Things to Consider When Advising Students

• **What is the student’s intended major?** If students are changing majors they need to meet with the new advisor or the former advisor to complete a change of advisor form. This form can be found under the Faculty tab in GoldLink in the Advisor Tools area. If they have an “intended” major, but not yet declared, use the pre-major or major form from their intended department as a guide.

• **Has the student had Dual Credit Courses?** Dual and transfer credit is evaluated and awarded on the same basis as credit awarded at Missouri Western. These courses can be viewed on Griffon GPS under Worksheet, click on the “Transfer Courses” link for those who took courses elsewhere. Missouri Western dual credit will show under Griffon GPS under Worksheet, click on the “Class History” link. These courses will appear in the degree audit as well.

• **Has the student had Advanced Placement (AP) courses or International Baccalaureate (IB) courses?** Information regarding specific course credit should be obtained from the department housing the course. Remember, just because a student has taken an AP course does not mean they receive credit at Missouri Western. Unlike Dual Credit, AP courses require a final exam that either fails or passes a student. If the student passed this exam, the course should be noted on their Missouri Western transcript. Information on AP and IB credit can be found under [www.missouriwestern.edu/admissions/apibclep-credit](http://www.missouriwestern.edu/admissions/apibclep-credit).

• **What is the student’s ACT composite?** If it is below 17, they can only enroll in 14 hours their first semester.

• **Is the student from an A+ high school and wishes to enroll in A+ eligible courses?** Missouri Western will no longer participate in Missouri A+ after June 30, 2016. The students who will receive Missouri A+ are the students who are currently enrolled and currently eligible for A+ benefits. Also transfer and returning students who have remaining eligibility will be able to utilize the Missouri A+ program through June 30, 2016. Missouri A+ is still coordinated by Cathy Gann in the Student Success & Academic Advising Center. Phone: 816-271-5621 Email: gann@missouriwestern.edu.

Missouri Western offers the A+ Scholarship to A+ certified students. This is a competitive scholarship and students must apply using the Missouri Western Scholarship application process by March 1st each year. If a student is interested in the Missouri Western A+ Scholarship, they should contact Peggy Payne in Admissions. Phone: 816-271-4547 Email: pmpayne@missouriwestern.edu. Below are the criteria for each program.

• **Missouri A+**
  2. Student is a transfer or returning student with A+ remaining eligibility. (However, transfer
and returning students will no long receive the Missouri A+ at Missouri Western after June 30, 2016).

- **Missouri Western Competitive A+ Scholarship**
  2. Student is a new incoming freshman and is A+ Certified.
  3. Student completes scholarship application process by March 1st.

- **Is the student an athlete?** If you have any questions, contact Eric Kramer, Associate Athletics Director for Internal Operations/Academics, at 816-271-4258. Also check the “Advising Student-Athletes” sheet under the Advising Special Student Populations tab.

- **Is the student an international student?** If you have any questions, contact Amy Kotwani, Director of International Student Services, at 816-271-5998. Also check the “Advising International Students” sheet under the Advising Special Student Populations tab.

- **Is the student an honors student?** If you have any questions, contact Dr. Teddi Deka, Director of the Honors Program, at 816-271-4535 or Patti Adkisson. Also check the “Advising Honors Students” sheet under the Advising Special Student Populations tab.

- **Does the student receive financial aid?** If so, before the student drops or withdraws from any classes, have them visit the financial aid office in Eder 103, or call 816-271-4361.