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Important Dates

- Registration for Summer 2015 begins Monday, March 16. The schedule of summer courses will be posted Tuesday, March 3.
- Registration for Fall 2015 begins Friday, March 20. The schedule of fall courses will be posted Tuesday, March 10.
- The last day to drop a full semester course with a “W” grade is Friday, March 27, 2015.
- Career Services is hosting the Great Lakes Collegiate Job Fair on Wednesday, March 25 in the Great Lakes Rooms from 1-4p.m.
Academic & Career Advisement Center (ACAC)

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 Resources.
- 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- Jacobetti Complex /Director of Freshman Probation
- **Lenette Pynnonen**, Coordinator of Academic Support Services/ Proficiency Coordinator
- **Katy Morrison**, Coordinator of Academic Support Service/Career Exploration Coordinator
- **Michele Stephenson**, Academic Adviser/All Campus Tutoring Center Coordinator
- **Megan DelBello**, Coordinator of Academic Support Services-Jacobetti Complex /1 and 2 Year Program Outreach Coordinator

Tutoring 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](http://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**
- **Writing Center**

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)
First Year Experience

FYE Updates:

- Students are automatically assigned to FYE blocks based on their declared major at the time of orientation registration.
- FYE blocks no longer include courses that require pre-requisites. Students will have the ability to add those courses when they attend orientation.
- Nearly all FYE blocks are partial course schedules. Students finalize their course schedules when they attend orientation.

Looking for more information? Visit the FYE FAQ link: http://www.nmu.edu/firstyearprograms/node/50

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

The Career Services office provides resources and services that are focused on career placement and decision-making activities. Students and alumni can connect with potential employers by using our online system, Cat Career Tracks, or attending job fairs and other recruiting events on campus. They can learn effective job-search skills and strategies through participation in workshops, one-on-one advising sessions, or by using our many online and print resources. We also provide supportive information and resources to faculty and staff which can help address students’ career-related concerns.

An overview of services offered:

Workshop Series– Four Annual Job Fairs
- Construction Management & Technology Career Fair (geared towards technical, engineering tech and construction management majors)
- Fall Job Fair (a great opportunity to for students to learn more about different employers or industries)
- Summer Job Fair (for summer employment or internships)
- Upper Great Lakes Collegiate Job Fair (for full-time, professional positions)

One-on-One Career Advisement

Graduate Survey

Cat Career Tracks (www.nmu.edu/careerservices/CatCareerTracks)
- Job Listings: Full-time, Part-Time, on-or off-campus
- Apply for jobs and sign-up for interviews
- Job alert emails
- Online resume system (including virtual resume reviews)
- Job Fairs– attending employer information

If you or your students have questions, please don’t hesitate to visit Career Services (3302.3 C.B. Hedgcock), give us a call (extension 2800) or look us up online (www.nmu.edu/careerservices).

You can also find us on social media - Facebook, Twitter, Pinterest and LinkedIn.

Remember that we can also post your on-campus positions to advertise to students – create your own Cat Career Tracks account, or simply send us the job description!
**Financial Aid continued**

**Satisfactory Academic Progress Policy**

Federal law requires all students who receive financial aid to make Satisfactory Academic Progress (SAP) toward their degree. The intent of this policy is to ensure that students who are receiving federal financial aid for their education are making measurable progress toward completion of a degree in a reasonable period of time. This policy affects federal, state and NMU institutional financial aid eligibility. Students at Northern Michigan University must meet the following three standards:

1. **Credit Hour Pace:** Students must earn at least 67 percent of the credit hours which they attempt for each program level (undergraduate, post-baccalaureate, or graduate degree). This calculation includes all accepted transfer credit hours as well as credit hours attempted at NMU. Students who fail to meet this requirement will be put on financial aid warning status for their next academic semester of attendance. Students on warning status will be notified of eligibility requirements. Eligibility for financial aid will be terminated if the deficiency is not corrected by the end of the warning period. This standard is measured upon the conclusion of each semester.

2. **Grade Point Average (GPA):** To meet graduation requirements, undergraduate programs require a minimum grade point average of 2.0, while a graduate degree requires a minimum grade point average of 3.0. To be eligible for financial aid, students must meet the Academic Proficiency Standards as outlined in the Undergraduate Bulletin or meet the Academic and Retention Standards listed in the Graduate Bulletin. This standard will be measured upon the conclusion of each semester by the Academic & Career Advisement Center (ACAC) and the Graduate Office. Transfer credits will not be included in the cumulative GPA.

3. **Maximum Credit Hours:** Undergraduate students are limited to receiving aid for up to 150% of the credit hours required for completion of their program of study. Students changing majors will be limited to financial aid for up to 150% of the number of credits required for their new program, including all previous credit hours attempted, regardless of the major declared at the time. An exception is made for students transferring from a bachelor’s degree program to an associate, certificate, or diploma program. These students will be eligible to receive aid for up to 150% of the credit hours required in their degree audit under their new program starting with the semester that the student changed programs (including any prior credit hours that apply towards the new program). This provision may only be exercised once. Graduate students may receive aid for up to 60 credit hours attempted in the pursuit of their first master’s degree. After completion of the first master’s degree, a student is eligible for financial aid for an additional 60 credits towards second graduate degree. Transfer students will be evaluated by adding their accepted transfer hours to attempted hours at NMU, allowing students to receive aid for the balance of the maximum length of their program. The Maximum Credit Hour standard will be evaluated early each semester. Students will be notified when their financial aid eligibility is to be terminated. For further definition of attempted credit hours, see the Attempted Hours section below. In addition, when a student does not have a realistic chance to meet their graduation requirements by the calculated maximum hours their financial aid eligibility will be terminated.
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.

If you have any questions about the Repeat Policy or anything else financial aid related, don't hesitate to contact the Financial Aid Office.

2107 C.B Hedgcock
227-2327

fao@nmu.edu
www.nmu.edu/financialaid

Incomplete Grade Policy

A Note About “I” Grades

If a student receives an “I” grade, it will not affect a student’s GPA either positively or negatively and, most importantly, an “I” will not “save” a student from going on probation or from being academically suspended.

Students sometimes may try convince faculty to give them an “I” grade even if they are not passing the course with the incorrect assumption that they won’t be placed on AP or suspended. This is not necessarily true.

For more complete information regarding the Incomplete Grade Policy, including a list of conditions that must be met for a student to qualify for an “I” Grade, please visit the ACAC website or contact the ACAC Office at 906-227-2971.
Registrar’s Office

**Important Registration Dates**

- Course registration for the summer 2015 starts Monday, March 16 and for fall 2015 starts Friday, March 20.

- The summer 2015 course offering listings will be available beginning Tuesday, March 3. The fall 2015 course offering listings will be available on Tuesday, March 10. The listing can be accessed via [www.nmu.edu/records](http://www.nmu.edu/records).

- Students specific registration dates/times will be available on [MyNMU](http://MyNMU).

**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](mailto:schedule@nmu.edu).
Online Degree Evaluation (CAPP)

NMU’s online CAPP degree evaluation program is available to students and advisers via MyNMU. Students and advisers are encouraged to use this advising tool to help track the student’s progress towards a degree.

Faculty with questions on how to access online degree evaluations may contact Assistant Registrar Sara Niemi at 227-1350 or saniemi@nmu.edu. 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 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 also easily accessible:

✦ 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 user-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 “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 Berube (Associate Director of Athletics) Bridget can be reach via phone at 227-2371 or via email at brberube@nmu.edu.
♦ Kim Rotundo (Registrar) Kim can be reached via phone at 22701177 or via email at krotundo@nmu.edu.

Academic Department News

Several new majors were added this past fall 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 Summer 2015 and Fall 2015 semester.

**NAS 340 Kinomaage: Earth Shows Us the Way** will be offered during the summer 2015 semester beginning on Friday, May 29. Kinomaage, when translated, is "earth shows us the way." Students will examine various plants of the Northwoods that have been traditionally used by the Anishinaabeg. Students will also examine the close relationship between Anishinaabeg [Anishinaabe] peoples, culture and the Earth while comparing that relationship to modern day society's view of the environment. There is a mandatory overnight weekend field trip to Lac du Flambeau, Wisconsin during the second weekend of the course.

**NAS 212 Michigan/Wisconsin: Tribes, Treaties and Current Issues** will be offered during the fall 2015 semester. Students will examine the twenty-three federally recognized tribes of Michigan and Wisconsin and how treaties with the federal government shaped their history and contemporary political make-up. Treaty rights, sovereignty, urban communities and tribal enterprises will also be explored. *This course meets the division IV liberal studies requirement and the world cultures graduation requirement. This course also meets the Public Act 31 requirement for teachers to be employed in Wisconsin.*

**NAS 240 Sacred Ground: Native Peoples, Mother Earth and Popular Culture** will be offered during the fall 2015 semester. Students will explore Indigenous environmental values as depicted in contemporary popular culture (including such genres as film, music, fiction, poetry, art and oratory).

**NAS 414 First Nations Women** will be offered during the fall 2015 semester. Students will focus on issues affecting First Nations women of yesterday and today. Notable First Nations women will be explored along with multiple concepts including: relationships within tribal communities, spiritual health and survival of tribal nations.

**NAS 485 American Indian Education** meets on-line every other Wednesday from 6:00 – 9:00 p.m. in the fall 2015 semester. Students will explore significant American Indian education policy from pre-colonial times to the present day. Students will investigate treaties with educational provisions, current U.S. federal Indian education law; standards-based reform and Native American inclusion. Through online chat rooms, students will discuss these issues with individuals from different parts of the world. *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 summer and fall semesters, visit the CNAS website at [www.nmu.edu/nativeamericans](http://www.nmu.edu/nativeamericans) or visit us in 112 Whitman Hall during business hours. Visit us on Facebook and browse our FLICKR site.
Please note that beginning this past fall of 2014, students had to be 18 years of age or older to be in an HP activity class. More information can be found about this policy in the 2014-2015 undergraduate bulletin.

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:

This Summer and Fall the Social Work Department will be enhancing its traditional BSW curriculum with course offerings that cover new special topics or deliver content in new ways. These are open-enrollment courses designed to meet the needs of a broad range of students including social work majors, social service minors, criminal justice majors/minors and any student interested in pursuing a career in the helping professions.

**Summer 2015 Course Offerings**

**SW/CJ 495 – Special Topics: Juvenile Justice Online**
This course is designed to develop and understanding of delinquent behavior among today's youth; juvenile court processes; and practice strategies for assessing and intervening with juvenile offenders in a practice context. This class will be fully delivered online and is designed for students who may be interested in working in fields such as child welfare, juvenile probation, and youth treatment programs. *This course is cross-listed to meet the 400-level elective requirements for Criminal Justice majors.*

**SW 230 – Human Behavior in the Social Environment I Off-Campus, Hybrid Format**
This required course for social work majors and social services minors. It is an eclectic introduction to theories to explain human behavior and guide social work practice interventions. SW majors planning to apply to enter the advanced social work curriculum this Fall, who’ve not yet completed this course, are strongly encouraged to enroll in this specially formatted section. One day a week students will meet on the campus of Bay Community College in Escanaba, MI for a face-to-face class session. The remaining half of the credit hours will be met with online activities using NMU’s EduCat online course-delivery system.

**Fall 2015 Course Offerings**

**SW495 – Special Topics: Mindfulness for Helping Professionals**
In this course students will learn the principles of mindfulness. They will be provided with the opportunity to experience a variety of mindfulness techniques, to develop a practice of their own, and to apply mindfulness to their work with clients in human services settings.

**SW401 – Child Welfare**
In prior academic years, SW401 has only been offered in the Winter semester. This course provides foundational knowledge to any student interested in pursuing careers in child protective services, foster care and adoption. It is required for students seeking child welfare certification, and students who are starting Fall field placements in a child welfare agency are STRONGLY encouraged to take this course.

*Advising Notes is a bi-annual newsletter published by the Academic & 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.*