

# Academic Advising

*A newsletter for the parents of College of Saint Benedict and Saint John's University students*

## Advising and Registration

Upon enrollment, students will be directed to the Accepted Student section of the CSB/SJU Admission website. There they will be directed to the "Enrolled Student Portal". After logging into the portal, they will see all of the forms that they should be completing over the next couple of months. **The Registration Form should be completed by May 15th.**

The Registration Form includes helpful links to placement exams (also due May 15th), the Academic Catalog and Advanced Placement/International Baccalaureate policies. Many questions that may arise will be answered in the Helpful Links on the Registration Form. To resolve any remaining questions, your student may contact Academic Advising by phone or e-mail.

You can help the registration process go more smoothly by encouraging your student to complete her/his registration materials promptly.

The information students submit on the Registration Form will be used by professional academic advisors to create each student's first semester schedule of classes. Over the years, we have found that students benefit from our expertise and knowledge of the Common Curriculum and major requirements to ensure that their first semester courses give them the best possible start on the path to graduation. This process also eliminates frustration caused by long lines or registration for inappropriate courses.

Information about your student's fall schedule will be available in late July. Students will have an opportunity to make revisions to their schedules during fall orientation.

## Majors

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

Helpful Links in the Registration Form include recommended first semester courses for majors and pre-professional programs offered at CSB/SJU. If your student is undecided about a major, please encourage her or him to note areas of interest on the course request form.

While your student may indicate a major at this time, formal application to a major occurs in spring of the sophomore year. Acceptance to majors is not guaranteed and application to some (e.g. education and nursing licensure programs) is competitive. Students often change majors through the first year and a half of college. Changing to a more structured major may take them more than four years to complete the degree requirements. Families with questions about these programs are encouraged to contact academic advising.

## Global Language Placement

In addition to the Registration Form, students who have studied French, German or Spanish languages should complete an online *Language Placement Exam prior to May 15th*. The instructions for completing the exam are accessed through the Helpful Links for Registration on the Academic Advising homepage. Exam results are used to place students in language classes appropriate to their skill levels. The Latin placement exam is available during fall orientation. Placement interviews for other languages (Chinese, Greek, and Japanese) may be arranged early in the fall.

## Important Dates

Prior to May 15:

- Students complete Registration Form online.
  - Students complete Language Placement Exams online.
- Late July: Information about student schedules sent.  
**August 28:** Move-in day for new students.

## Academic Advising Contacts

[www.csbsju.edu/academicadvising](http://www.csbsju.edu/academicadvising)

**CSB Office, ASB**

320-363-5687 • FAX: 320-363-5600

**SJU Office, Quad 155**

320-363-2248 • FAX: 320-363-2714

Feel free to ask for an academic advisor in the appropriate specialty area:

- Conditionally Admitted Students
- Continuing Education Students
- International Students
- Disabilities
- Management Majors
- Multicultural Students

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## Parental Involvement

### Tips for Supporting Your Student:

- Read and discuss the materials you receive from CSB/SJU. Encourage your student to contact the appropriate departments with questions that arise.
- Talk with your student about her or his academic work. Explaining what they are doing in class helps students integrate information and assess their own understanding of classroom topics.
- Encourage your student to utilize campus resources:
  - ◆ Faculty
  - ◆ Academic Advising
  - ◆ Career Services
  - ◆ Counseling and Health Education
  - ◆ Financial Aid
  - ◆ Writing Lab
  - ◆ Math Skills Center
  - ◆ Residential Life Staff
- Talk with your student about balancing the demands of classes and homework with work responsibilities, a social life, and involvement in student organizations.

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Prior to graduation from CSB/SJU, students must demonstrate second language proficiency through the intermediate level, which consists of three semesters for a new language learner. Students who place beyond the intermediate level on the placement exam may choose to demonstrate proficiency by successfully completing the next level of language, a literature course which also satisfies a humanities Common Curriculum requirement. Another option is to successfully complete a language proficiency exam administered by the Modern and Classical Languages Department upon their arrival at CSB/SJU.

Multilingual students may have additional options for fulfilling the global language requirement. Academic advisors will make the most accurate placement possible based on information provided during the admission process, on your student's Registration Form, and through online placement exam scores. Once on campus, students are encouraged to work with academic advising and the ESL coordinator as needed to discuss other options.

## Academic Advising Office

Academic Advising supplements the work of faculty advisors by helping students select majors, choose courses, maintain good academic standing and fulfill all graduation requirements.

In the process, we review mid-term and final grades for all first-year students and contact those whose grades give cause for concern. Advisors also review academic progress and cumulative GPA information for all students and respond accordingly. We will work individually with students to facilitate or provide academic support as warranted.

Additional information is available on the academic advising Web site: [www.csbsju.edu/academicadvising](http://www.csbsju.edu/academicadvising).

## Faculty Advisors

First Year Seminar (FYS) faculty members serve as the faculty advisors to their FYS students. At the end of the first year, students select faculty advisors in their intended major department(s). Your student may also develop advising relationships with faculty in her or his minor area of study or pre-professional program.

Faculty advisors help students plan course schedules, select majors, plan for graduation and examine career interests. Faculty members are also excellent resources as students refine their study habits, seek tutoring, explore majors and create academic plans.

## Students' 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. FERPA, therefore, limits what college personnel are able to share with individuals outside the institution — including parents. As such, your student is generally your best source of information about her or his college experience.

On the CSB/SJU [Parent's Homepage \(http://www.csbsju.edu/Registrar/Online-Forms/Undergraduate-Student-Online-Forms.htm\)](http://www.csbsju.edu/Registrar/Online-Forms/Undergraduate-Student-Online-Forms.htm) there is a "Dependent Card—Release of Information" which parents may complete to attest to the financial dependence of your student. Once dependence is established, based on Internal Revenue Service criteria, the Registrar's Office may mail a student's grade information to her or his parents at the parents' request. Parents must contact the Registrar's Office each time they wish to request grade information.

Except in unusual situations, our office will not initiate contact with parents. However, we would like parents to contact us in situations that require immediate attention such as a family emergency or illness that requires your student to miss class or that may otherwise impact academic work.

For additional information students' privacy rights, please refer to the [Registrar's Office Web site \(http://www.csbsju.edu/Registrar.htm\)](http://www.csbsju.edu/Registrar.htm).