

August 6, 2019

Dear Biology and Marine and Environmental Biology and Policy Majors,

As the fall semester approaches, I'm happy to welcome all returning students back to MU and I'd like to congratulate and welcome all new MU students! I am Dr. Kathryn Lionetti, Department of Biology faculty member and Department Advising Coordinator.

Please take a few minutes to look at the fact sheet below for important information that will help ensure your success. Remember to always use your MU e-mail when communicating at MU. Get in the habit of checking your Monmouth University e-mail daily. (We cannot communicate with you via other e-mail addresses). I look forward to seeing you this fall, and I wish you a wonderful year. Enjoy the rest of the summer!

Sincerely,
Dr. Kathryn Lionetti

- **To find out who your advisor is and how to contact him/her:** Your advisor is your contact person for registration, academic advice, and referrals about problems that may arise. Everyone should check to see who their advisor is. If you are a sophomore, your advisor is likely a different faculty member than your first year advisor. Look under Web Advisor's Web Student 'Academic Audit' feature or 'Student Profile' feature to find your advisor and your advisor's contact information.
- **If you have just transferred or have just become a sophomore:** Email your advisor now to schedule a meeting with him/her during the first week of classes to review your fall and spring schedule. The **last day for fall semester program changes is Tuesday, September 10th** but taking care of this sooner is better. If you wish to make a program change such as to pick up the MCP concentration or the MEBP major, you need to fill out a Request to Change Academic Program form online as soon as possible. Although you may have discussed this with me, or your advisor, when you registered, you still need to complete these on-line e-forms – see Web Advisor.
- **If you are not registered for Spring 2019 classes or need to make changes to your spring schedule:** You should schedule an appointment with your advisor to do this early in the fall semester.
- **To determine exactly which requirements you have already completed and which are still needed:** Use Web Advisor's 'academic audit' feature (see tutorials for how to read your audit on the Registrar's office webpage under 'important information and links'). Yours is active after you start taking classes at MU. After every registration, check your academic audit to make sure your new classes will count towards graduation as you think they should.

- **To determine if you are approved for self-registration:** Look under Web Advisor's 'Web Registration Approvals and Blocks' feature. Take care of any blocks as soon as possible. It is great to be able to register and make changes yourself, but your advisor must approve you for this and will want to know that you have a plan in place to get you to graduation. Review the curriculum and sequence charts for the year you started at Monmouth, map out a tentative plan for completing your requirements and then schedule an appointment with your advisor to review and/or get help with your plan. Although your advisor will help you, remember that it is **your responsibility** to make sure that you work with your advisor to set up, and then follow, a plan for completing all degree requirements. Please read and refer to the Undergraduate Catalog which can be found on the Registrar's Office webpage.
- **To declare the concentration in Molecular Cell Physiology or switch between Biology and Marine and Environmental Biology and Policy:** Although you remain in the biology department, these changes require a 'change of major' form to be completed on-line (via Web Advisor). Alert me, Dr. Lionetti, (lionetti@monmouth.edu) or your advisor (send a quick email) so we can make sure your advisor is properly assigned again after the change takes effect. Also, know that the system will automatically change your self-registration switch to "no" so you will have to communicate with your advisor before it is switched to "yes" again.
- **To contact the Biology Department office and Dean's office:** Department Administrative Assistant, Peggy Rappoccio (732-571-3429) in AS 382 or the office of the Dean of the School of Science (732-571-3421) can help with information or assist in contacting your advisor.
- **If you struggle with undesirable grades and to know the minimum grades required to graduate and the grades you need in prerequisite courses, please read:** You must maintain a GPA of at least 2.10 in your Biology courses and a 2.0 overall in order to graduate. Be aware that for prerequisite biology courses, you must have earned a grade of C- or better or you will not be allowed to take the next level course. If you are not able to achieve a C-, you should consider another major. Courses don't get easier as you advance in biology. The Tutoring Center is available for help in many subject areas (see Center for Student Success webpage). School of Science Peer Mentors are also a very helpful resource for advice (see School of Science webpage).
- **To add a minor to your degree:** Minors are declared with an on-line form (Web Advisor). Some minors, such as those in Chemistry, Global Sustainability and Geographic Information Systems (GIS), include courses that you may already have to take as part of your Biology degree. Minors and their requirements are listed on the Registrar's office website. When adding a minor, students should plan carefully if no additional time toward completion of the degree is desired.

If you are considering a medical, dental or other health-related field: Pre-Health Advising is available to assist in your preparation for entry into medical, dental, osteopathic, veterinary, physical therapy, etc. school. To register with the Pre Health Advising Office, you must fill out a form requesting to be placed on the Pre Health Advising email list. Please contact Donna Volpetti, Pre Health Advising Secretary via email dvolpett@monmouth.edu or x3687. You can also stop by the PHA Office during office hours. Pre Health Advising is located in the School of Science Building, Edison Hall, Room E214. The Director of Pre Health Advising (PHA) is Dr. Bernadette Dunphy, PT, DPT (bdunphy@monmouth.edu). Her office is located in Edison Hall, Room E212. Committee letters of recommendation are required in most cases. Juniors must attend a preparatory meeting in February. The request for a letter of recommendation for students wishing to attend a health professional school upon graduation must be made via submission of forms no later than April 15th of your junior year. All students must have appropriate test scores (e.g., MCAT, DAT, etc.) sent to the Pre-Health Advising office before letters of recommendation can be sent to the professional schools. Check the Pre-Health Advising website (look under advising services) and be on the lookout for e-mail and notices regarding Pre-Health Advising meetings and workshops.

- **To find out more about graduate school and employment:** Use the link on the School of Science webpage to view the School of Science Professional Development Programming. There is a schedule of events including guests speakers in the field, alumni, as well as information about how resumes, networking, etc.
- **If you are interested in conducting research:** Research opportunities working in a laboratory are available for biology elective credit on a limited basis. You can speak with a professor working in an area of interest to you, look at faculty member webpages or check with your advisor to learn more about these opportunities.
- **If you are interested in finding an internship/cooperative education/ Experiential Education opportunity:** Speak with your advisor or contact the internship coordinators for the Department Professor Jim Nickels (jnickels@monmouth.edu) who can help with MEBP internships and Dr. Ellen Doss-Pepe (edoss@monmouth.edu) who can help with BY and BY/MC internships. This is an excellent way to “test” a career field of interest and gain knowledge and experience in an area you are considering pursuing, and credit for an Experiential Education experience is a graduation requirement. You cannot register for these opportunities on your own. It must be done through a faculty member.
- **To qualify for Departmental Honors:** This is not for students already in the Honors School – this is departmental and open to anyone who meets the qualifications. To qualify, students must finish with a 3.3 or higher overall GPA and a 3.5 or higher GPA in biology. Students must also complete a departmental honors thesis resulting from at least 6 credits of research (usually BY 499 but there are other options). Students must complete two additional courses beyond what is already required for the major but these can be the

research credits. Thus, it can be completed with as little as 6 additional credits for anyone interested in research and able to maintain the required GPA.

- **To become a paid biology Lab Assistant:** Contact Anne Marie Lavin, Laboratory Supervisor and Compliance Officer (alavin@monmouth.edu), about openings in the department.