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## Appendix

### **Appendix: Sample Forms**

([www.cel.cmich.edu/faculty/procedures-forms/forms.html](http://www.cel.cmich.edu/faculty/procedures-forms/forms.html) or  
[www.cel.cmich.edu/student/forms/default.html](http://www.cel.cmich.edu/student/forms/default.html))

### **Model Course Outlines**

See link for master course syllabi at

[http://academicsenate.cmich.edu/  
master\\_course\\_syllabi.htm](http://academicsenate.cmich.edu/master_course_syllabi.htm)

<http://personal2.cmich.edu/mcs/syllabi>

Use your Global ID for the user ID, for example:

gribb1kd

Password: (use your current e-mail password)

### **Curricular Requirements By Year**

[www.cel.cmich.edu/faculty/procedures-forms/  
CurricularRequirements.html](http://www.cel.cmich.edu/faculty/procedures-forms/CurricularRequirements.html)

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## Preface

Your work as an academic advisor is a vital link in Central Michigan University's ability to deliver quality off-campus programs through the Off-Campus Programs. You serve as the students' academic and professional model and mentor, and you are also an important connection to campus for them.

This handbook covers the major issues that you will address as an academic advisor, and although specifics are geared to advising for the Master of Science in Administration (MSA) degree, the degree pursued by the majority of our graduate students, the general advising guidelines are also applicable to those advisors who serve other degree programs. For specific advising questions relevant to those degrees, contact your program director.

The information included provides you with the specific information you need to help you advise students accurately and effectively. However, unusual situations or questions not covered by this handbook may arise. If you are confronted with a question to which you do not know the answer, don't hesitate to call on-campus staff for help. We are always available to talk with you. You are particularly encouraged to call the Master of Science in Administration director if you have advising questions related to the MSA degree, (989) 774-6525.

### MSA Office Staff

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