Quick Links

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- Senior Checklist
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Important Dates

- Month of Majors began October 6 and runs through October 30.
- Registration for winter 2015 beings Friday, October 31.
- Last day to drop a fall 2014 full-semester course for a “W” grade is October 31.
- Winter 2015 course offerings will be available on October 21 at www.nmu.edu/records.
- Career Services hosts the “Cat Career Conference on November 1.
The ACAC website is a comprehensive web resource for a variety of advising topics:

- Advising Information
- Tools and Resources for students and advisers
- Career Exploration Resource.
- The Virtual Adviser is available to submit questions online 24/7 for advising-related issues. Students will receive a response within 24 hours of submitting their questions.
- The Faculty Adviser section contains resources specifically suited to faculty advisers.

**ACAC Staff**

Unsure about where to send a student for help? The ACAC staff is always willing to help.

- **Jim Gadzinski**, Director
- **Josh Santiago**, Assistant Director of ACAC/ Director of Orientation
- **Mark Dellangelo**, Assistant Director of ACAC/Director of Freshman Probation
- **Lenette Pynnonen**, Coordinator of Academic Support Services/ Proficiency
- **Michele Stephenson**, Academic Adviser/All Campus Tutoring Center Coordinator
- **Katy Morrison**, Coordinator of Academic Support Service/Career Exploration Coordinator
- **Megan DelBello**, Coordinator of Academic Support Services/1 and 2 year program outreach coordinator
- **Alex Nye**, ACAC Graduate Assistant

Need additional assistance?
Feel free to call, email or stop by the ACAC offices.

- **Hedgcock 3302**
  906-227-2971
- **Jacobetti 103**
  906-227-2283

Monday-Friday
8:00a.m. to 5:00p.m.

[www.nmu.edu/acac](http://www.nmu.edu/acac)
[acac@nmu.edu](mailto:acac@nmu.edu)
Academic Support Services

There are several locations throughout NMU’s campus where students can take advantage of FREE support services. To learn more about these services, visit www.nmu.edu/tutoring or contact the ACAC office at 906-227-2971.

- All Campus Tutoring
- Computer Science and Math Labs
- Jacobetti Complex Tutoring
- Language Lab

FREE Academic Support Services are available to all enrolled NMU students!

Disability Services

Disability Services provides appropriate and reasonable accommodations to students with disabilities so they may have an equal educational opportunity. Service and assistance is provided to enrolled students who are permanently or temporarily disabled. If you feel an advisee qualifies for services, please contact Carolyn Lawrence in the Disability Services office.

Types of Services Provided:
- Extended Quiz/Test Time
- Alternative Testing Site
- Test Reader
- Test Scribe
- Note Taker
- Assistive Technology

Have questions about Disability Services? Contact their office within the Dean of Students Office.

Carolyn Lawrence
Coordinator of Disability Services

2001 C.B Hedgcock
227-1700

disserv@nmu.edu
www.nmu.edu/disabilityservices
Career Services

NMU Career Services provides resources and services focused on assisting students with career placement and career decision-making activities linking NMU students and alumni with potential employers, teaching effective job-search strategies and providing supportive information and resources to faculty and staff in addressing the career-related concerns of students.

An overview of services offered:
- Job search workshops
- Job fairs
- One-on-one career advisement
- On-campus recruiting
- Graduate survey
- Cat Career Tracks:
  - www.nmu.edu/careerservices/CatCareerTracks
    - Full-time and part-time job listings (on-and off-campus)
    - Internship and summer job postings/information
    - Job agent emails
    - Online resume system

To learn more, visit Career Services online at www.nmu.edu/careerservices or in 3302.3 C.B. Hedgcock. Phone us at campus extension 2800. You can also find us on social media - Facebook, Twitter, Pinterest and LinkedIn.

Financial Aid

Repeat Policy

The Financial Aid Office will not monitor courses that are repeated for the first time. For financial aid purposes, students will be able to repeat a course one time for any reason.

If a student has repeated a course once, and has a grade other than a "W", any subsequent attempts at that course must be excluded from the student's enrollment for financial aid purposes. Retaking "W" grade courses is not considered repeating courses.

Example: A student enrolled in a total of 12.0 credit hours, but with 4.0 of those credits being for a course which has been repeated once before with a grade other than a "W" earned, would be considered enrolled in only 8.0 credits for financial aid purposes.

Do you have questions about the repeat policy or anything else financial aid related?

The Financial Aid Office is located at 2107 C.B. Hedgcock.

Phone: 227-2327
Email: fao@nmu.edu
Registrar’s Office

Important Registration Dates

- Course registration for the winter 2015 semester starts October 31, 2014.

- The winter 2015 course offering listing will be available on October 21. The listing can be accessed via www.nmu.edu/records.

- Students specific registration dates/times will be available on MyNMU.

- For general course registration schedule, visit www.nmu.edu/records/registrationweek

Course Substitutions

When making a course substitution please keep in mind that substitutions may only be made if specified criteria are met. The faculty adviser (with department head support) may substitute a required course in the departmental major/minor with another departmental course when:

- There has been a curriculum revision and the required course listed is no longer offered.
- The student in the final semester before graduation and one required course is offered at a time that conflicts with another required course, or a required course is not being offered during the final semester.
- The same course is required in the student’s minor, second major or minor.
- The faculty adviser has waived a requirement and has selected another course to complete the required hours.

Post-Baccalaureate Degree Requirement

Students pursuing a second bachelor’s degree at NMU are not required to take General Education or graduation requirement (health promotion, world culture, lab) courses as long as their first bachelor’s degree was awarded by a regionally accredited University. The only requirements post-baccalaureate students will need to complete are those required by the academic program they are pursing.

Additionally:

- These students do not receive a transfer credit evaluation. Each department is expected to work with these students on an individual basis to review their program requirements and determine what credits remain.
- Students cannot earn a degree in an area similar to the area in which they’ve already earned a degree. The requirements for the second degree (major) must be at least 50% different than those courses applied toward a previously earned degree.

Exceeding 20 credits

Students are limited to taking a maximum of 20 credits during the Fall and Winter semesters (16 during summer.). Exceptions are granted only for students with a 3.5 or higher GPA and with the written support of their adviser. Written support can be sent to schedule@nmu.edu.
Online Degree Evaluation (CAPP)

NMU’s online Curriculum, Advising, and Program Planning (CAPP) Degree Evaluation Program is available to students via MyNMU. Students and faculty have the capability of generating unofficial degree evaluations.

Faculty are reminded that most, not all, majors are available on CAPP. For a list of those programs not available on CAPP, visit: www.nmu.edu/records/capp

Faculty with questions on how to access online degree evaluations should first speak with their department head. They may also contact Assistant Registrar Sara Niemi at 227-1350. Sara oversees the degree audit process and keeps online programs current. She specifically wants to be made aware of potential errors within the CAPP program.

Some reminders about Degree Evaluations:
- Each October and March, official degree evaluations are generated for baccalaureate students who have 87 earned credit hours, associate students with 32 earned credit hours, and certificate students with 16 earned credits.
- Course substitutions/waivers will not be applied until students are eligible to receive an official degree evaluation.
- Once the official degree evaluation is completed, students and their major department are notified via email that the evaluation is available.

Using the CAPP program, faculty advisers are able to generate unofficial degree evaluations for their advisees.

How it works:
- Log in to MyNMU
- Once logged in, click the “Adviser Services” tab
- Refer to the “Advisee Information” section
- Click the “Advisee Degree Evaluation”
- Follow the prompts

Undergraduate Bulletin

The 2014-2015 Undergraduate Bulletin allows users to search when courses are offered. This will be especially helpful if you work with a student who wants to plan out subsequent semesters and needs to know which semester(s) specific courses are offered.

- Visit www.nmu.edu/bulletin
- Select the “Courses” tab at the top of the page
- Click the “Search for courses” link
- Provide the course information
- Select the term in question, using the “Offered” tab
- Click the “Search” button on the bottom of the page

Course pre-requisite information is easily accessible, too:
- Visit www.nmu.edu/bulletin
- Select the “Courses” tab at the top of the page
- Click the “Search for courses” link
- Provide the course information (prefix and exact course #)
Expanded Student Profile (ESP)

The Expanded Student Profile is a very simple and straightforward tool meant to make advising students more streamlined. The program provides you with all the basic information you would need for a meeting with an advisee, all in one convenient place. This is accomplished by extracting important information from Banner, MyNMU, and other sources then putting it into one use-friendly format. Some basic information about ESP is provided below. For more information, you can access the ESP User Guide on ACAC’s website.

Accessing the Advisee List
The Advisee List can be accessed through a link labeled “Advisee list with ESP(New)” under the “Adviser Services” tab on MyNMU.

Classes and Grades
The three “A” icon on the right side of the table is a link to the student’s transcript, with past and current classes, as well as the grades that have been posted for them. This link is very helpful when trying to get a quick look at what classes the student has completed and those in which they are currently enrolled.

Student Degree Evaluation
The black graduation cap and scroll on the right side of the student’s expanded profile is a link to the student’s degree evaluation. This will show you what requirements the student has fulfilled and still needs to fulfill.

General Notes
There are two notes sections in the Student Profile; a general notes section and a meeting notes section. The general notes section is a good place to put a few things to help you remember a student so you don’t have to ask them the same questions every time you meet them.

Meeting Notes
The meeting notes section is a useful way to keep track of individual meetings that have taken place with an advisee. A new meeting can be added by clicking the “ADD” button, entering the date of the meeting and typing in any note, and then clicking the “UPDATE MEETINGS” button to save the note to the student’s profile.
Student Athlete Advising

Tips for advising student athletes

- Each semester, student athletes MUST be enrolled in at least 12 degree-applicable credits.
- Course choices must be filed with the Registrar’s office and submitted as part of the student’s Plan of Study. If a student athlete is taking elective courses, those electives must be required for the degree (necessary to reach the total credits needed to graduate.) pre-requisite courses not specifically required are treated as elective credits by the NCAA.
- The university administration endorses a policy that permits student athletes to be excused from class due to athletics travel and/or home competition. Faculty members are to provide student athletes with reasonable accommodations to make up missed coursework due to athletics travel and/or home competitions.

If a student athlete has questions that you are unable to answer, please feel free to contact:

- Bridget Carter (Associate Director of Athletics) has extensive knowledge regarding NCAA academic rules and regulations for student athletes. Via phone at 227-2371 or via email at brberube@nmu.edu.
- Julie Rochester (Professor and Faculty Athletic Representative to the NCAA) provides oversight and advice in the administration of the institutional athletics program, including academic oversight of student athletes. Via phone at 227-2026 or via email at jrochest@nmu.edu.

Academic Department News

Several new majors have been added to the 2014-2015 undergraduate bulletin. For more information about these new programs, please click on the links below.

- Information Assurance/Cyber Defense
- Mobile and Web Add Development
- Neuroscience– Behavior and Cognitive
- Neuroscience– Cellular and Molecular
- Paralegal

*If your department has a new program that has not been included on this list, please contact the Academic and Career Advisement Center office at 227-2971.
The Center for Native American Studies will offer a variety of courses during the winter 2015 semester.

NAS faculty member Aimée Cree Dunn will once again teach NAS 342 Indigenous Environmental Movements in the winter 2015 semester. This course is designed to acquaint students with ecological issues confronting Indigenous people around the world and the actions Indigenous peoples are taking to address these issues. Employing discussion, lecture, and film, this course will explore the historical and cultural foundations of the paradigms that led to the ecological exploitation of Indigenous lands, the values that shape and sustain the Indigenous movements resisting this exploitation, and the means Indigenous cultures use today to regain, protect and nurture their lands, the planet and their ways of life. Visit the CNAS website [www.nmu.edu/nativeamericans] to find out the days and times for this course. NAS 342 meets the Division IV Social Science Liberal Studies requirement, the above 300 liberal studies requirement and the World Cultures graduation requirement.

For the first time in the winter 2015 semester, the Center for Native American Studies is offering NAS 424 American Indian Activism and Cultural Expressions. The course will take place Monday evenings from 5:00 - 8:20 p.m. and will be taught by CNAS director and associate professor, April Lindala. The purpose of this course is three-fold: first, study contemporary forms of cultural expression of Indian artists; second, explore the relationship between grassroots Indian activism and how varied art forms express activist rhetoric and third, produce an original piece of work that reflects upon and/or represents a contemporary social justice movement within Indian country. We will investigate the “relationship between art and the creation of a socially just society” and discuss “how art functions to transform the inequities of contemporary society” as noted by Métis scholar, Dylan Miner. Additional topics, including but not limited to issues surrounding Indian identities, “trickster” in art, appropriation and commoditization, will be discussed.

NAS assistant professor Dr. Martin Reinhardt will be once again teaching his on-line course, NAS 486 American Indian Educational Law and Leadership, in the winter 2015 semester. This course, which meets on-line every other Wednesday from 6:00 – 9:00 p.m., explores the unique legal educational leadership relationships between American Indian tribes, federal, and state governments and k-12 schools. Content includes aboriginal and treaty rights to education, federal and state Indian education laws, and contemporary tribal laws regarding American Indian Education. This on-line course will give students the opportunity to have real time discussions (chats) with prominent leaders in the field of American Indian education. This course is available at the undergraduate and graduate level. This course is part of the undergraduate certification in American Indian Education endorsed by the Tribal Education Departments National Assembly.

For an entire list of NAS courses offered during the winter semester, visit the CNAS website at www.nmu.edu/nativeamericans or call 906-227-1397 during business hours.
Chemistry

Students and advisers are reminded that CH 105, CH 109, and CH 111 all have a mathematics prerequisite. Students will not be able to register for these courses until an appropriate placement score (or grade in an appropriate math course) is in place. If a student has not yet taken the Math Placement or Math Diagnostic test, they should make arrangements to do so as soon as possible. The exact mathematics prerequisite for each course is described in the Undergraduate Bulletin.

Students interested in enrolling in CH 109 who have not had any previous college-level chemistry course should contact the Chemistry department in order to take the Chemistry Readiness test. This test will help students and their advisers determine the student's readiness for CH 109.

School of Education, Leadership and Public Service

Admission and Retention

Full admission into the teacher preparation program is highly selective. Progress through the program, is monitored continually, including approval for Methods level classes, student teaching, and recommendation for certification. Each student is responsible for knowing and meeting all program requirements. Furthermore, students are expected to have successfully met all of the requirements of one level of their program before entering the next. Failure to meet retention standards or make satisfactory progress may result in temporary suspension or dismissal at any point in the program.

This academic year there is a change in GPA expectations for School of Education majors from past requirements. In order to be admitted into the Pre-Methods phase of the program a student must have an overall GPA of 2.7 or above. In order to be admitted to the second phase, Methods, a student must have a GPA of 3.0 or above. In past semesters, the requirement of Methods was a 2.7 GPA.

Complete information on requirements and retention standards can be found at the following link from the School of Education web site.


Advising Notes is a bi-annual newsletter published by the Academic and Career Advisement Center. It provides NMU’s faculty advisers with up to date information relevant to the advising process. Advising Notes is provided for advisers ONLY; students do not receive the Advising Notes newsletter.