



# Advising Matters

## Spring 2012

Welcome to UMass Boston! Academic advisors are here to offer support, guidance, and resources to help you develop your individual educational path. We will connect you to programs that match your academic and career interests and inform you of enrichment opportunities that will maximize your success.

Students with a declared major are advised by faculty and staff in their academic department. Ask your department about your advisor assignment. Students without a declared major or concentration are advised in the University Advising Center. Please read your degree progress report frequently and seek advising at least once a semester to discuss your academic plans or explore solutions to any problems you may be experiencing.

### REMEMBER THESE DATES!

#### **Monday, January 23:**

*Classes begin for most courses\**

Print out a copy of your class schedule and check it very carefully for accuracy. Remember— you are expected to attend all scheduled classes. If you are waitlisted for courses, be sure to attend them, too, so you don't fall behind. If a space opens up in the class, the university will notify you by email, so check your UMass Boston email frequently. A professor may also give you a permission number allowing you to register for a course on WISER. (For access to WISER, see instructions on the other side of this sheet.)

#### **Monday, January 30:**

*Add-drop deadline*

If you need to add or drop courses, this is your last chance! You will be academically and financially responsible for the courses in which you are enrolled. Will you have enough time to study? Plan to study two to three hours for every hour spent in class, and develop an effective system for managing your time. Assess the difficulty level of your courses. If you need help, visit Academic Support for subject tutoring or help with writing.

#### **Friday, March 4:**

*Get ready to register for next semester*

Registration for fall 2012 is quickly approaching. In order to register as soon as your enrollment period begins, you will need to take care of any administrative obligations that would generate a "hold" on WISER. Holds may appear on your

WISER record as a reminder to pay your tuition, submit your immunization paperwork to Health Services, or verify your emergency contact information. You will likely have an advising hold, so remember to print out a copy of your degree progress report, read it carefully, and bring it to your advising session. Once all of your holds are removed, you can enroll in your courses.

#### **Monday March 26:**

*Summer 2012 registration begins*

#### **Monday, April 2:**

*Fall 2012 registration begins*

Check WISER to find out when your enrollment appointment begins. The earlier you register, the more likely you are to get into your first-choice courses. Visit our website "toolbox" section for helpful ways to search for general education courses (<http://www.umb.edu/academics/vpass/uac/toolbox/>).

#### **Thursday, April 5:**

*Pass/Fail and course withdrawal deadline*

This is the last day to withdraw from a course or take it pass/fail. Consult with your advisor and professor if you are considering these options. Begin to develop a study plan for your final examinations.

#### **Wednesday, May 9:**

*Last day of classes and deadline to withdraw from the university*

\*Excludes courses offered through University College. Refer to <http://www.umb.edu/academics/uc/> for more information, or speak with an advisor.

Visit the Registrar's Office website for the complete academic calendar: [http://www.umb.edu/registrar/academic\\_calendar/](http://www.umb.edu/registrar/academic_calendar/)

### University Advising Center

Campus Center, 1st floor, Room 1100 | 617-287-5500 | <http://www.umb.edu/academics/vpass/uac/>



## WISER: FIRST-TIME ACCESS TO CREATE YOUR NEW PASSWORD

1. Go to the UMass Boston homepage: [www.umb.edu](http://www.umb.edu)
2. Click the WISER link on the top of the page
3. Choose the Student Log-in link
4. Enter your campus email user ID (the part before @ sign)
5. Enter your initial password. This is the first letter of your last name capitalized, the second letter of your last name, lower case, the two-digit month of your birth, the two-digit date of your birth, and the four-digit year of your birth. For example, John Smith, whose date of birth is September 1, 1986, would have the following password: Sm09011986
6. You will now be asked to change this initial password; follow the rules as outlined on the Change Password screen

## WISER: ACCESS TO THE DEGREE PROGRESS REPORT

1. Log-on to WISER through the UMass Boston homepage: [www.umb.edu](http://www.umb.edu)
2. Enter your campus email user ID and password
3. Click on Self-Service
4. Click on Student Center and go to Quick Links
5. Select Boston Degree Progress
6. Enter your campus email user ID and password again
7. You will now see two options: to run the current program or to run a what-if program. Decide which one is most appropriate for you and make that selection. (You may also access your transfer credit evaluation from this screen; see below.)
8. Click the Submit a New Audit button
9. Wait about ten seconds and click on the Open Audit button when it appears
10. Click on Printer Friendly and Open All Selections

## WISER: INFORMATION FOR TRANSFER STUDENTS

For transfer students, your “Transfer Credit Evaluation” can be found at step 7 above. Before submitting your degree progress report, select and view courses from the menu at the top of the page, which includes courses accepted, not accepted, and pending review by the Admissions Office. Courses completed during the fall 2011 semester may not have been added to your transfer credit evaluation yet; make sure to request a final transcript from your previous college. Please make a list of these courses and try to get a sense of how they may count toward your degree requirements.

As a general rule, avoid registering for courses that closely resemble ones you have already completed, as you risk losing the transfer credit. This is especially true of courses offered in a sequence, such as math or science. For example, if you register for a UMass Boston math class at or below the level of a course you have transferred in, you will lose your math transfer credits.

If you have transferred in electives (8000-numbered courses) or find that “faculty review” is listed next to one or more courses, please visit the Admissions Office for further evaluation. You will need to complete a “Faculty Review/Transfer Credit Petition Form” and include a course description. The Admissions Office, in collaboration with the appropriate academic department, will then evaluate the course and determine how it will count toward your requirements—as an elective, a general education course, or a course in your major. Some courses may not be accepted.

## ADDITIONAL RESOURCES

---

### Academic Support Programs

*Writing, math, and subject tutoring; academic skills workshops (time management, note taking, test preparation, etc.); ESL Center; developmental math course; critical reading/writing courses*

Campus Center, 1-1300  
617-287-6550

[www.umb.edu/academics/vpass/academic\\_support/](http://www.umb.edu/academics/vpass/academic_support/)

### Office of Undergraduate Studies

*Information and resources for General Education requirements and the Writing Proficiency Requirement*

Campus Center, 1-1300  
617-287-6330

[www.umb.edu/academics/vpass/undergraduate\\_studies/](http://www.umb.edu/academics/vpass/undergraduate_studies/)

### Ross Center for Disability Services

*Testing accommodations, interpreter services, assistive technology, note-taker services, disability parking, and other services and accommodations to eligible students*

Campus Center, Upper Level, 211  
617-287-7430

[www.umb.edu/academics/vpass/disability/](http://www.umb.edu/academics/vpass/disability/)

### Office of Career Services and Internships

*Career planning, counseling, seminars, Pinpoint (a career exploration inventory), internship opportunities, job search resources, graduate school, assistance choosing a major*

Campus Center, 1-1300  
617-287-5519

[www.umb.edu/academics/vpass/career\\_services/](http://www.umb.edu/academics/vpass/career_services/)

### Counseling Center

*Individual counseling; improving academic performance; balancing school, work, and personal life; coping with anxiety or depression; working through grief; and dealing with relationship difficulties*

Quinn, 2nd floor, 039  
617-287-5690

[www.umb.edu/healthservices/counseling\\_center](http://www.umb.edu/healthservices/counseling_center)

### One Stop Center

*Walk-in assistance with registration, billing, and financial aid issues, including interpreting your financial aid award letter; financial aid assistance; student account inquiries; tuition payments; registration information; records information; add/drop processes*

Campus Center, Upper Level, 120

[www.umb.edu/campus\\_center/services/one\\_stop/](http://www.umb.edu/campus_center/services/one_stop/)