

Academic Advising

Welcome, students and families, to the CSB/SJU Community.

The information in this newsletter will help you know what to expect from Academic Advising this summer, offer strategies for a smooth transition to college, and introduce you to a few key resources on campus.

Advising and Registration

Each student's first semester schedule will be created by a professional advisor with extensive knowledge of major, minor and general requirements.

By leveraging our expertise in major, pre-professional, and general requirements we can reduce students' concerns about taking the necessary classes for their interests and give them the best possible start on the path to graduation and completing their degree in four years. Sample schedules, a link to online Language Placement Exams (French, German, Spanish), and a list of courses generally available to first-year students are all included on the [Academic Advising](#) web page.

Implementation of the block course schedule this summer required us to revise our timeline for completion of first-year student schedules. Advisors are committed to individual care in creating each student's schedule and expect this work to continue into the month of August. When schedules are complete, we will send instructions for students to access the information in Banner Web. Students will have opportunities to consult with advisors and make schedule changes leading up to, and during, fall orientation.

Students should contact us with any changes to their major/minor/pre-professional interests, be certain to have official transcripts sent from colleges where they earned credit, and alert us to any scheduling concerns.

Majors

Students will be registered for their first semester courses according to their intended majors, academic interests, pre-professional plans, and academic preparation.

We understand and value exploration of interests and will balance that with the sequencing of coursework in specific areas. There are some areas of study, such as nursing or education, for which specific courses are necessary to maintain a four-year graduation timeline while other areas afford greater flexibility.

Students often change majors as they encounter opportunities and continue to define their goals. Whether exploring or firmly decided on a major, we encourage students to learn about their interests through department web pages and information in the [Academic Catalog](#).

Global Language Placement

In creating first-semester schedules, advisors will review students' plans and preparation for meeting the Global Language Requirement. **To fulfill the requirement, students will complete language coursework through the intermediate level** or pass the on-campus language proficiency assessment. (If beginning a new language, three semesters of study—Beginning I, Beginning II, and Intermediate I—are needed to complete the requirement.)

Advisors will consider the language background information provided in each student's Advising & Registration Form, along with results from the online French/German/Spanish placement exams. The Latin placement exam is available during fall orientation; placement interviews for Chinese, Greek, and Japanese may be arranged early in the fall.

Students who place beyond the intermediate level on the placement exam may choose to demonstrate proficiency by successfully completing the next level of language study or the oral and written language proficiency exam administered by the Languages and Cultures/Hispanic Studies departments in the fall semester.

Multilingual students may have additional options for fulfilling the Global Language Requirement and should watch for further communication from academic advisors.

Once on campus, students are encouraged to work with academic advising and faculty in Languages and Cultures as needed to discuss language requirement opportunities.

College Success Course

All first-year students will take *INTG 105 College Success*, a one-credit course that meets once a week throughout the first semester. This course will help students navigate information and resources, clarify purpose and direction, meet academic expectations, and engage fully in the CSB/SJU experience.

Typical Schedule

- ◇ *INTG 105 College Success* (1 cr)
- ◇ One *Learning Foundations* or *Cultural and Social Difference Course* (4 cr)
- ◇ Two courses toward major and other interests (8 cr)
- ◇ One global language or other Integrations Curriculum course (4 cr)

Advising Timeline

Prior to June 5: Students complete

- ◇ Advising and Registration Form online through Forms Portal.
- ◇ Online Language Placement Exam.

Late summer: Via CSB/SJU email

- ◇ Faculty Advisors send introductions.
- ◇ Academic Advising sends instructions for accessing schedules online via Banner Web.

Fall Orientation: Students can work with Academic Advisors to make schedule changes.

Academic Advising Contact Information

Phone: 320-363-5687

Email: academicadvising@csbsju.edu

Webpage: www.csbsju.edu/academicadvising

Communication is a core liberal arts skill.

Students, be sure to establish these good communication practices now.

- **Phone:** Set up voice mailbox, listen to and respond to messages.
- **Email:** Create a routine for reading and responding to messages in your CSB/SJU email account.

Tip: Create folders to organize your Fall 2020 information into academic, housing, finance, and other categories.

- **Family:** Use time this summer to talk through how and how often you will communicate about
 - ◇ good news
 - ◇ challenges
 - ◇ what you learn in and out of class
 - ◇ using campus resources
 - ◇ discovering new interests
 - ◇ how you're staying healthy
 - ◇ things that are easier and/or more difficult in college
 - ◇ balancing classes, homework, work, social life, involvement in student activities, and sleep.

Important Resources

Academic Advising
Counseling
Course Instructors
Faculty Advisors
Faculty Residents at SJU
Financial Aid
Health Promotions
Libraries
Math Skills Center
Residence Directors at CSB
Resident Assistants
Student Accessibility Services
Writing Center
XPD-Experience and Professional Development

Academic Advising Office

Academic Advising supplements the work of faculty advisors by helping students set goals, explore interests and majors, choose courses, maintain good academic standing, and fulfill all graduation requirements. Students are the first to know if they have questions, are looking for additional opportunities, or are experiencing difficulty. We encourage them to contact an advisor early so we can be as helpful as possible.

Advisors review the results of student work each term to determine Dean's List eligibility (3.8 term GPA with at least 12 credits) and academic probation (insufficient credits earned; GPA below 1.8 for first-term or below 2.0 thereafter). Advisors work individually with students to facilitate or provide a wide range of academic support.

Faculty Advisors

Each student will be assigned a faculty member to serve as his or her faculty advisor for their first year. Faculty advisors help students explore interests and majors, connect with resources, plan next semester's course schedules, and examine career interests. Faculty members are also excellent resources as students refine their study habits, seek tutoring, and create academic plans. **Later in the summer, faculty advisors will send messages of welcome and introduction to their student advisees.**

At the end of the first year, students are assigned faculty advisors in their intended major department(s). Students often also develop advising relationships with faculty in their minor area of study or pre-professional program.

Student Accessibility Services

Student Accessibility Services (SAS) works with students to determine and facilitate accommodations for students with documented disabilities. Over the course of the summer, SAS will follow up with students who used the Advising and Registration Form to request contact from SAS. Additionally, students who have a disability or have previously utilized a 504 plan are encouraged to call (320) 363-5245 to begin these conversations.

As with much of the college experience, students will take on greater responsibility and control in the use of accommodations than is typically required in high school. The student is responsible for managing time, actively utilizing accommodations, communicating with instructors, and reaching out to SAS when needed.

For further information, please access the [Student Accessibility Services website](#).

Student's Right to Privacy (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 describes student privacy and defines the rights and responsibilities of students, faculty and administrators to maintain the specified level of privacy. In other words, **academic records and information involve a higher level of privacy as students become legal adults**, with FERPA regulating what college personnel can share with individuals outside the institution—including parents.

Students, we encourage you to practice good communication with family and other supporters, and to be good advocates for yourselves in reaching out to campus resources for assistance throughout the year. You are always the first to know and have the most comprehensive information about your needs and experiences.

Parents may visit CSB/SJU [Parent's Homepage](#) to complete a "FERPA Disclosure Form," attesting to the financial dependence of your student. Financial dependence, according to Internal Revenue Service criteria, allows parents to make written request to the Registrar's Office for a copy of their student's final grades. Parents must contact the Registrar's Office each time they wish to request end-of-term grade information.

Except in unusual situations, Academic Advising will not initiate contact with parents. However, we would like parents to contact us in situations that require immediate attention, such as a student or family emergency so we can initiate prompt support.

