

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. This website includes the Registration Form to be completed by May 15. The priority deadline for completion of online placement exams (French, Spanish, German or Chemistry as appropriate) is also May 15. The Registration Form includes helpful links to placement exams, the Academic Catalog and Advance 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 common and major curricular requirements to ensure that their first semester courses give them the best possible start on the path to graduation. This process also eliminates frustration which would otherwise be 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.

Note that, while your student may indicate a major at this time, she or he will formally apply for acceptance to the major 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 may change majors at any time, and many do. However, if students later decide on a major, particularly a licensure-based program, it 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 are asked to complete an online *Language Placement Exam prior to May 15*. The instructions for completing the exam are accessed through the Helpful Links on the Registration Form. 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, Japanese) may be arranged early in the fall.

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.

Multilingual students may have additional

Important Dates

Prior to May 15

- Students complete Registration Form online.
- Students complete Language and Chemistry Placement Exams online.

Late July: Information about student schedules sent.

August 23: Move-in day for new students.

Academic Advising Contacts

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
- Learning Disabled Students
- Liberal Studies Majors
- Management Majors
- Multicultural Students

COLLEGE OF
Saint Benedict



Saint John's
UNIVERSITY

Inspired Learning. Inspiring Lives.

Staying Involved

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:
 - academic advising
 - career services
 - counseling and health education
 - financial aid
 - writing and math skills centers
 - residential life staff
- Talk with your student about balancing the demands of classes and homework with work responsibilities and involvement in student organizations and events.

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.

The Academic Advising Office

Academic Advising supplements the work of faculty advisors in 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.

Faculty Advisors

First Year Seminar (FYS) faculty 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 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.

With the first billing in July, you will receive an affidavit to sign, attesting 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 may not initiate contact with parents. We may, however, receive information from you, particularly 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, refer to the Registrar's Office Web site: www.csbsju.edu/registrar/Privacy.htm.

www.csbsju.edu/academicadvising

37 S. College Ave.
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OFFICE OF ACADEMIC ADVISING

