



KIN Advising Bulletin: Spring 2020

Greetings KIN student community,

Welcome to Spring 2020 semester!

A special hello to the new change of major and transfer students joining our community this semester.

As usual, please contact your direct KIN advisor with Qs. If you do not have an assigned advisor, check with the KIN office first, SPX 102, check your intake green form, where it lists your advisor. If no green form present, complete it, turn in to KIN office, and then you will be assigned an advisor.

I will be sending you some important info via email over the semester; please read it over; it will help you stay on track.

A note on email contact: Please do not contact Dr. Jessica Chin with general advising Qs unless she is your direct advisor. We are very fortunate to have her serve as the Undergraduate Coordinator for the KIN Department. Please do not contact Dr. Matthew Masucci, former KIN Chair and now CHHS Interim Assoc. Dean, with general KIN Dept. advising Qs.

Advising Qs should be directed to the KIN website, the KIN UG handbook, the CHHS SSC, your KIN advisor, Clark Hall services, then the Adv Manager, and then finally the Department Chair after you have made good faith attempts to contact your direct advisor without responses. We will ask for proof you have taken all of these steps.

When you email faculty, please include:

Name:

ID:

Yr:

Advisor:

Area of Specialization:
Grad Semester:
Specific Q/Issue:

DEPARTMENT FORMS: A note on graduation forms: Do not wait until summer or winter to do these forms; complete during Fall or Spring semester when your direct advisor is in office. Do not wait until the last day. Do not wait until the end of finals. Do not wait till the middle of winter and summer breaks.

STUDENT CULTURE: It is important that ALL students respect the department advising protocols. Faculty (most of whom work on 10-month contracts) do not answer emails in winter and summer sessions. If you need help during these periods, please see the CHHS SSC in MQH 533. Better yet, do not wait till the last minute to contact your advisor, panicked, expecting immediate help.

Please do not send multiple emails in the same day or over a few days demanding action. It is your responsibility to know deadlines, know the reqs, and know the processes. We send this info and post it on a regular basis. Be aware of faculty office hours, and do not expect you can drop-in without notice.

Please do not walk into faculty offices unannounced – without a knock and or basic human greeting. Please respect faculty personal spaces and professional boundaries. The basic rules of interpersonal respect and politeness apply in university spaces. If someone helps you, thank you is a lovely way to respond. We respect and value each other in our department – students, staff, and faculty.

If you ask for a new advisor due to lack of contact, we will check up on the claim, ask for proof of efforts, and contact that advisor. Be honest. Avoid hyperbole.

Please do not try to see a different advisor when you do not get immediate help, an immediate response from your advisor, or get the answer you wanted.

Please be accurate and honest about your communications with faculty.

Part of developing as a young professional is demonstrating emotional control during times of stress. Please do not displace stress on advisors who are actively trying to help you. We have many campus resources to help you. Reach out.
<https://www.sjsu.edu/counseling/> #sjsucares

Please be prepared when you contact faculty with your UG planer complete, myplanner completed, and specific questions. Do your own research before you contact faculty.

KIN Advising 1.0: Course planning and major requirements
(recent transfers, recent lower division matriculated students)

If you are a declared KIN major and have not attended a KIN advising workshop, plan to attend. This is especially geared toward frosh and sophomores as well as juniors who have not yet selected a specialization. We will be going over the current kinesiology curriculum, including the different majors and specializations, as well as steps and requirements to get to graduation. I will also assign kin advisors to declared kin majors who have not yet been assigned.

Tuesday, 2/4, 10:45am - 11:45am, SPX 118

Tuesday, 4/28, 10:45am - 11:45am, SPX 118

KIN Advising 2.0: Completing the major form and application to graduate
(for Spring 2020/Fall 2020/Spring 2021 grads)

This is for KIN, KIN-Prep for Teaching, and AT majors who are getting ready to submit their major form and application to graduate, which are due to the department one year (2 semesters) in advance of anticipated graduation semester. We will review instructions for completing the forms and next steps.

Wednesday, 2/5, 10:45am. - 11:45am, SPX 118

Wednesday, 4/29, 10:45am. - 11:45am., SPX 118

Graduation

For SP 2020, Fall 2020, and SP 2021 graduates, completed major forms (approved and signed by your advisor) are due and must be submitted to Mr. Murphy’s box in SPX 102. All Spring 2020/Fall 2020 graduation paperwork is due ASAP.

For Spring 2021 graduates, completed major forms (approved and signed by your advisor) are due and must be submitted by the student to SPX 102 by 2/18/2020. [Note: This is 1 month earlier than the university deadline!]** Attn: Daniel Murphy

Advising Schedule & Key Dates

<p>Tues, 2/4 10:45am - 11:45am (1 hr)</p>	<p>Advising Workshop 1.0 (for transfers, matriculated lower division students, new students) Register here: https://forms.gle/R9FyBycz9zhWJK2s9</p>
<p>Wed, 2/5 10:45am - 11:45am (1 hr)</p>	<p>Advising Workshop 2.0 (for soon-to-be graduating) Register here: https://forms.gle/uPcfXpTTc982zYiZ9</p>

Tues, 4/28 10:45am - 11:45am (1 hr)	Advising Workshop 1.0 (for transfers, matriculated lower division students, new students) Register here: https://forms.gle/R9FyBycz9zhWJK2s9
Wed., 4/29 10:45am - 11:45am (1 hr)	Advising Workshop 2.0 (for soon-to-be graduating) Register here: https://forms.gle/uPcfXpTTc982zYiZ9
	University Key Dates: https://www.sjsu.edu/registrar/calendar/Spring-2020.php

Monday, Jan 20	Dr. Martin Luther King, Jr. Day - Campus Closed Advance Registration ends
Tue-Wed, Jan 21-22	Registration Closed
Thurs., Jan 23	First Day of Instruction Late Registration Begins on MySJSU after 7am (Ends Feb 11)
Tuesday, Feb 4	Last Day to Drop Classes without a W grade
Wednesday, Feb 5	Late Drop Petition Required
Tuesday, Feb 11	Last Day to Add Classes via MySJSU Last Day to Submit Audit [pdf] Credit/No-Credit [pdf] Option Request Last Day to Submit Instructor Drops
Wednesday, Feb 12	Late Add Pre-Census Request [pdf] requirement begins
Wednesday, Feb 19	Enrollment Census Date
Thursday, Feb 20	Late Add Post Census Request [pdf] Requirement begins
Mon - Fri, Mar 30 - Apr 3	Spring Recess - no classes
Tue, Mar 31	Cesar Chavez Day - Campus Closed
Thursday, Apr 23	Semester Withdrawal Deadline (AARS' Withdrawal Request) Last day to submit Late Enrollment Post Census [pdf] for current semester

Monday, May 11	Last Day of Instruction
Tuesday, May 12	Last day to complete Coursework for "Incomplete Grades" Faculty Web Access for Grade Posting Opens at 8 am
Wed-Fri, Mon-Tue, May 13 – 19	Final Exams
Friday, May 22	Grades Due from Faculty
Saturday, May 23	Grades Viewable on MySJSU
Monday, May 25	Memorial Day - Campus Closed
Tuesday, Jun 2	Final deadline for Grade Submission (11:59 pm) (Last day for Instructors to submit incomplete grade changes)
Monday, Jun 8	Academic Standing & Current Semester Grades Posted on Transcripts

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 @kinsjsu

All students should go to the CHHS SSC in MQH 533. <http://www.sjsu.edu/chhs-ssc/advising/>; Have them check over your lower division transcripts, check on int'l exp., remaining courses, and process for grad school.

Also check here for more info:

<https://www.sjsu.edu/kinesiology/advising/>

http://www.sjsu.edu/advising/student_resources/academic_resources/undergraduate_advising_resource/index.html