

## Faculty Advisement Handbook

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**TIP**

There are active hyperlinks throughout this document that will take you to Buffalo State websites with more information on the linked topics

Banner, Blackboard, Degree Works, and Bengal Success Portal	Tasks done in each system
<a href="#">Degree Works</a> is the official campus degree audit system	Faculty/staff and students track progress towards degrees using Degree Works. Degree-specific and campus-wide requirements can be viewed, temporary program changes can be modelled (What If), and departmental program and course information can be accessed. Used during advisement; advisement notes can be logged into Degree Works.
<a href="#">Banner</a> is the official campus system of records, registration, grading	<p>Course registration overrides, midterm and final grading, late registration. You can see a summary or full detail class roster in Banner and email your students. You can also view your academic advisees in Banner and email them.</p> <p>Check your class roster in Banner. Make sure students coming to class are registered and help students get registered by the end of drop/add in Week 1 of the semester. Students register themselves in Banner.</p> <p>Faculty grading resources are available on the Registrar’s Office <a href="#">website</a>.</p>
<a href="#">Bengal Success Portal</a> (BSP) (Starfish) is an online communication tool	BSP is a web-based tool that helps faculty and staff support student success. Faculty can use BPS to schedule appointments with students and advisees, record attendance, refer students to available services, and respond to progress surveys.

## Degree Works: general degree requirements

Minimum 120 credits to graduate

- Double (second) majors must earn 120 credits (minimum) and the student gets one diploma, both majors listed on transcript
- Dual degree majors must earn 152 credits (minimum) and the student gets two diplomas, both degrees listed on transcript

Minimum 30 credits taken at Buffalo State

- We no longer have a residency requirement that requires students to take their final credit hours at Buffalo State

Minimum 45 credits Upper-Division—effective fall 2020 (33 upper division credits required prior to fall 2020)

- Upper division courses are generally 300- or 400-level
- Most students, but NOT all, get enough upper division credits in their major

Must maintain minimum 2.0 GPA overall and in the major to remain in good academic standing and to graduate

- Some majors have higher minimum GPAs

Degree Works audit sheet—see a video on how to read an audit sheet on [this](#) Registrar’s Office webpage

**SUNY Buffalo State DegreeWorks**

Student View AA34U3Je as of 02/12/2021 at 15:21

Student Name	Samantha	Major	Anthropology (ANT)	Advisor	Department, Contact Your
E-Mail		Concentration		Upper Division Credits	0
Banner ID	8007285	Minor		Campus Residency	0
Student Class	Freshman	Transfer Credits		Cumulative GPA	0.00
Level	Undergraduate	Registration Holds	No	Major GPA	0.00
Degree	Bachelor of Arts	Quality Point Deficit (QPD)			
Academic Standing					

**Degree in Bachelor of Arts** Catalog Year: 2020-2021 Credits Required: 120  
GPA: 0.00 Credits Applied: 0

**Unmet conditions for this set of requirements:**

- 45 Credits in Upper Division **Reason:** Effective Fall 2020 a minimum of 45 upper division credits are required. You have taken 0 but need 45 more credits in Upper Division.
- 120 Credit Degree Minimum **Reason:** 120 credits are required. You currently have 0, which includes In Progress classes you are taking, you still need 120 more credits for your degree. A minimum of 30 credits must be taken at Buffalo State. You currently have 0, you still need 30 more credits in residency.
- No X, Y, N or I Grades
- No Overall GPA is Available
- General Education (IF2014) **Still Needed:** See **Intellectual Foundations 2014** section
- Diversity Requirement **Still Needed:** See **Diversity (IF2014)** section
- Major Requirements **Still Needed:** See **Major in Anthropology (ANT)** section
- Graduation Application **Still Needed:** Apply for Graduation

**Intellectual Foundations 2014** Catalog Year: 2020-2021 Credits Required: 30  
GPA: 0.00 Credits Applied: 0

**Unmet conditions for this set of requirements:** 30 credits are required. You currently have 0, you still need a minimum of 30 more credits.

- ENGLISH COMPOSITION **Remark:** You can click this link to find out more information about this requirement
  - College Writing I - 'C' Grade or higher **Still Needed:** 1 Class in CWP 101
  - College Writing II - 'C' Grade or higher **Still Needed:** 1 Class in CWP 102\*

**MATHEMATICS/QUANTITATIVE REASONING**

- Math - H.S. Study **1 Class in CIS 121 or DSA 201 or ECO 305 or MAT 103**

Student information—name, BID, degree program, GPA, academic standing, QPD, holds, advisor

Start of general degree requirements

Effective fall 2020, students must earn a minimum of 45 upper division credits

Students must earn a minimum of 120 credits

Major Requirements **Still Needed:** See **Major in Anthropology (ANT)** section

Graduation Application **Still Needed:** Apply for Graduation

**Intellectual Foundations 2014** Catalog Year: 2020-2021 Credits Required: 30  
GPA: 0.00 Credits Applied: 0

**Unmet conditions for this set of requirements:** 30 credits are required. You currently have 0, you still need a minimum of 30 more credits.

- ENGLISH COMPOSITION **Remark:** You can click this link to find out more information about this requirement
  - College Writing I - 'C' Grade or higher **Still Needed:** 1 Class in CWP 101
  - College Writing II - 'C' Grade or higher **Still Needed:** 1 Class in CWP 102\*

**MATHEMATICS/QUANTITATIVE REASONING**

- Math - H.S. Study **1 Class in CIS 121 or DSA 201 or ECO 305 or MAT 103**

[Intellectual Foundations](#) courses

English Composition/College Writing (students must earn a minimum of a C in CWP 101/102)

Mathematics/Quantitative Reasoning

<p>ATTRIBUTE = CGE1 additionally you need a minimum of 3 Credits from @ @</p> <p><input type="checkbox"/> ARTS: Cognate Foundations <b>Still Needed:</b> 1 to 2 Classes in <b>AED</b> 100 or 200 or <b>ALT</b> 150 or <b>DAN</b> 214 or 220 or 224 or <b>DES</b> 114 or 190 or <b>ENG</b> 170* or <b>FAR</b> 100 or 101 or 250 or 251 or <b>HON</b> 103 or <b>MUS</b> 201 or 206* or 208 or 210 or 290 or <b>THA</b> 106 or 107 or 234 or @ @ ATTRIBUTE = AR14 additionally you need a minimum of 3 Credits from @ @</p> <p><input type="checkbox"/> HUMANITIES: Cognate Foundations <b>Still Needed:</b> 1 to 2 Classes in <b>AAS</b> 240 or <b>COM</b> 100 or <b>ENG</b> 151 or 160 or 205 or 206 or 210 or 211 or 212 or 220 or 221 or 230 or 231 or 240 or 241 or 243 or 252 or 255 or <b>HON</b> 101 or <b>HUM</b> 100 or 200 or <b>MCL</b> 100 or 110 or 200* or <b>MUS</b> 223 or <b>PHI</b> 101 or 102 or 110 or 111 or 112 or 113 or <b>REL</b> 104 or 205 or 206 or <b>SPC</b> 103 or @ @ ATTRIBUTE = HU14 additionally you need a minimum of 3 Credits from @ @</p> <p><input type="checkbox"/> NATURAL SCIENCES: Cognate Foundations <b>Still Needed:</b> 1 to 2 Classes in <b>BIO</b> 100 or 101 or 104 or <b>CHE</b> 100 or 101 or 111 or <b>ENS</b> 100 or <b>GEG</b> 101 or 241 or <b>GES</b> 101 or 102 or 111 or 123 or 124 or 131 or 132 or 223 or 224 or 232 or 241 or <b>HON</b> 102 or <b>NFS</b> 102 or <b>PHY</b> 100 or 103 or 104 or 107 or 111 or <b>SCI</b> 100 or 105 or 231 or 232* additionally you need a minimum of 3 Credits</p>	<p>IF courses, continued</p> <p>Cognate courses:<sup>1</sup></p> <ul style="list-style-type: none"> <li>Arts</li> <li>Humanities</li> <li>Natural Sciences</li> <li>Social Sciences</li> </ul> <p>American History</p> <p>Western Civilization</p> <p>Non-Western Civilization</p> <p>Global Engagement</p> <p>Study of Foreign Language, Proficiency Test, Study Abroad, Service-Learning</p> <p>Diversity</p>
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<p>3 Credits from @ @</p> <p><b>Major in Anthropology (ANT)</b> Catalog Year: 2020-2021 Credits Required: 36 GPA: 2.00 Credits Applied: 0</p> <p><b>Unmet conditions for this set of requirements:</b> 39 Credits are required. You currently have 0, you still need 39 more credits. Your GPA is 0.000; a GPA of 2.00 is required A minimum of 6 credits must be taken at Buffalo State.</p> <p><input type="checkbox"/> REQUIRED</p> <p><input type="checkbox"/> Human Origins <b>Still Needed:</b> 1 Class in <b>ANT</b> 100</p> <p><input type="checkbox"/> Understanding Culture <b>Still Needed:</b> 1 Class in <b>ANT</b> 101</p> <p><input type="checkbox"/> Explorations in Anthro <b>Still Needed:</b> 1 Class in <b>ANT</b> 200*</p> <p><input type="checkbox"/> Seminars <b>Still Needed:</b> 1 Class in <b>ANT</b> 412* or 412W*</p> <p><input type="checkbox"/> Seminars <b>Still Needed:</b> 1 Class in <b>ANT</b> 415* or 415W*</p> <p><input type="checkbox"/> Seminars <b>Still Needed:</b> 1 Class in <b>ANT</b> 418* or 418W*</p> <p><input type="checkbox"/> Internship in Anthropology <b>Still Needed:</b> 1 Class in <b>ANT</b> 488</p> <p><input type="checkbox"/> Archaeology <b>Still Needed:</b> 1 Class in <b>ANT</b> 310* or 312* or 329* or 377* or 332*</p> <p><input type="checkbox"/> Physical Anthropology <b>Still Needed:</b> 1 Class in <b>ANT</b> 321* or 323* or 324* or 325* or 326*</p>	<p>Major program requirements</p>
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Electives 508 Needed: 9 Credits in HPR 301 or HEW 308 or 320 or 320V<sup>1</sup> or 326 or 330<sup>2</sup> or 345<sup>2</sup> or 425 or 330<sup>2</sup> or 488<sup>2</sup>

All College Electives		Credits Applied: 36	Classes Applied: 18
DES 101	INTRO DES 2D 1	B	3
Satisfied by: ART109 - DESIGN - Niagara County Cmty College			
DES 102	INTRO DES 2D 2	B	3
Satisfied by: ART110 - DESIGN - Niagara County Cmty College			
DES 103	INTRO DES 3D 1	B-	3
Satisfied by: ART117 - 3-D VIS I - Niagara County Cmty College			
DES 1XX	Digital Imaging	B+	3
Satisfied by: ART111 - ART111 DIGITALIMAGING - Niagara County Cmty College			
FAR 101W	DRAWING 1	B-	3
Satisfied by: ART105W - DRAWING 1 W - Niagara County Cmty College			
FAR 102	DRAWING II	B	3
Satisfied by: ART106 - DRAWINGII - Niagara County Cmty College			
FAR 102W	DRAWING II	B+	3
Satisfied by: ART213 - LIFE DRAW I - Niagara County Cmty College			
FAR 210	INTRO PAINTING	B+	3
Satisfied by: ART225 - PAINTING I - Niagara County Cmty College			
INS 1XX	Cross-Cultur Cust Abroad	A	3
Satisfied by: 539C130 - ST: Cross-Cultur Cust Abroad - Niagara County Cmty College			
SPC 205	INTR ORAL COMMUNICA	C+	3
Satisfied by: SPE101 - SPEECH COMMUNICATION - Niagara County Cmty College			

Not Counted Toward Degree		Credits Applied: 3	Classes Applied: 1
HEW 10X	PERSONAL HEALTH	A	3
Satisfied by: HED201 - Healthful Living - Niagara County Cmty College			

**Notes**

Internal	Who	Date
some text here	Hudson, Sean	09/30/2014
Samantha should really be majoring in Design... LB this is a test 6	D, Berglund, Lisa	08/22/2014
	Hudson, Sean	02/27/2014
	D,	

**Legend**

<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Complete except for classes in-progress	(T) Transfer Class	CURR Current Registration
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Nearly complete - see advisor	Any Subject or course number	(M) Mid-Term Grade

**Disclaimer**

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree audit report, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

All College Electives

Minor requirements, if applicable<sup>2</sup>

Notes, including advisement notes<sup>3</sup>

<sup>1</sup>cognate courses must be outside of the primary major prefix

<sup>2</sup>students can only have [two minors](#) (DOPS policy)

<sup>3</sup>notes can be added to an audit sheet by clicking the Notes tab, then Add Note (write note), then Save Note, and Run New Audit

## Advisement considerations

- See [Appendix 1 Academic Planning for Students](#) and share with your advisees
- Midterm grades can be seen in Degree Works (if they were entered in Banner) indicated with (M)
  - Midterm grades should be discussed during advisement appointments
  - Click on Class History (top of audit sheet worksheet) to view courses by semester
- Non-cognate IF courses (e.g., American History, Civilizations, Diversity) can “double-dip” with major/minor courses
  - “double dip” means that a course satisfies two or more requirements, but it only counts as one course credit-wise (i.e., the original 3 or 4 credits of the course)
- Students can use an IF category (e.g., Arts, Diversity) as an attribute in Banner to search for courses in the area where they have requirements to fulfill
- IF infusion categories—Student Learning Outcomes (SLOs) that are infused into the major
  - Writing, Critical Thinking, Information Management
  - Each program identified courses to satisfy each SLO, and assessment is conducted in the identified courses, which can be found on [this IF webpage](#)

- If a student is not in good academic standing (i.e., GPA >2.0), they will have a Quality Point Deficit (QPD) noted on their audit sheet
  - QPD is an absolute measure of what is necessary to bring a student’s cumulative GPA required to be in good academic standing; see more [QPD info here](#), including guidance on recovering from a QPD
- During advisement, remind students about student support resources, including [tutoring](#), [accessibility services](#), and health and wellness support from the [Weigel Health Center](#)
- Students may also take advantage of career services, including major exploration, at the [Career Development Center](#)
- A “What If” audit sheet will illustrate requirements fulfilled if a student is considering a change of major
- Include advisement notes in Degree Works—this provides an on-going summary of advisement that is available to a student after they leave their advisement session, and the notes are viewable by other faculty/staff who may be supporting the student

## A few notes about transfer students, audit sheets, and advisement

The Admissions Office (email: [transfer@buffalostate.edu](mailto:transfer@buffalostate.edu)) works with transfer students to maximize transfer credit and requirement fulfillment. The amount of transfer credit applied varies based on factors like the type of program (e.g., associate’s A.A. or A.S. degrees or bachelor’s degrees) the coursework comes from and if a degree was completed.

- Details on [transfer credit services](#) are available and are as follows:
  - 66 credits from a regionally accredited associate program
  - 90 from a regionally accredited bachelor's program
  - 15 from a proprietary institution (e.g., ITT Tech)
  - 30 from examinations (e.g., CLEP, AP, IB)
  - The maximum total credits that can be transferred is 90
- If a student has more than 90 credits and would like to change what is being transferred in, they may submit a [Transfer Credit Swap Form](#) to the Admissions Office
- Students can check the [Transfer Articulation to Buffalo State \(TABS\) database](#) to see how their credits from another institution will transfer to Buffalo State
- Students must make sure their final transcripts are sent to Buffalo State (e.g., to show degree completion) and they should submit their high school transcripts, as well (e.g., to verify completion of the Global Engagement requirement with high school foreign language completion)
- The General Education Transcript Addendum (GETA), which is sent by SUNY institutions indicating which SUNY Trustees’ requirements are finished, will tell us which IF categories are fulfilled by transferred credit
- Transfer students who complete A.A., A.S., B.A., or B.S. degrees and earned 30 credits of General Education Requirements (GER) in seven of the 10 [SUNY-GER](#) subject areas, including the two required areas (i.e., Basis Communication and Math) will have all IF categories, except possibility IF Diversity, fulfilled
  - Earning an Associates of Applied Science (AAS) is not included because those programs generally lead to work after graduation without earning a bachelor’s degree

## Banner and course registration

Registration for the upcoming semester typically starts in the 10<sup>th</sup> week of the preceding semester (e.g., early November for J-term and spring; early April for summer and fall))

- Students can view courses in Banner and on the [Registrar's Office Courses webpage](#)

Students register for courses in Banner

- The Registrar's Office maintains help resources for students on their [Registration webpage](#)



## Drop/add, late add period, course withdrawal, drop/withdraw with a hold, Student Outcome Tracking

Students can drop and add courses through the end of the first week of classes (usually through the end of the weekend on Sunday)

- Courses that are dropped during the drop/add period do not appear on a student's academic record and they do not incur financial liability for those courses
- After the drop/add period is over, students can late add a class(es) (\$20 fee) using Banner with an instructor permission override until the Thursday of the 3<sup>rd</sup> week of classes
- Students cannot late drop courses, but they can withdraw from a course
  - Students can withdraw from a course(s) in Banner from the end of the drop/add period until the end of the 10<sup>th</sup> week of each semester
  - Courses that are withdrawn from will appear on a student's academic record
  - Students incur full financial liability for a course (even a course they have withdrawn from) by approximately the end of the 4<sup>th</sup> week of classes; details on financial liability can be found on the [Student Accounts office website](#)
  - Withdrawing from a course(s) can impact financial aid eligibility; students should contact the [Financial Aid office](#) to discuss this with a financial aid counselor

Students who have a hold on their account cannot add courses, and they also cannot drop or withdraw from them in Banner, but they can drop or withdraw using forms on the [Registrar's Office Forms and Services webpage](#)

- Request to drop a course due to a hold (option only available until the end of drop/add)
- Request to withdraw from a course due to a hold (option available until the end of the 10<sup>th</sup> week of the semester)

When registering for courses, student may receive Student Outcome Tracking (SOT) messages. SOT is related to financial aid and the fact that courses must be part of the student's degree program in order to be covered by financial aid. The Financial Aid office maintains information about SOT on the [Student Outcome Tracking webpage](#).

## Faculty registration overrides

Faculty give registration overrides in Banner

- Instructions, including a video tutorial, on granting overrides are available on the [Registrar's Office website](#)
- When a course section has restrictions, the student will get an e-mail saying what the first impediment to registration is; there may be multiple restrictions, which will require multiple overrides (e.g., prerequisite and class restriction)
  - Your department can tell you what restriction(s) are applied to your course sections
- Student should forward that e-mail to faculty when asking for an override
- Once the override is granted, the student must still go into Banner and register (using the CRN)

The average [course load](#) for undergraduates is 15 – 16 credit hours a semester. Should a matriculated student desire to register for more than 19 hours, the approval of the appropriate academic adviser must be secured. Students in majors should consult with their faculty adviser and/or the department chair and a maximum credit override must be given in Banner. Students on academic probation or academic warning (i.e., below a 2.0 cumulative grade point average) can enroll in a maximum of 15 credit hours. Students seeking an override of the 15-credit-hour limit must make the request of and receive approval from their Dean's office.

## Registration advisement PINs

Registration advisement PINs can be found in one of three places:

1. IT produces a report that contains PINs that they put on the allschools shared drive called "advisors\_rpt"
2. In [Self-Service Banner](#) under Faculty/Staff Services, you can click on Alternate Pins, input a student's Banner number or name, and get the PIN that way
3. In the [Bengal Success Portal](#), you can see if your advisee has a PIN on the Student Information screen

## Pass/fail Option

Students can take one course each semester pass/fail, which means they earn course credit if they Pass (P) the course and if they Fail (F) the course, they do not earn credit and the F does not impact their GPA

- Any undergraduate course, except English composition 100-level courses (CWP 101/102) and those required for completion of a major or a minor, may be taken on a pass/fail basis
- The pass/fail deadline is the end of the 10<sup>th</sup> week of classes each semester
- There is a SUBSTITUTION FOR PASS/FAIL form (fillable PDF) on the Registrar's Office website (semester deadlines are on the form)

## Leave of Absence (LOA) and Withdrawal from College

The full LOA/withdrawal from college policy is available here [DOPS I:07:00](#)

- The LOA deadline is the last day of the drop/add period each semester
- The withdrawal from college deadline is the last day of classes each semester



## Repeating undergraduate courses

A student may repeat a given course once for which a C-, D+, D, E, EV, F, or U grade was earned. The course must have the same prefix number, title, and credit hours. Courses must be repeated in the same grading mode as the first attempt. If a student must repeat a course for the third time (e.g., it is required to graduate), then they must submit an [academic petition](#) to receive approval for a third repeat.

- Only the higher of the two grades and those semester hours completed will be used in determining the GPA
- Students may repeat courses at other institutions; the student must have received prior department approval of course equivalency and filed the appropriate [off-campus study form](#) through the Registrar's Office
  - A minimum grade of C is required for transfer credit to be applied as a repeated course; the transfer credit will count toward degree completion, but the transferred grade will not be counted in the overall Buffalo State GPA; the Buffalo State course will be excluded from the GPA and so indicated on the transcript

## Financial aid basics

Other than these basic rules, send students to Financial Aid office for consultation because the rules are complex and individual <https://financialaid.buffalostate.edu/>

- Students must be accepted into a major no later than 60 credits
- Financial aid is threatened (and may be lost) when:
  - A student is not full-time (12 credits or more)
  - Classes are not completed (E, F, W, I, U)
  - GPA is below 2.0
- Financial aid rules are different for state (TAP) and federal aid

## Bengal Success Portal resources

The BSP is used for a variety of reasons including the following: the Student Progress Reports (available the 3<sup>rd</sup> week of classes as an early intervention tool); tracking student attendance in your courses; referring students to offices, like Financial Aid, the Career Development Center, and tutoring in the Math Center, Writing Center, and the TLC; and scheduling meetings and advisement appointments. There is also information on and links to college services, including the Student Life Office, Student Accounts, and the Counseling Center

- [IT Knowledge Base articles](#) includes guidance on using the BSP

## Other helpful links

[Academic Calendar](#)—important college dates and deadlines

[Directory of Policy Statements \(DOPS\)](#)

[Academic Catalogs](#)—undergraduate and graduate catalogs

[Academic Standards](#)—Academic Success, Academic Appeal Petitions, Academic Standing, Academic Misconduct

[Academic Success](#)—BPS, Advising, Tutoring, Student Accessibility Services

## **Appendix 1 Academic Planning for Students**

Academic planning allows a student to map out short, medium, and long-term actions designed to meet academic goals. For many students, their academic goal is to graduate in four years, so their academic planning might look like this:

### **Short Term Planning First Year—Fall and Spring Semesters**

- Participate in Orientation
- Schedule meeting(s) with advisor to help map out sequence of courses to be taken using the department's Academic Roadmap as a guide
- Become familiar with tracking progress using Degree Works (DW) audit sheet
- Take course(s) that will help meet prerequisites for future courses in the major
- Take courses that will satisfy Intellectual Foundations (IF) requirements (refer to DW audit sheet, college catalog, and course schedule)
- Consider whether or not to pursue an academic minor
- Join an academic club, especially the club for students in your major

### **Medium-Term Planning Sophomore and Junior Year—Fall and Spring Semesters**

- Continue taking major courses in sequence
- Continue taking courses to satisfy IF requirements
- Track your progress toward the degree using Degree Works
- Meet with your advisor at least once per year (preferably at least once each semester)
- Make sure that you are taking enough upper division classes (you need 45 credits total)
- Visit the Career Development Center to explore future options, begin developing your resume, etc.
- Engage in enriching academic activities such as internships, a minor, undergraduate research, etc.

### **Long-Term Planning Senior Year—Fall and Spring Semesters**

- Continue taking courses that satisfy degree requirements for the major
- Continue taking upper-division (generally 300-400-level) courses
- If considering graduate school, take graduate admissions tests
- Approach faculty to see if they will write letters of reference
- Visit the Career Development Center to polish your resume, practice interviewing, etc.
- Apply to graduate in your last semester