FITCHBURG STATE UNIVERSITY

CAREER SERVICES & ADVISING CENTER

PREMAJOR ADVISING
EXPLORATION WORKBOOK

Major & Career Exploration

Academic Advising

Campus & College Resources

A-L **Danibel Peralta**
Hammond Hall 306E
(978)665-3872
dperalta@fitchburgstate.edu

M-Z **Michelle Giordano**
Hammond Hall 306E
(978)665-3150
mgiorda2@fitchburgstate.edu

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Major & Career Exploration

In order to explore potential majors and careers, you need to develop a plan that will allow you to gather information about yourself, especially your interests and your values. In this section, you will find a brief overview of each major offered at Fitchburg State, self assessment tools to help you identify your interests, and tools to help you research different career fields.

This work book serves as a tool to help you in your decision process. These activities can be done individually, with your advisor, in a small group advising session, or in your FYE course. Do not look at this as a homework assignment, but as a menu of options to help you move forward in the process of choosing a major.

Academic Major Information

General Overview of Programs Offered
Check off any programs that are of interest to you for further research and exploration.

Behavioral Sciences Department

Examine how human beings think and behave, both as individuals and in social, spiritual, and cultural settings.

☐ **Criminal Justice**
Study and explore topics relating to the criminal justice system (option to add our 4+1 Police Certification Concentration).

☐ **Human Services**
Prepare to excel in careers of direct service to individuals, families, and communities.

☐ **Sociology**
The study of our communities as well as the people in them.

Biology and Chemistry Department

We're cultivating your critical thinking abilities to include the scientific process.

☐ **Biochemistry**
Prepares you for further education in chemistry, medicine, dentistry, pharmacy, veterinary medicine and other health professions.

☐ **Biology**
Foundational principles and the exploration of contemporary thinking about the nature of life.

☐ **Biotechnology**
Illustrates the different aspects of biotechnology to prepare you to work for one of many pharmaceutical and biotechnology companies.

☐ **Chemistry**
Provides a foundational understanding for all areas of Chemistry.

☐ **Environmental Biology**
Prepares for environmental careers including ecology research and environmental protection.

☐ **Health Sciences**
Prepares for health professions and is designed to prepare you for pursuing postgraduate studies.

☐ **Neuroscience and Behavior**
Bridges biology and psychology to focus on the nervous system function and how it relates to behavior.

☐ **Biology with Initial Teacher Licensure**
Prepares tomorrow's educators to become high school biology teachers.

☐ **Chemistry with Initial Teacher Licensure**
Prepares tomorrow's educators to become high school chemistry teachers.

Business Administration Department

Take a responsible position within the world of business, equipped with a knowledge of business theories, policies, and procedures.

☐ **Accounting**
Gain a solid foundation in business while learning financial tools, tax codes and the U.S. laws.

☐ **Management**
Gain a foundation in management that prepares you for inevitable challenges across a wide range of businesses.

☐ **Marketing**
Gain an understanding of consumer behavior, advertising, market research, and international business management.

☐ **Entrepreneurship**
Gain a creative entrepreneurial mindset and skills to identify opportunities for innovation.

Communications Media Department

Prepare for the demands of an increasingly complex, complicated, dynamic, and globalized world. Study strategic analysis, design, application, research, and evaluation of a variety of media systems.

☐ **Graphic Design**
A concentration of endless opportunity, from visual identity and branding, to web design, advertising, and more.

☐ **Film and Video**
A concentration that prepares you to work in film and digital media as you examine narrative and documentary filmmaking.

☐ **Photography**
Study photography through hands-on experience with traditional darkrooms and the latest digital technologies.

☐ **Theater**
Perform full-scale theatrical productions that are produced and directed by our theater faculty and students.

☐ **Technical Theatre**
Develop a base of technical, analytical, managerial, and creative competencies for theatrical production.

☐ **Public Relations, Social Media Advertising**
Learn about careers in public relations, advertising, marketing communications, multimedia and document design, and professional leadership.

☐ **Digital Media Innovation**
Develop a wide range of new digital skills that span social media, multimedia storytelling, information design, data studies, coding, and more to meet the needs of a flexible and changing global economy.

☐ **Game Design**
This major seeks to make the methods and tools of game design and development accessible to everyone.

Computer Science Department

Become a strong logical thinker and problem solver as you use computers and computational processes to build websites, mine data and much more.

☐ **Computer Science**
One of the few programs in the country that combines both hardware and software education into one comprehensive major.

☐ **Computer Information Systems**
Embraces the major areas of structured programming, data structures, and algorithms.

☐ **Game Programming**
Prepare for a career path in game programming and design by learning the fundamentals of both.

☐ **Cybersecurity**
Develop knowledge and skills in network security, data encryption and decryption, cybersecurity, and ethical hacking.

Earth and Geographic Sciences Department

Study physical and human environments as scientific systems and examine the world around you.

☐ **Environmental and Earth Science**
Encompasses fields of study such as geology, oceanography, meteorology, climatology, hydrogeology, and planetary science.

☐ **Geographic Science and Technology**
Examines geographic patterns and processes, and applies modern technologies to make differences in all communities.

☐ **Environmental Public Health**
Focuses on the relationships between people and their environment.

☐ **Public Health Practice**
Focuses on socioeconomic determinants of health, promotes human health, and fosters healthy and safe communities.

Education Department

Become an active, contributing citizen in a global society as we prepare you to shape tomorrow's minds.

☐ **Early Childhood Education (Pre-K - 2)**
Pursue an initial teacher licensure as an early childhood teacher of students with and without disabilities (PreK-2).

☐ **Early Education and Care (Non-Licensure)**
Develop skills and competencies to foster the growth and development of young children, infancy to 8 years.

☐ **Educational Studies (Non-Licensure)**
For people interested in working with children and families, but don't plan to become a licensed teacher.

☐ **Elementary Education (1 - 6)**
Pursue initial teacher licensure (grades 1-6) by completing an elementary education major.

☐ **Special Education - Moderate Disabilities (Pre-K - 8)**
Pursue initial teacher licensure as a teacher of students with moderate disabilities (PreK-8) and as a teacher of elementary students (1-6).

☐ **Special Education - Severe Disabilities (All Levels)**
Pursue initial teacher licensure as a teacher of students with severe disabilities (all levels).

Engineering Technology Department

Develop a hands-on implementation of engineering principles supported by a strong knowledge of mathematics, science, and technology.

☐ **Architecture**
Provides a foundation of architectural and engineering technology undergraduate studies.

☐ **Construction Management**
Prepares you with knowledge and skills essential for construction management practice.

☐ **Electronics Engineering Technology**
Prepares you for positions in the field of electronics by developing the theoretical and practical skills required for this discipline.

☐ **Energy Management Engineering Technology**
Provides you with a knowledge base of HVAC, building utilities, and energy systems.

☐ **Manufacturing Engineering Technology**
Addresses competencies in engineering design, manufacturing processes, sustainability, and ethics.

☐ **Technology Engineering Education 5-12 Licensure Plan of Study**
Prepares for careers in teaching with an underpinning in science and technology.

☐ **Technology Engineering Education Industry Training**
Prepares students for careers in industry training and education.

Economics, History, and Political Science Department

Understand our domestic and international landscapes through economics, history, and political science.

☐ **Economics**
Prepares you for a career in finance, business, or management.

☐ **History**
Plan a future in a wide range of fields, from teaching, public history, law, public policy, and more.

☐ **History Concentration in Initial Licensure (5-12)**
Pursue initial licensure as a middle or high school history teacher.

☐ **International Business and Economics**
For students interested in professional graduate training in economics, or in careers in business, law, government, or journalism.

☐ **Political Science, American Government / Law**
Examine economic and historical facets to understand contemporary power and methodology of political systems.

☐ **Political Science, International Politics**
Prepare for a career in government, international law, non-profit agencies, or non-governmental or international organizations.

English Studies Department

Develop sharp analytical thinking and learn to be compelling storytellers and deep researchers who understand different cultures and audiences.

☐ **Literature**
Understand the world through literature from around the globe as you develop your analytical abilities through academic research and writing.

☐ **Professional Writing**
Hone your craft as writers, storytellers, and communicators in genres across journalism and technical and creative writing.

☐ **English Middle and Secondary Education**
Develop solid foundations in literature and teaching methods for the middle and secondary classroom as you gain initial licensure.

Exercise and Sports Science Department

The study of science-based academics necessary to understand the concepts inherent in sports science courses.

☐ **Clinical Exercise Physiology**
Prepares you for employment in the health promotion industry as well as for health-related graduate programs (Physical Therapy, Physician Assistant, and Athletic Training).

☐ **Fitness Management**
Ensures a solid foundation in the various disciplines that comprise this multidisciplinary field of study mixing exercise science with business administration.

☐ **Strength Training and Conditioning**
Prepares you to work with athletes as a strength and conditioning coach.

Psychological Science Department

Learn the theoretical explanations of human behavior as well as the methods employed in psychological research.

☐ **Psychological Science**
Educates students in the scientific study of the mind and human behavior.

Mathematics Department

Build your foundation in abstract and applied mathematics as preparation for graduate school or a professional career.

☐ **Applied Mathematics**
The study of mathematics as used in other technical disciplines such as biology, engineering, or computer science.

☐ **Mathematics**
Develop a comprehensive foundation in abstract and applied mathematics as preparation for graduate school or a professional career.

☐ **Middle School Education-Mathematics**
Pursue your initial teacher licensure as a middle school mathematics (grades 5-8) teacher.

☐ **Secondary Education - Mathematics**
Pursue your initial licensure in order to prepare for a career as a high school mathematics teacher.

Humanities Department

Opportunity to create your own program of study! Develop your capacity for cross-disciplinary reflection, creative and critical thinking, as well as an understanding of diverse peoples and cultures.

☐ **Interdisciplinary Studies**
Design your own major in collaboration with a faculty advisor and build a curriculum that meets your own specific interests and career goals.

Fields of Interest: _____

☐ **Pre-Law**
Build a well-rounded and flexible skill set that will prepare you for Law School and a legal career.

☐ **Fine and Performing Arts**
Design your own major in the arts by combining courses in visual art, music, and/or theater in a package that meets your own specific goals.

General Science
Design your own major by combining a defined core set of science courses with a minor in another field.

Program Finder Tool
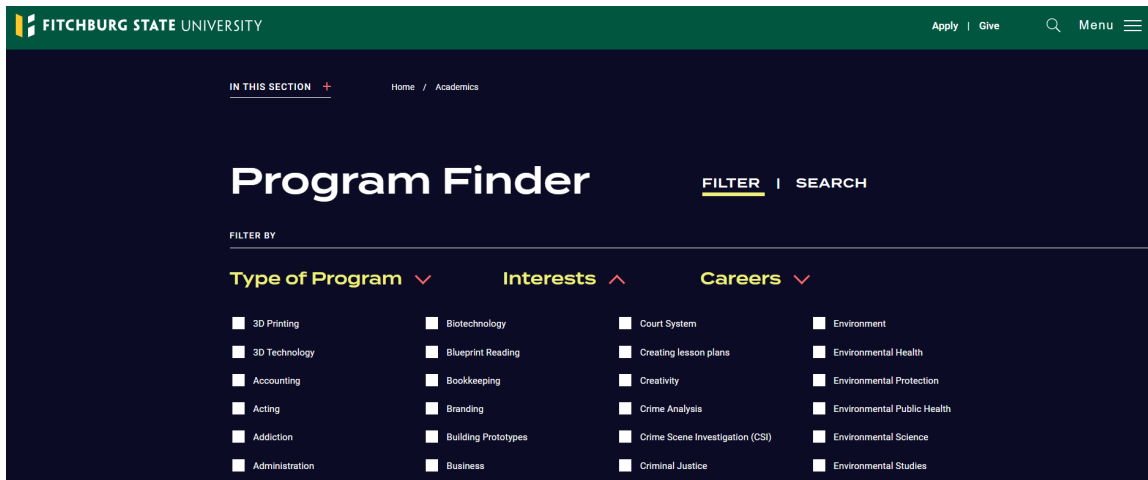
Program Finder
(https://www.fitchburgstate.edu/academics/program-finder)
Use to see all the majors, minors, and graduate programs offered at Fitchburg State. Filter by using the Interest and Careers tools to see how different majors can line up with careers/interests.

Step 1: Check off any Interests or Careers that may interest you.

Step 2: Scroll down and view the programs that match your selected Interests or Careers.

4 Results

Biology and Chemistry

- Health Sciences Concentration, Biology, BS

Earth and Geographic Sciences

- Environmental and Earth Science, BA/BS
- Environmental Public Health Concentration, Public Health Science, BS

Humanities

- General Science Initial Teacher License (5-8) Concentration, Interdisciplinary Studies, BS

***This is not a definitive list meaning that there are many majors that lead to many different career paths. This is an exploration tool to help you figure out some options for further research.**

Using Faculty/Staff Members to Research Program Interests

Informational interviews with faculty/staff members are a great way to create a better understanding of a major, career, or field that interests you. This is also an opportunity to build a network for the future.

Step 1: Identify faculty/staff in the programs you are interested in.
Faculty and department chairs can be seen on the specific program website pages or through the **Faculty Profile portal**.

Step 2: Reach out to set up a meeting.
Faculty office hours and location are available through the **Faculty Profile portal** on the website. During office hours, faculty members are available to accept walk-in appointments. You can also send an email to set up an appointment.

Here is a template you can use:

> Subject: Possible Time to Discuss **[program you are interested in]**
>
> Dear Professor **[Last Name]**,
>
> I am a first year pre-major student.I am writing to ask if I could meet with you to ask you a few questions about the **[program you are interested in]** and your research/experience in the field.
>
> Please let me know when it would be convenient for you to meet.
>
> Thank you, and I look forward to hearing from you.
>
> Sincerely,
> **[Your Name]**

Step 3: Ask questions about the program of interest and take notes.
Sample Questions:
- If I chose this major, what topics would I be studying?

- What initially attracted you to this academic field?

- What are the best introductory classes to take to explore this major?

- What type of coursework and projects can I expect in the classes for this major?

- What coursework in this major do students typically find to be most challenging?

- What skills will this major help me develop?

- What types of internships or out-of-classroom experiences are available to students in this program? Where do students in this major typically complete internships?

- What types of career paths are related to this major?

- Will I need to pursue graduate school to work in a career related to this major?

- Can you refer me to a current student in this major?

Step 4: Reflect on what you have learned from the meeting.
- What did you learn that excites you about this major?

- What did you hear that makes you concerned about this major?

- What additional information do you need about this major?

- Based on the information, did your interest in this major increase, decrease, or stay the same?

Self Assessment Information

Why are you undecided? The Decision Making Process

Exploring why you are undecided is an important process in order to begin the major and career exploration process. The approach you take in the exploration process will differ if you have one or two majors or careers in mind and need to confirm that choice versus if you haven't figured out or identified your interests. **Each mindset is completely normal and okay!** During this process, you will be identifying the factors influencing your major/career decision and the type of information you may need to make a final decision.

**Before you begin, it is important to understand that there is no "right choice" and that major and career paths are fluid. You may change careers several times throughout your lifetime.

Identify some possible causes to your indecision. Check off all that resonate with you. There are no wrong answers!

- ☐ **Influence from family members on decision-making process.** My family wants me to be a _____, but I am not so sure I want to do that.
- ☐ **Difficulty with decision-making process.** I don't know what I want for dinner tonight, how do I decide on a major?!
- ☐ **Need information about majors or career paths.** I am just not sure what Fitchburg State offers.
- ☐ **Unsure of my interests.** I can't seem to identify one thing I am interested in that relates to a college major.
- ☐ **Difficulty narrowing down interests.** I have too many interests, and I don't know how to narrow them down.
- ☐ **Need to self-assess about abilities, skills and values.** I don't really know which major I will be successful or happy in.
- ☐ **Need to learn more about connections between majors and careers**. I might be interested in a certain major, but what will my job be once I graduate?
- ☐ **Not sure about attending college at this time.** I am here because I was taught it is important to go to college, but I am not sure it's the right fit for me.
- ☐ **None of these!** It's something else. _____

Further reflection on why you are undecided:

Read through the different types of undecided and pick some possible approaches that make sense for you and you would like to try.

Type of Undecided	Possible Causes	Possible Approaches
Completely Undecided I don't know what I like, so I have no idea what to major in.	- Lack of knowledge of values - Few interests, extra-curriculars, hobbies - Uncertainty about abilities - Difficulty organizing thoughts - Influenced by other people - Lack of information about occupations	- Explore cause of indecision - Identify values, interests, skills and abilities - Explore and organize information on self, majors and occupations on internet or other sources
Tentatively Undecided I have too many interests, and I don't know how to narrow them down.	- Too many interests - Value conflict or confusion - Inadequate information about alternatives - Difficulty making decisions - Uncertainty about abilities - Reluctance to give up any one choice - Attempt to please other people	- Clarify values - Explore and organize information on self, majors and occupations on internet or other sources - Compare alternatives and how each choice fits goals
Uncommitted Decided I have an idea of what I want to major in, but I'm not 100% certain. I am trying to decide between two majors.	- Resistance to outside pressure to declare choice - Inadequate information about choice - Uncertainty about ability for choice - Lack of direct occupational relationship to educational choice - High competition in choice - Gender norms related to choice - Job market known to be poor - Attempt to please others - Fear of being "locked in" to choice	- Allow time to explore choices - Acquire more information about choice - Check accuracy of academic and occupational information - Clarify values implicit in choice - Determine how the choice fits life goals

My next steps…. 1)

2)

3)

Identify where you are in the decision making process.

7 Step Decision-Making Model

1. **Identify the decision to be made** - exactly what are you trying to decide?

2. **Know yourself** - what are your strengths, weaknesses, skills, values and interests

3. **Identify options** - list the various choices so far

4. **Gather information and data** - about each alternative

5. **Evaluate options that will solve the problem**, pros, cons and risks of each alternative

6. **Select the best option**- may be necessary to loop back and gather more info

7. **Develop a plan of action** - and implement it!

Reflective Questions

Identifying your Interests:
List activities you enjoy doing in…

…school:

…work:

…personal:

Interests:
Things I like to do

Abilities/Skills:
Things I do well

Values:
Things that are most
important to me

Identifying your abilities/skills:
Review your academic history; identify your academic strengths and challenge areas:

List five skills you can do well:
1.   2.   3.   4.   5.

Identifying your values:
Circle the values from the list below pick 5 that resonate with you. If there is something you feel is missing from the list that you feel is a top value, write in the black spaces.

Authenticity	Achievement	Adventure	Compassion	Challenge	Community
Competency	Contribution	Creativity	Curiosity	Family	Friendships
Fun	Growth	Happiness	Honesty	Justice	Leadership
Learning	Love	Loyalty	Optimism	Recognition	Respect
Service	Security	Spirituality	Stability	Status	Wealth

_____   _____   _____   _____   _____   _____

Write down some characteristics of your ideal job- don't worry about the title, what do you want to do/feel?

Strong Interest Inventory

The Strong Interest Inventory assessment provides insight into a person's interests, and areas for exploration to consider potential careers and majors. The assessment is done in your First Year Experience course or individually with your advisor. If you want to take this assessment, contact your advisor.

As you prepare to take the Strong assessment, it is important to keep these key points in mind:
- The Strong assessment is not a test of your abilities, but rather an inventory of your interests.
- Think only about whether the item listed interests you and try to give the first answer that comes to mind.
- When deciding on your answers, don't worry about how well you could perform a job or activity. Instead, simply ask yourself how much you would like or dislike that activity.
- If you do not have strong feelings either way, mark "indifferent."
- Be aware that some of the questions may seem repetitive; this is on purpose.

As you review the Strong assessment with your instructor or your advisor, it is important to keep these key points in mind:
- The Strong assessment is not a test of your abilities, but rather an inventory of your interests.
- The Strong assessment is a starting point for exploration, not a determination of your major or future career.
- The Strong is meant to help you reflect on the following questions:
  - *What* do I want to do?
  - *Where* do I want to do it?
  - *Why* do I want to do it?

List what feels accurate from your report:

List what feels inaccurate from your report:

List what areas you want to explore further:

My code is...

_____ _____ _____

Occupational Information

What Can I do with this Major

What Can I Do With This Major will help you connect majors to careers. Whether you are exploring multiple majors or searching for information about your chosen field, this site will help with your career exploration. Note: This resource is not specific to Fitchburg State so includes programs not offered and other names for majors.

To access, go to the **Career Services and Advising Student Resource** web page, scroll down to Major Exploration and select What Can I Do With this Major.
(https://www.fitchburgstate.edu/student-support/career-services-and-advising-center/student-resources)

Information to gather from What Can I Do With This Major:

- Description of the major

- Break down of common industries students with that major work in.

- Common Career Paths, Employers, and Strategies for Success within each Industry

- Information on getting started and advancing with the major

- List of Professional Associations (some may provide FREE memberships to students)

- Research and exploration material through Related Resources and Occupational outlook

- Industry specific internship and job search sites under Employment Opportunities

Psychology

Psychology is the study of human behavior, the mind, brain, and social interactions. Coursework includes social, cognitive, abnormal, personality, and developmental aspects of

Human Services

Research

Education

Human Resources

Common Career Paths
- Employment and recruitment
- Selection
- Labor relations
- Compensation and benefits
- Organizational development
- Training

Employers
- Large companies
- Government agencies
- Staffing and employment services
- Large nonprofit organizations
- Hospitals
- Educational institutions

Strategies
- Gain relevant experience in human resources by completing an internship.
- Earn a minor in business or supplement curriculum with business courses.
- Seek leadership positions in student organizations.
- Develop strong computer skills.
- Earn an MBA or a graduate degree in human resources to attain higher level positions.

Business and Industry

Professional Associations
- American Association for Marriage and Family Therapy
- American Board of Forensic Psychologists
- American Counseling Association
- American Psychological Association
- Association for Applied Sports Psychology
- Association for Psychological Science
- National Association of School Psychologists
- National Board for Certified Counselors
- Society for Human Resource Management
- Society of Clinical Psychology
- Society of Counseling Psychology
- Society for Industrial and Organizational Psychology

Related Resources
- About Behavior Analysis
- Addiction Group
- Careers in Psychology from APA
- Career Cornerstone: Science, Technology, Engineering, Mathematics, Computing, and Healthcare
- Crisis Connections
- Explore Health Careers
- Learn Psychology

Occupational Outlook
- Human Resources Specialists
- Market Research Analyst
- Mental Health Counselors and Marriage and Family Therapists
- Postsecondary Teachers
- Psychologists
- Public Relations Specialist
- Rehabilitation Counselors
- School and Career Counselors
- Social and Human Service Assistants
- Social and Community Service Managers
- Substance Abuse and Behavioral Disorders Counselors

Employment Opportunities
- Careers in Psychology
- Online Psychology Career Center
- Psychology Jobs

Career Research

**Research career information using O*Net (onetonline.org) or MyNextMove (mynextmove.org).**
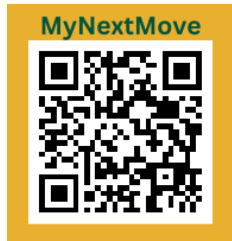
My Next Move is an interactive tool for job seekers and students to learn more about their career options. Users can find careers through keyword search; by browsing industries that employ different types of workers; or through the **O*NET Interest Profiler**, a tool that offers personalized career suggestions based on a person's interests and level of work experience.

To further research, **O*Net** has tasks, skills, salary information, and more for over 900 different careers.
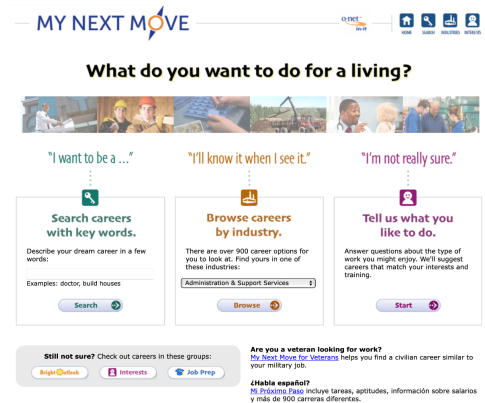
Conduct an informational interview.

Informational interviews serve as a great opportunity for students to learn about specific jobs, careers or to network with professionals in the field.

Questions to Ask:
- Could you describe one of your typical work days for me?
- What skills are required in your position on a day-to-day basis?
- What do you find most challenging about your job? Most rewarding?
- What steps did you take to land your job at ____?
- What advice would you give someone who is looking for an entry-level job in this industry?
- Do you have any recommendations of specific blogs or reading material I should read to keep up-to-date in the industry?

Participate in the Alumni Job Shadowing program.

The Alumni Job Shadow Program is an opportunity for you to gain insight into an industry/organization/job function of interest, make connections, and further discern how your skills, interests, and values translate to the workplace. CSA will match students with Fitchburg State alumni who will serve as hosts for shadowing experiences during summer and winter breaks. Reach out to your advisor.

Research Notes:

Academic Advising

Academic advising encompasses all the support you will receive from your advisor in deciding on what classes to take, managing your degree completion, registering for classes, and declaring your major. You should contact your advisor any time you need support regarding your academics. Being honest with your academic progress and current courses, will allow your advisor to help you to the best of their ability.

Academic Calendar 2023-2024

FITCHBURG STATE UNIVERSITY

160 Pearl Street, Fitchburg, MA 01420-2697
Tel 978.665.3101 ▪ Fax 978.665.3699
rlapidus@fitchburgstate.edu
www.fitchburgstate.edu

Richard S. Lapidus, Ph.D.
PRESIDENT

ACADEMIC CALENDAR 2023-2024

FALL 2023

Sept	4	Monday	Labor Day; Residence halls open for first-year students
	5	Tuesday	Development Day for Faculty
	6	Wednesday	President's Address; Department meetings; Residence halls open for all students
	7	Thursday	CLASSES BEGIN AT 8:00 a.m.; PREMAJOR Advising Meeting (3:30pm in PERC 210)
	14	Thursday	Final day to add a course in Web4
	19	Tuesday	CTL Professional Development Program
	21	Thursday	Final day to drop a course in Web4; Final day to add a course with permission of Instructor (Red Card)
Oct	9	Monday	Indigenous Day / Columbus Day - NO CLASSES
	17	Tuesday	CTL Professional Development Program
	20	Friday	Deficiency grades due
Oct	23-Nov 9		Advising period
Nov	10	Friday	Veterans Day Observed - NO CLASSES
	13-17		Registration for Spring classes
	17	Friday	Final day for withdrawal from courses; Final day to request an S/U grade
	21	Tuesday	CTL Professional Development Program; Thanksgiving recess begins at 4:45 p.m. Thanksgiving recess ends
	26	Sunday	
Dec	13	Wednesday	FINAL DAY OF CLASSES; Final day for making up Incomplete grades from previous semester
	14	Thursday	Reading Day - NO CLASSES
	15, 18-21		Final Examinations
	22	Friday	Snow day for Final Examinations; Commencement 6:30 p.m.
	23	Saturday	Snow Day for Commencement - 2:00 p.m.

Spring 2024

Jan	11	Thursday	Faculty Development Day
	12	Friday	Department meetings
	15	Monday	Martin Luther King Day;
			Residence halls open for all students
	16	Tuesday	CLASSES BEGIN AT 8:00 a.m.;
			CTL Professional Development Program
	23	Tuesday	Final day to add a course in Web4
	30	Tuesday	Final day to drop a course in Web4;
			Final day to add a course with permission of instructor (Red Card)
Feb	19	Monday	U.S. Presidents' Day - NO CLASSES
	20	Tuesday	CTL Professional Development Program
			Spring vacation begins 4:45 p.m.;
Mar	8	Friday	Residence halls close at 7:00 p.m.
	17	Sunday	Spring vacation ends; Residence halls reopen at 9:00 a.m.
	18	Monday	Deficiency grades due
Mar	18-April 5		Advising period
	19	Tuesday	CTL Professional Development Program
Apr	8-12		Registration for Fall classes
	12	Friday	Final day for withdrawal from courses;
			Final day to request an S/U grade
	15	Monday	Patriots' Day - NO CLASSES
	16	Tuesday	CTL Professional Development Program
	18	Thursday	Undergraduate Research Conference;
			Convocation (NO DAY CLASSES)
May	6	Monday	FINAL DAY OF CLASSES;
			Final day for making up Incomplete grades from previous semester
	7	Tuesday	Reading Day - NO CLASSES
	8-10, 13-14		Final Examinations
	14	Tuesday	Residence halls close
	16	Thursday	Graduate Commencement 6:30 p.m.
	18	Saturday	Undergraduate Commencement 10:00 a.m.;
			Residence halls close for Graduating Seniors
	21	Tuesday	Development Day for Faculty

February 6, 2023

Advising & Registration

The Advising Period

The advising period is a length of time before registration week in which you are required to meet with your assigned academic advisor. It is important that you set up this meeting as your advisor will help you figure out the classes you need to take in the following semester and they will also give you your Alternate PIN, a password which is required for registration.

Before Appointment:
1. After you receive the email from your advisor about the advising period, schedule your appointment in Navigate.
2. Put your appointment date and time in your calendar/planner so you will not forget to go.
3. Review your interests from the exploration process to share with your advisor.
4. Look through your **Degree Works** (degreeworks.fitchburgstate.edu) page and **the course list** (web4.fitchburgstate.edu/apex/f?p=courseschedule) to identify some classes you would be interested in taking.

Courses of Interest:

During Appointment:
1. Check in about classes. How are you doing? Any interests developing? Any courses you are concerned about?
2. Talk about potential majors, classes to explore, and required classes.
3. Look up registration time and write it down.
4. Work on making schedules in College Scheduler. Save your favorites for easy access on registration day.
5. Receive your Alternate PIN and write it down.
6. Ask any additional questions you may have! Are there any resources you need help connecting with?

Questions for Advisor:

After Appointment:

1. Make sure your registration time and Alternate PIN are recorded somewhere you will remember and can access easily. (See space to write them below).
2. Ensure there are no holds on your account. Holds prevent you from being able to register. If you have holds, contact the correct office to help you get the hold removed.
3. Set a reminder/alarm for your registration date and time.
4. Register on registration day. Reach out to your advisor if you have any trouble with registration.

Alternate Pin: _____
Registration Time:_____

CRN	Course	Title	Notes

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM					
9:30 AM					
11:00 AM					
12:30 PM					
2:00 PM					
3:30 PM					

Additional Notes from Appointment:

Registration with College Scheduler

Login through Web4 or go to fitchburgstate.collegescheduler.com

**Step 1: Add Courses and Breaks - For your selected term.**

Step 2: Generate Schedules - All possible conflict free schedules.
You can view each generated schedule and pick the one that you like the most. If you are not ready to send to the registration cart, you can click the heart (♥) in the right corner to favorite that schedule.

Step 3: Send to Registration Cart - On the view schedule screen, click "Send to Registration Cart".

Step 4: Register - From the Registration Cart, click "Register" to finalize registration.
To officially register, you will be prompted to enter your Alternate PIN. If you receive any error messages not previously discussed, please contact your advisor.
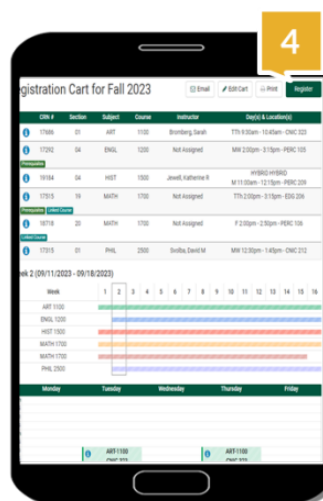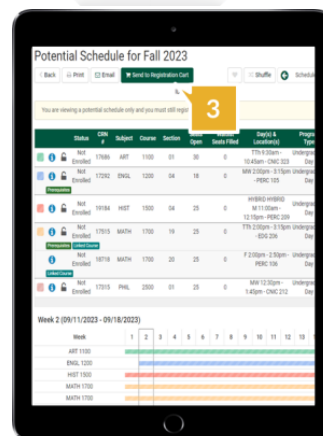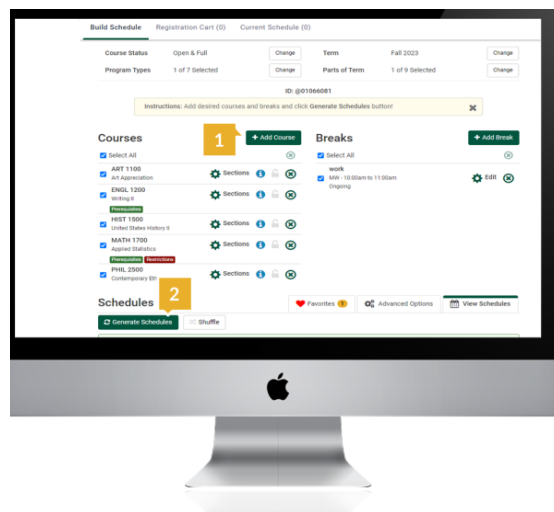
***Add/Drop - Go to the "Current Schedule" schedule page to edit and drop classes.**

Utilizing Degree Works

What is Degree Works?

The Degree Works program is designed to show where courses you take fit into your academic program. Along with your advisor, this tool can be a great help in making your path to graduation day an easier one to follow.

Degree Works can be accessed by logging directly into **Degree Works** or through **Web4**. To login, use your student email credentials, without the @student.fitchburgstate.edu.

(Ex. Username: ffalcon1   Password: Same as your email)

Use the following legend to interpret your Degree Works page:

Legend

The legend, as shown below, contains all of the unique symbols that are important to help you interpret your Degree Works audit.

Legend			
☑ Complete	▣ Complete except for classes in-progress	**(TR)** Transfer Class	* Prerequisite or Corequisite Required
☐ Not Complete	≈ Nearly complete - see advisor	@ Any course number	

☑ Complete-

This symbol will appear next to all requirements that have been completed within the audit. The row will be highlighted light yellow and will display the course(s) that fulfilled the requirement along with the grade and the semester in which the course was taken.

☐ Not Complete-

This symbol will appear next to all requirements that have not yet been completed within the audit. The row will be highlighted light pink and will display the course(s) that can be used to complete the requirement.

▣ Complete except for classes in-progress-

This symbol will appear next to courses that are currently in progress and any blocks which will be completed after a course in progress has been successfully fulfilled. The row will be highlighted light blue and an "IP" will be displayed in the grade section.

≈ Nearly Complete-

This symbol means that special attention is needed and you should consult with your advisor. There are a few instances in particular that will get flagged by a double tilde ≈ such as, if all of the requirements in a block have been completed, however, the minimum GPA requirement has not been met.

@ Any course number

This symbol acts as a wildcard. It may be used after a subject code (e.g. HIST @) which means *any course within that subject*. It can also be used by itself (@ @) which means *any subject – any course number*.

(TR) Transfer Class

This symbol indicates a course that was accepted in transfer. The school where the course was transferred in from and the original title of the course will display.

*

Not listed in the Legend – The * symbol may appear next to a course indicating that there is a prerequisite or co-requisite required for that course. If you click on the course the prerequisite or co-requisite will be listed.

Understand your Fitchburg State Degree

What do you need to graduate? Simple answer: Check all the boxes.

Requirement 1: Complete minimum 120 credit hours.

The Bachelor of Science/Arts degree requires a MINIMUM of 120 degree applicable credits, as well as the completion of all additional graduation requirements indicated in this advising worksheet. Multiple major changes over time, concentrations, minors, developmental classes, non-applicable transfer courses and other factors in your academic history may require that you complete more than the MINIMUM 120 credits. Sometimes the combination of the General Education and your Major curriculums does not equal 120 credits; therefore, you will need to take Free Electives to make up the difference.

Requirement: 2: Maintain a Grade Point Average (GPA) above a 2.0.

Graduation eligibility requires you to be in good academic standing at the culmination of your degree. Good academic standing is an overall GPA of above a 2.0. Utilize the **Fitchburg State Grading Scale** to understand the letter and point equivalents to Grade Point Averages.

Degree Works has a **GPA Calc** tool that you can use to predict the impact of your grades on your overall GPA

Worksheets	Notes	GPA Calc
Graduation Calculator ❯		
Term Calculator		
Advice Calculator		
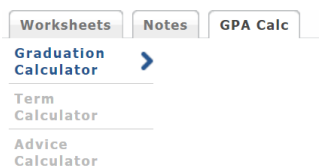
If you need support using this tool or are concerned about your GPA, contact your advisor for further assistance

FITCHBURG STATE GRADE	LETTER GRADE EQUIVALENCY	100% POINT EQUIVALENCY
4.0	A	95 - 100
3.7	A-	92 - 94
3.5	A- / B+	89 - 91
3.3	B+	86 - 88
3.0	B	83 - 85
2.7	B-	80 - 82
2.5	B- / C+	77 - 79
2.3	C+	74 - 76
2.0	C	71 - 73
1.7	C-	69 - 70
1.5	C- / D+	67 - 68
1.3	D+	64 - 66
1.0	D	60 - 63
0.0	F	0 - 59

Requirement 3: Complete the entirety of the General Education curriculum.

Our general education program prepares creative and critical thinkers who integrate and communicate learning from a variety of disciplines and experiences in ways that enhance civic, personal, and professional lives. All Fitchburg State students regardless of major complete the General Education curriculum. The General Education curriculum is a great way to explore interests while also completing requirements.

General Education Program Requirements

FOUNDATION
Foundations for Lifelong Learning
15 credits minimum

Reading/Information Literacy:
First Year Experience (R&IL).................................. 3 credits
Writing: Writing I (W) .... 3 credits
Writing/Information Literacy:
Writing II (W&IL) .... 3 credits
Quantitative Reasoning:
Math and Developmental Math,
if required (QR) .... 3 credits
World Languages, Speaking
and Listening (WS) .... 3 credits

EXPLORATION
Critical and Creative Thinking Across the Disciplines
27 credits minimum

Civic Learning (CV).. 3 credits
Diverse Perspectives (DP) .... 3 credits
Ethical Reasoning (ER).. 3 credits
Fine Arts Expression and Analysis (FA) .... 3 credits
Historical Inquiry and Analysis (HI)...................... 3 credits
Literary Inquiry and Analysis (LI) .... 3 credits
Personal Wellness (PW) .... 3 credits
Procedural and Logical Thinking (PL) .... 3 credits
Scientific Inquiry and Analysis (SI) .... 3 credits

All Exploration courses will also include instruction on at least one of the following skills: Creative Thinking, Critical Thinking, Digital Literacy, Information Literacy, Quantitative Reasoning, Reading, World Languages, Speaking and Listening, or Writing.

INTEGRATION
Advancing and Applying Liberal Arts & Sciences Learning
9 credits minimum

Integrative Learning (AIA)...................................... 6 credits
Integrative High Impact Practice (IHIP)................. 3 credits
OR
Minor or Second Major (courses beyond the 9 credit
minimum can also be applied to Foundation
and Exploration requirements) .... 9 credits

Majors may have identified up to three General Education courses from the EXPLORATION and INTEGRATION portions of the curriculum that will also meet major requirements. See your advisor and/or your major's four-year plan of study for this information.

Requirement 4: Complete the entirety of your chosen major curriculum.

All majors have different course requirements that make up their curriculum. You can run a 'What If' function to view the requirements for each major and concentration.

Using the 'What If' Function

The "What If" feature allows you to see how far along you would be in your academic career if you were to declare your major or add a minor.

Step 1: Select the "What If" function located on the left side of the audit screen under the "Worksheets" tab.

Worksheets	No
Worksheets	
What If ❯	
What If History	
Look Ahead	
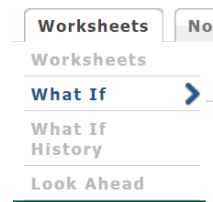
Step 2: Use the drop down menus to select the catalog year, program, major and concentration (if applicable) that you'd like to change to or the minor you would like to add.

Select your <u>primary</u> area of study

Catalog Year	2023-2024 ▼	**Major**	(pick a Major) ▼
Program	(pick a Program) ▼	**Concentration**	(pick a Concentration) ▼
Level	(pick a Level) ▼	**Minor**	(pick a Minor) ▼
Degree	(pick a Degree) ▼		

Step 3: Once done, select the "Process What-If" button located above.

Process What-If

This will remove the requirement blocks for your current major and apply the requirement block for the major you're considering or add the requirement block for the minor. This is not a permanent change. Once you go back to your Worksheet, the original requirement blocks will show up in your audit.

Declaring Your Major

Are you ready to declare your major? Congratulations!

Step 1: Make an appointment with your pre-major advisor to begin the process.

Step 2: Complete the Change of Major Form (PDF) and discuss next steps for transitioning to your new major.

Scan for Blank Change of Major Form

FITCHBURG STATE UNIVERSITY

CHANGE OF MAJOR/CONCENTRATION/MINOR FORM

Students may change their major or degree program as long as they can meet the requirements for their new major. When changing a major/concentration or adding a minor, the added major/concentration or minor will follow the current catalog year. Frequently changing one's major increases the amount of time required to complete the baccalaureate program and not all programs (such as nursing) can accept applicants who wish to transfer to that field. Programs having requirements for internal transfer are communications media, human services, nursing and education. ***NOTE: changing to a STEM major may result in the student having to take an additional math placement exam.**

Student Name: _____ Date: _____

Student ID#: @_____ Date of Birth: _____

Please Circle One: Day / Evening Bachelor of Science (B.S.) / Bachelor of Arts (B.A.)
Note - B.A. has a language requirement

☐ I wish to change my major from _____ to _____

☐ I wish to declare a double major in _____ and _____

☐ I wish to declare a double **Degree** in _____ and _____
Note – student must have at least 150 credits to earn a double degree

☐ I wish to **drop** my 2nd major _____

☐ I wish to add the following concentration(s) _____

☐ I wish to remove the following concentration(s) _____

☐ I wish to add the following minor(s) _____

☐ I wish to remove the following minor(s) _____

A departmental approval signature is required, except for **dropping** a minor or concentration.

Student Signature: _____

STEP 1: (Always Use Advisor Type MAJR)	**STEP 2:**
Approved: _____ *(Signature of Department Chair you are entering)*	Approved: _____ *(Signature of Department Chair you are leaving)*
Dept. Secretary: _____ *(Signature of department support staff confirming that they have assigned a new Advisor in Banner)*	Dept. Secretary: _____ *(Signature of department support staff confirming that they have removed the old advisor in Banner)*

OR

Approved: _____ *(Signature of Department Chair for adding a minor or concentration)*

Updated 3/28/2019

Return the form to the Registrar's Office once you obtain the appropriate signatures. Please expect the change to take effect after five business days.

Step 3: Make an appointment with the department chair of your new major to discuss next steps for transitioning to your new major.

***Once declared, you can also utilize this form to change your major again or add a minor.

What Happens Next?

You have declared your major and are officially no longer a pre-major student.. don't think you have to forget about us! Although your academic advisor has changed, your relationship with your pre-major advisor and the office of Career Services and Advising Office is not over.

The Career Services and Advising (CSA) Center can support you as you navigate your academic and career path while at Fitchburg State. Planning for your career can be intimidating, our advisors work to support you throughout this process.

Set up an appointment with an career advisor for:
- Resume and Cover Letter review
- Internship and Job Search assistance
- Interview preparation and practice interviews
- Career research and reflection

Join one of the following career development programs:
- Career Success Certificate
  - The Career Success Certificate is a 6 week program designed for students to explore and develop their career paths through weekly workshops and personalized career advising on topics like assessing skills and values, networking, the job and internship search, crafting a resume and cover letter, and more.
- Falcon Internship Program
  - The Falcon Internship Program (FIP) connects students with internship opportunities. FIP is available to all undergraduate students who are looking to complete an internship opportunity either for academic credit or as a non-credit (experience) internship.
- Alumni Job Shadowing Program
  - The Alumni Job Shadow Program is an opportunity for you to gain insight into an industry/organization/job function of interest, make connections, and further discern how your skills, interests, and values translate to the workplace. CSA will match students with Fitchburg State alumni who will serve as hosts for shadowing experiences during summer and winter breaks.

Contact us or stop by Drop-In Hours!
- Email **careercenter@fitchburgstate.edu**
- Call 978.665.3151
- Drop-In Hours: Visit Hammond 318 on Monday-Thursday from 1-3pm to work with a career advisor.

Campus & College Resources

College can be stressful, but it should not be overwhelming. Please utilize the following resources to help navigate campus and stay organized throughout your time at Fitchburg State.

Campus Resources

Academic Coaching & Tutoring Center (ACT)
The Academic Coaching and Tutoring Center's peer tutors offer free individual and group peer tutoring in a variety of subjects.
- Email **tutorcenter@fitchburgstate.edu**
- Call 978.665.3499
- Visit Hammond 306

Career Services and Advising Center (yes, we are still here for you!)
The Career Services and Advising Center assists students and alumni in developing, evaluating, and implementing career education and employment goals.
- Email **careercenter@fitchburgstate.edu**
- Call 978.665.3151
- Visit Hammond 318

Center for Diversity and Inclusiveness
The Center for Diversity and Inclusiveness (CDI) delivers programs designed to contribute to a positive campus culture of appreciation and respect for differences.
- Email **diversitycenter@fitchburgstate.edu**
- Call 978.665.3399
- Visit Hammond G04

Commuter Affairs
The Commuter Affairs Program provides programs, services and facilities that directly address the needs of commuter students.
- Email **commuters@fitchburgstate.edu**
- Call 978.665.3657
- Visit Hammond, Ground Level

Counseling Services Office
The Counseling Services Office offers confidential short-term counseling to all students at no charge.
- Email **counselingscheduler@fitchburgstate.edu**
- Call 978.665.3152
- Visit Hammond 317

Disability Services Office
Disability Services provides reasonable and appropriate accommodations for Fitchburg State students allowing equal access to university programs and services.
- Email **disabilityserviceslist@fitchburgstate.edu**
- Call 978.665.4020
- Visit Hammond Hall 303

Financial Aid
The Office of Financial Aid assists students who are applying for financial aid and additional financing options.
- Email **finaid@fitchburgstate.edu**
- Call 978.665.3156
- Anthony Student Service Center 108

Housing and Residential Services

Housing information for students.
- Email **housing@fitchburgstate.edu**
- Call 978.665.3219
- Visit Aubuchon Hall N101

International Education
The Office of International Education provides assistance to international students and students studying abroad.
- Email **inthelp@fitchburgstate.edu**
- Call 978.665.3089
- Visit Hammond Hall 316

Library
The Amelia V. Gallucci-Cirio Library is a comprehensive information center dedicated to enhancing the learning experience of all Fitchburg State University students.
- Email **circulation@fitchburgstate.edu**
- Call 978.665.3196
- Visit Hammond Hall, First Floor

OneCard Office
The OneCard is the official identification card of Fitchburg State University, and is issued to every student and employee.
- Email **onecard@fitchburgstate.edu**
- Call 978.665.3039
- Visit Anthony Building 118

Parking Services
Parking permits, parking lot maps, and the current parking rules are available at Parking Services.
- Email **parkingservies@fitchburgstate.edu**
- Call 978.665.3219
- Visit Aubuchon Hall N101

Student Accounts
Student Accounts is responsible for billing, issuing refunds to students for credit balances, including those generated from Financial Aid disbursements, and the collection of outstanding Nursing Loans.
- Email **stuaccnts@fitchburgstate.edu**
- Call 978.665.4126
- Visit Anthony Student Service Center 108

Student Development
The Office of Student Development engages students through interactive learning, diversified events and activities, leadership experiences, volunteerism, and employment opportunities.
- Email **studentdevelopmentnews@fitchburgstate.edu**
- Call 978.665.3163
- Visit Hammond Hall G13
- Find organizations and events through **FalConnect**

Student Health Services
The university partners with Community Health Connections to provide health care services to

the campus community.
- Call 978.665.3343

Technology
The Technology Department provides technology services and support to the Fitchburg State community.
- Email **helpdesk@fitchburgstate.edu**
- Call 978.665.4500
- Visit Conlon Hall 236

TRIO Student Support Services
The TRIO Student Support Services staff works with students who are from families where neither parent has earned a baccalaureate degree, who are from low-income backgrounds, and/or are students with disabilities.
- Call 978.665.3576
- Visit Hammond Hall 315

University Police
University Police provides services to promote campus-wide safety and is available to assist the campus community 24 hours a day, 365 days a year.
- Call 978.665.3111
- Visit University Police Station, 32 Clinton St (across from the Recreation Center)

College Organization 101

Tips & Tricks to Staying Organized

Get to know yourself as a learner.
- When and where are you most productive? What distracts you?
- Knowing habits helps you manage your time more effectively and to be more productive overall.

Manage your time and your attention. Once you've put it on your calendar, stick to it!
- Creating a detailed schedule will help you know exactly what you need to accomplish each week.

Be present for every class. This is more than just showing up to class.
- Make sure you are actively listening to the professor and taking quality notes.
- Life happens… communicate with your professor if you have to miss a class. Actively seek the missed material by attending office hours or working with a classmate.

Find a productive study space that works for you.
- It should be a place where you can concentrate without distractions.
- You might find that you study best (and most efficiently) when you are away from the interruptions of roommates, texts, and TikTok. How can you make that happen?
- That could be in the library, a cafe, or your room. Do what works best for you. You can always change it up too!

Use the time between your classes effectively. Breaks between classes can be productive.
- Have ten minutes between classes? Get to your next class early, and spend five minutes reviewing the notes from the last lecture.
- Have an hour? Bring some reading, and get something done between classes.

Avoid procrastination. It is easier to keep up than to catch up.
- Use the syllabus to make a roadmap for the semester and stick to it.
- College courses contain a lot of reading material so make sure you are including that in your planner.
- Break down big assignments into smaller tasks that you continually work on.

Determine which campus resources will help you succeed, and use them. Asking for help is a good thing!
- Confused about class material? Go to your professor's office hours or the Academic Coaching & Tutoring Center (ACT) for peer tutoring.
- Feeling overwhelmed about the amount of work you have? Work with an Academic Coach in the ACT or seek out Counseling Services.

Fill-in Schedules

Semester Plan

- Use a monthly calendar/planner as your Semester Plan template.
- Check syllabus/Blackboard for all course expectations and plot all major due dates.
- Always record irregular happenings as soon as they get scheduled (i.e. doctor appointments, job interviews, etc.)
- Note any important dates that are listed on the Academic Calendar
- The Academic Coaching & Tutoring Center provides semester calendars that you can fill in with your class information. Visit your advisor in 306E to get your calendar!

Weekly Schedule

- Start the semester off right by making yourself a planned weekly schedule.
- Reserve time that you will study, but not decide in advance which courses will be studied in which hours.
- Schedule some time for you to relax or do something you enjoy.
- Each week, refer to your Semester Plan and make note of the important deadlines and appointments for that week.
- Be flexible. If you need to adjust your study times, specifically find another spot on your schedule and plan it.

Example:

Weekly Schedule
Semester: Fall 2023

- Start by adding weekly scheduled commitments: Classes, Work, Clubs/Extracurriculars, Sports Practices, Etc.
- Look at your break times and add in study time, meals, break/rest/social time
- Try your best to stick to this schedule weekly!

Time / period	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-8:00am		Grab Breakfast		Grab Breakfast	Grab Breakfast
8:00-8:30am		MATH 1700		MATH 1700	MATH 1700
8:30-9:00am	Grab Breakfast	8-9:15 PERC 103	Grab Breakfast	8-9:15 PERC 103	8-8:50 PERC 105
9:00-9:30am	Walk to McKay		Walk to McKay		
9:30-10:00am	FYE 1019	Study/Homework	FYE 1019	Study/Homework	WORK
10:00-10:30am	9:30-10:45 MCK 163	in	9:30-1045 MCK 163	in	
10:30- 11:00am		Library		Library	
11:00-11:30am					
11:30-12:00pm		Lunch		Lunch	
12:00-12:30pm	Lunch	Walk to McKay	Lunch	Walk to McKay	
12:30-1:00pm	ENGL 1100	SOC 1100	ENGL 1100	SOC 1100	
1:00-1:30pm	12:30-1:45 PERC 202	12:30-1:45 MCK217	12:30-1:45 PERC202	12:30-1:45 MCK217	
1:30-2:00pm					
2:00-2:30pm	HIST 1000	NAP 😊	HIST 1000	NAP 😊	
2:30-3:00pm	2-3:15 PERC 106		2-3:15 PERC 106		
3:00-3:30pm					
3:30-4:00pm					
4:00-4:30pm	PRACTICE	PRACTICE	PRACTICE	PRACTICE	PRACTICE
4:30-5:00pm					
5:00-5:30pm					
5:30-6:00pm					
6:00-6:30pm	Dinner	Dinner	Dinner	Dinner	Dinner
6:30-7:00pm					
7:00-7:30pm	Study/Homework	Study/Homework	Study/Homework	Study/Homework	
7:30-8:00pm					

Weekly Schedule

Semester: _____

- Start by adding weekly scheduled commitments: Classes, Work, Clubs/Extracurriculars, Sports Practices, Etc.
- Look at your break times and add in study time, meals, break/rest/social time
- Try your best to stick to this schedule weekly!

Time / period	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-8:00am					
8:00-8:30am					
8:30-9:00am					
9:00-9:30am					
9:30-10:00am					
10:00-10:30am					
10:30- 11:00am					
11:00-11:30am					
11:30-12:00pm					
12:00-12:30pm					
12:30-1:00pm					
1:00-1:30pm					
1:30-2:00pm					
2:00-2:30pm					
2:30-3:00pm					
3:00-3:30pm					
3:30-4:00pm					
4:00-4:30pm					
4:30-5:00pm					
5:00-5:30pm					
5:30-6:00pm					
6:00-6:30pm					
6:30-7:00pm					
7:00-7:30pm					
7:30-8:00pm					

Additional Notes: