records and her records:
   a. Completed Enrollment Worksheet and Time Management Schedule;
   b. Completed Curriculum and Graduation Requirements Guide;
   c. Course Section Permit (if used)
   d. ACT Assessment Report (if available));
   e. High School and College Transcripts (if available);
   f. DARS Report (if run).

10. If the student wants to enroll using KATS, ask Deb to update the advising flags on KATS for the student. If the student wants to enroll in person at the Enrollment Center in Willard Hall (or the Dean’s Office in Eisenhower Hall after open enrollment ends), be sure to sign the Enrollment Worksheet.