Do you have a faculty advisor who deserves recognition?

Dr. Rita Knuesel, Provost, and the Department of Academic Advising invite your nominations for the 2012-2013 Outstanding Academic Advisor of the Year Award.

This award has been established to recognize outstanding performance in academic advising. Persons eligible for the 2012-2013 Outstanding Academic Advisor Award include faculty advisors or professional advisors.

To submit a nomination, go to the link below:
https://www.csbsju.edu/Academic-Advising/Advisor-of-Year-Award.aspx

**Deadline: Friday, April 12th**

**TIPS FOR UPCOMING FINAL EXAMS**

- Get off to a good start—get a good night’s sleep and eat a good breakfast.
- Develop a plan—look over the entire exam before starting.
- Don’t get stuck on difficult questions—put a mark by any question(s) you aren’t sure of and then go back to those question(s).
- Check your answers—if you have time, check all your answers.
- Multiple-choice questions—try to come up with the answer in your head before looking at the choices.
- True/false questions—look for key words. One word will determine if a statement is true or false.
- Essay questions—read each question and start with the easiest one. Brainstorm and jot down key words before writing.

**REGISTRATION FOR FALL 2013 CLASSES**

**REGISTRATION FOR CLASSES STARTS ON WEDNESDAY, APRIL 3RD** — REMEMBER TO MEET WITH YOUR FACULTY 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 OVERSIDE REQUEST FORM (under Student forms).
http://www.csbsju.edu/Registrar/Online-Forms/Undergraduate-Students.htm

**IMPORTANT DATES FOR APRIL/MAY**

- Apr. 2nd — Classes resume at 8 a.m. (Day 6)
- Apr. 8th — First-year registration (depending on number of credits)
- Apr. 10th — Mod D1 begins
- Apr. 11th — Last date to receive a W in any full-term course
- April 24th — SCHOLARSHIP & CREATIVITY DAY — NIGHT CLASSES HELD
- Apr. 30th — Last day to register for on-campus summer class
- May 7th — Study Day
- May 8th-10th — Final Exams
- May 21st — Review spring grades on Banner

**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.

Tips from the experts
Aim for a combination...
of major, minor and Common Curriculum courses.

Consider balance...
 between M-W-F and T-Th classes 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, cancellations 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.

________ # of classes for major
+ _______ # of classes for minor
+ _______ # of classes for Common Curriculum

_________________________

= _______ estimated number of classes required

Go on-line to find the information below:
Major/Minor Requirements
The best way to keep track of requirements is through Degree Works. Requirements for majors/minors are also listed in the Academic Catalog and on departmental webpages.
http://www.csbsju.edu/Academics/Academic-Catalogs/2012-2013-Catalog/Academic-Departments.htm

Common Curriculum
This ATLAS planner page itemizes and describes Common Curriculum Requirements.
Fall courses with Common Curriculum designations will be listed on page 19 in the upcoming Class Schedule booklet.
Degree Works tracks Common Curriculum requirements completed and in-progress.
http://www.csbsju.edu/Registrar/DegreeWorks.htm

Academic Catalog
Includes descriptions of courses offered in each department—so you know what the classes are about before you register.
http://www.csbsju.edu/Academics/Academic-Catalogs.htm

Department Web Pages
Often include handbooks for majors, course descriptions and information about faculty research interests.
Go to the A-Z index, and locate the department.