

Academic Advising

For new students and their parents at the College of Saint Benedict and Saint John's University

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 "Forms Portal". After logging into the portal, students will see all of the forms they should be completing as a part of their enrollment. The **"Advising and Registration Form"** and the **"language placement exam"** should be completed by June 1st.

At CSB/SJU, each student's first semester schedule will be created by a professional advisor. In order to create the schedule, the advisor will use their intricate knowledge of the CSB/SJU curriculum and the requirements for degree to match the student's academic aspirations and preparation.

To answer questions that may arise while completing the Advising and Registration Form, we have created a set of "Helpful Links" with connections to items such as the Academic Catalog and the Advanced Placement/International Baccalaureate policy. To resolve any remaining questions, students may contact the Academic Advising Office by phone or email.

Over the years, we have found students benefit from our expertise and knowledge of the Common Curriculum and major requirements to ensure their first semester courses give them the best possible start on the path to graduation and completing their degree in four years. This process also eliminates frustration caused by long lines or registration for inappropriate courses.

Each student will have access to his or her fall schedule in mid-July. Please watch for a notice of how to access the fall schedule and information on how the schedule was created around July 16.

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.

We understand many students are truly undecided about a major—this is great! We want them to be exploratory. In order to get students started in exploring and determining potential majors, we do ask students to note their areas of interest on the Advising and Registration Form. There are some areas of study, such as nursing or education, for which it is very important to start on these particular paths. These license-governed majors, and some others, require very specific first semester courses to best position the student for graduation in four years.

While students may indicate a major at this time, formal application to a major occurs in spring of the sophomore year. Students often change majors through the first year and a half of college. Changing to a more structured major, such as Education or Nursing, may take more than four years to complete. Families with questions about these programs are encouraged to contact academic advising.

"Helpful Links" in the Advising and Registration Form include recommended first-semester courses for majors and pre-professional programs offered at CSB/SJU.

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 June 1**. 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 level. 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.

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Exciting New Class!!!

CSB/SJU will be offering a new one-credit course aimed at helping students make a smooth transition to college. "Student Success at CSB/SJU—COLG 105" will meet once a week and aims to foster a sense of belonging, promote engagement in and out of the classroom, articulate academic expectations, and help students continue to clarify their purpose and direction. Students can sign up for this class on the Advising and Registration Form.

Important Dates:

Prior to June 1:

- Students complete Advising and Registration Form online through Forms Portal.
- Students complete online Language Placement Exam online.

July 16: Student schedules are available online via Banner Web.

During Fall Orientation: Students can work with Academic Advisors to make changes to their schedule.

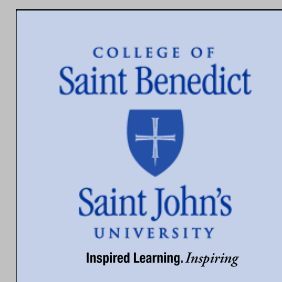
Academic Advising Contacts:

www.csbsju.edu/academicadvising

CSB Office, ASB
320-363-5687

SJU Office, Quad 155

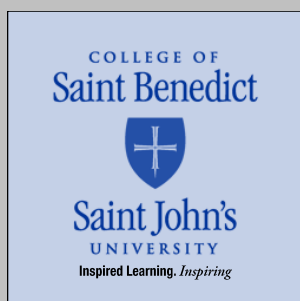
320-363-2248 • FAX: 320-363-2714



Parental Involvement

Tips for Supporting Students:

- Read and discuss the materials you receive from CSB/SJU. Encourage students to contact the appropriate departments with questions that arise.
- Remind students that college is going to be challenging, but if they apply themselves, put in the necessary time, and access the many people and resources that are here to assist them, they will be successful.
- Talk with students about her or his academic work. The opportunity to discuss what they are doing in class helps students integrate information and assess their own understanding of classroom topics.
- Encourage students to utilize campus resources:
 - ◆ Academic Advising
 - ◆ Career Services
 - ◆ Counseling
 - ◆ Faculty
 - ◆ Faculty Residents
 - ◆ Financial Aid
 - ◆ Math Skills Center
 - ◆ Resident Assistants
 - ◆ Writing Center
- Talk with students about balancing the demands of classes and homework with work responsibilities, a social life, and involvement in student organizations.



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 an oral and written 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 the Advising and 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 website:

www.csbsju.edu/academicadvising.

Student Accessibility Services

Student Accessibility Services was established in June 2011 to provide direct support for students with disabilities. This office provides accommodations to students with documented disability conditions on a case-by-case basis. This office serves a diverse group of over 300 students. For further information, please access the Student Accessibility Services website at: <http://csbsju.edu/student-accessibility-services>.

It is important to emphasize that the process for receiving support within higher education is very different than high school. The student is responsible for managing time, actively utilizing accommodations and communicating with instructors.

Students who have a disability or have previously utilized a 504 plan are encouraged to call (320) 363-5245 to begin the process of receiving accommodations at CSB/SJU.

Faculty Advisors

First Year Seminar (FYS) is a year long course that every CSB/SJU student is required to take during their first year. Each student's FYS professor serves as his or her faculty advisor for their first year. At the end of the first year, students are assigned faculty advisors in their intended major department(s). Students 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/Parents.htm) (www.csbsju.edu/Parents.htm) there is a "FERPA Disclosure Form" 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.