

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.

[Registration for Fall Semester](#)

To support students in the transition to college, each student's first semester schedule will be created by an academic advisor. Pairing the information students provide with advisors' extensive knowledge of course requirements allows us to reduce student concerns about selecting and scheduling the classes that best serve their interests.

Students, be sure that you:

- Submitted the online Advising and Registration Form, to convey your academic interests and background.
- Completed language placement exams if you speak and/or studied French, German or Spanish. See placement exam links on the Academic Advising web page.
- Confirm that score reports are sent to CSB/SJU for any Advance Placement (AP) and International Baccalaureate (IB) exams.
- Have an official **college** transcript, showing all final grades, sent to CSB/SJU from any college where you may have earned course credit.

By August 1, we will announce the completion of all first-year schedules. Students will receive instructions for accessing and understanding the information in Banner Web. (Any schedule information prior to that announcement is subject to change.) Students are encouraged to contact Academic Advising with any changes to their academic interests or to discuss scheduling concerns.

[Majors](#)

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

Whether exploring or firmly decided on a major, students should learn about majors and requirements by reviewing information in:

[Department Web pages](#), including information about faculty, students, alums, course requirements, and opportunities.

[Academic Catalog](#), including an overview and a link to view all course descriptions for each department. Academic policy information also appears in the catalog.

We strive to balance students' academic exploration with required sequencing of coursework. Some areas of study—such as nursing, education and sciences—necessitate specific first-semester courses while other areas afford greater flexibility.

[Global Language Requirement](#)

To fulfill the Global Language requirement, students will complete language coursework or demonstrate proficiency through the college intermediate level.

- If beginning a **new language**, three semesters of study—Beginning I, Beginning II, and Intermediate I—are needed to complete the requirement.
- Continued study and initial fluency assessment in **French, German or Spanish** requires an online placement exam.
- **Greek and Latin** placement will be estimated pending completion of a language skills questionnaire. Additional information to follow via email.
- **Chinese and Japanese** placement interviews may be arranged early in fall if needed.
- **Multilingual** students may have additional options for fulfilling the Global Language Requirement will receive further communication from academic advisors.
- Students who place **beyond the intermediate level** may demonstrate proficiency by successfully completing the next level of language study or the language proficiency exam administered by the Languages and Cultures/Hispanic Studies departments in the fall.

[Standard First-Term Schedule](#)

- 1 cr. College Success Course
- 4 cr. Learning Foundations or Cultural & Social Difference Course
- 8 cr. Two courses toward major and other interests
- 4 cr. Global language or other Integrations Curriculum course

See Sample Schedules on the Academic Advising web page.

[College Success Course](#)

All first-year students take the *College Success* course, which meets weekly throughout the first semester. Students learn to navigate information and resources, clarify purpose and direction, meet academic expectations, and engage fully in the CSB/SJU experience.

[Advising Timeline](#)

By June 1: 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 announces official completion of fall schedules.

Fall Orientation: Students can work with Academic Advisors to make schedule changes through the first week of classes.

[Academic Advising Contact Information](#)

Phone: 320-363-5687

Email: academicadvising@csbsju.edu

Web: www.csbsju.edu/academic-advising

Communication- a core liberal arts skill.

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

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

Tip: Create folders to organize your Fall 2021 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 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 plan for 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 work individually with students to facilitate or provide a wide range of academic information and support.

At the end of each term, advisors review the results of student work 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), providing appropriate outreach and 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. 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 those 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)

As students become legal adults, academic records and information involve a higher level of privacy than in high school. The Family Educational Rights and Privacy Act (FERPA) of 1974 requires that students, faculty and administrators maintain a specified level of privacy, limiting the information that college personnel can share with parents or others outside the institution.

Students, it is your role to practice good communication with your family members and other supporters, and to be good advocates for yourselves in reaching out to campus resources 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 (according to Internal Revenue Service criteria). This disclosure 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 encourage parents to contact us in situations that require immediate attention, such as a student or family emergency, so we can initiate prompt support.

