

The Office of

Academic Advising

April/May, 2011

College of Saint Benedict/Saint John's University

Do you have a faculty advisor that deserves recognition?



Dr. Rita Knuesel, Provost, and the Department of Academic Advising invite your nominations for the 2010-2011 Outstanding Academic Advisor of the Year Award.

This award has been established to recognize outstanding performance in academic advising. Persons eligible for the 2010-2011 Outstanding Academic Advisor

Award include faculty advisors or professional advisors.

To submit a nomination, go to the link below:

<http://www.csbsju.edu/academicadvising/advisoroftheyear02.htm>

(Deadline: Friday, April 8th)

Academic Advising Staff

CSB Office

Phone: 363-5687

Email: advisingscsb@csbsju.edu

Michelle Sauer—Associate Director

Jackie Hampton—Academic Advisor

Theresa Anderson—Academic Advisor

Jeanne Terres—Office Coordinator

SJU Office:

Phone: 363-2248

Email: advisingsju@csbsju.edu

Jason Kelly—Assistant Dean/Director of Academic Advising

Mark Shimota—Assistant Director

Lisa Scott—Academic Advisor

Sharon Wenner—Academic Advisor

REMINDER:

ATLAS PLANNERS HAVE INSTRUCTIONS FOR CREATING ACADEMIC PLANS—USE IT TO HELP YOU DESIGN YOUR EDUCATION AND LIFE/WORK PLANS.

REGISTRATION FOR FALL 2011 CLASSES

**FIRST YEAR STUDENTS
START REGISTERING FOR
CLASSES ON**

MONDAY, APRIL 11TH—

REMEMBER TO MEET WITH
YOUR ADVISOR AND GET
YOUR PIN - KNOW WHAT
CLASSES YOU NEED/WANT
(ALWAYS HAVE A BACK-UP
CLASS IN CASE THE ONE
YOU NEED/WANT IS FULL!)

COURSE OVERRIDE REQUEST FORM

If the class you choose is full, please go onto the webpage below and complete a COURSE OVSERIDE REQUEST FORM (under Student forms).

<http://www.csbsju.edu/Registrar/Online-Forms/Undergraduate-Student-Online-Forms.htm>

IMPORTANT DATES FOR APRIL/MAY

April 4th—Registration begins and ends on April 13th.

April 8th—Mod D1 begins.

April 11th—Last day to withdraw from a full-term course with W grade.

April 21-25th —Easter recess.

April 26th—Classes resume at 8:00 a.m.

May 4th —Scholarship and Creativity Day Events (evening classes will be held).

May 9th—Last day of Spring 2011 Term.

May 10th—Study Day

May 11th—1st day of exams.

May 12th—2nd day of exams.

May 13th—3rd day of exams.

Check out our website :
<http://csbsju.edu/academicadvising/>

Planning for Registration: A How-To Guide from Academic Advising

Faculty Advising

- ◆ Schedule a meeting with your faculty advisor(s).
- ◆ Prepare for registration using the links below.
- ◆ Review registration plan with your faculty advisor.
- ◆ Receive your registration PIN label from your faculty advisor, noting date & time of registration.

Follow these links to find online information.

Major/Minor Checklists

The best way to keep track of requirements in any major or minor.

Common Curriculum

This ATLAS planner page itemizes and describes Common Curriculum Requirements.

Spring courses with Common Curriculum designations will be listed on page 23 in the upcoming Class Schedule booklet.

The On-Track screen in Banner Web tracks Common Curriculum requirements completed and in-progress.

Academic Catalog

Includes descriptions of courses offered in each department—so you know what the classes are about before you register.

Department Web Pages

Often include handbooks for majors, course descriptions and information about faculty research interests.

Tips from the experts

Aim for a combination...

of major, minor and Common Curriculum courses.

Consider balance...

between odd/even days and between highly challenging and more manageable courses.

Have a backup plan...

in case first-choice classes are filled.

Register for a full 16-18 credits...

using major, minor and Common Curriculum checklists to choose classes. Consider exploring areas of interest through elective coursework.

Keep your Registration PIN...

in case you wish to change your schedule between registration and the fourth day of classes.

Watch for Class Schedule Updates...

Noting additions, cancelations and changes to spring course offerings.

Degrees may be earned upon completion of...

- the requirements for a **major**
- **Common Curriculum** requirements
- **124 credits**
- **40** of the 124 **credits in upper-division** courses (#300-399)
- **major** coursework with **GPA at or above 2.0**. (some majors require a higher GPA.)
- **All** coursework with **GPA at or above 2.0** (some majors require a higher GPA).

How much can you do in four years?

Consider that there are eight semesters in four years of college. If one completes four 4-credit courses each semester, there is "space" for **32 courses**.

Add the number of courses required for your major(s), minor(s) and Common Curriculum to determine if/how they will **fit into 8 semesters**. Take into account requirements and electives in your first semester schedule.

Note: 1) Some courses may meet multiple requirements. 2) If you expect to study abroad, plan for elective courses at that time.

$$\begin{array}{r} \text{_____} \# \text{ of classes for major} \\ + \text{_____} \# \text{ of classes for minor} \\ + \text{_____} \# \text{ of classes for Common} \\ \text{Curriculum} \\ \hline = \text{_____} \text{ estimated number of} \\ \text{classes required} \end{array}$$