

MCAA NEWSLETTER

TONIGHT (10/25)
MCAA PEER ADVISORS ANSWER
YOUR REGISTRATION QUESTIONS
GORECKI 120 @ 7:00PM

Registration is coming-up soon! First year students will register on **November 4, 5 or 6**, depending on how many credits you have already *completed* through post secondary, IB, AP or other college credit courses you took in high school. Below are helpful recommendations to guide you as you prepare to choose classes for next semester.

REGISTERING FOR CLASSES: SEE PAGES 1-4 IN THE CLASS SCHEDULE BOOKLET

DON'T FORGET!

Before you register, don't forget to:

- Meet with your **advisor** to plan out your spring semester
- Settle all current charges with the **Student Accounts Office**
- Have no other outstanding **holds on their registration**

See the [Registrar's website](#)

- Meet with your FYS professor/faculty advisor to discuss your plan & receive your registration PIN.
- Registering for classes takes place online through [Banner Web Self Service](#).
- Plan your schedule with the most **restrictive classes** first:
 1. FYS 101
 2. Classes with only one or two sections
 3. Classes connected with labs
 4. Classes with several possible sections
- Have a **back-up plan** in case you can't get into the exact class you want.
- If you will be taking the second portion of a course, such as CHEM234 or JAPN 112, be sure to register for those courses (or others that are **only offered in the spring semester**).
- Be ready to **register for labs** if the class requires you to.
- Use the last page of the class schedule booklet (see below) to plot next semester's schedule.
- Keep your PIN or e-mail it to yourself so you can make changes to your schedule later—even during winter break—if you wish to do so.

Finding Information: The [Academic Advising Website](#) has links to:

Academic Catalog (major/minor requirements, course descriptions, departmental descriptions)

Major/Minor Checklists (helpful in keeping track of progress toward your major/minor)

Common Curriculum (important information about each requirement)

Academic Planner (from ATLAS, an excellent format for planning each semester)

WORKSHEET CHOICES

	1-3-5					2-4-6				
	CRN		COURSE			CRN		COURSE		
8:00-9:10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9:40-10:50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11:20-12:30	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1:00-2:10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2:40-3:50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
OTHER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
EVENING	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please have the CRN Numbers (5 digits) of all courses you intend to register for when you sign on to Banner Web Self Service. Do not overlook registration for labs.

INSIDE STORY HEADLINE



Caption describing picture or graphic.

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it

useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

INSIDE STORY HEADLINE

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or

an editorial. You can also profile new employees or top customers or vendors.

"TO CATCH THE READER'S ATTENTION, PLACE AN INTERESTING SENTENCE OR QUOTE FROM THE STORY HERE."

INSIDE STORY HEADLINE



Caption describing picture or graphic.

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the

image.

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Organization

CSB/SJU

Primary Business Address
Your Address Line 2
Your Address Line 3
Your Address Line 4

Phone: 555-555-5555
Fax: 555-555-5555
E-mail: someone@example.com

WE'RE ON THE WEB!

EXAMPLE.COM

YOUR BUSINESS TAG LINE HERE.

This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

BACK PAGE STORY HEADLINE

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give

your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a

good place to insert a clip art image or some other graphic.



Caption describing picture or graphic.