

# Winter 2011 Advising Notes

## The Newsletter for Faculty Advisers

Published by the Academic & Career Advisement Center



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### Important Dates

Registration for summer 2011 courses begins March 14th.

Registration for fall 2011 courses takes place March 18th–28th.

Last day to drop a winter 2011 full-semester course for "W" grade is Friday, March 25th at 5:00pm.

2011 summer and fall semester course offerings will be available via [www.nmu.edu/records](http://www.nmu.edu/records) or [www.nmu.edu](http://www.nmu.edu).

## 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 24/7 to answer advising-related questions
- The Faculty Adviser section contains resources specifically suited to faculty advisers

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

Hedgcock 3302

103 Jacobetti

Monday–Friday

8:00am–5:00pm

[www.nmu.edu/acac](http://www.nmu.edu/acac)

[acac@nmu.edu](mailto:acac@nmu.edu)



**FREE  
Academic  
Support  
Services  
are  
available to  
all enrolled  
NMU  
students.**

## Academic Support Services

There are a number of Academic Support Services on campus.

These services are FREE of charge to all enrolled NMU students.

To learn more, visit [www.nmu.edu/tutoring](http://www.nmu.edu/tutoring).

- All Campus Tutoring 
- Computer Science and Math Labs
- Jacobetti Center Tutoring
- Language Lab
- Student Support Services



## Academic Skill Development

Do any of your advisees experience academic difficulties not addressed by the Academic Support Service providers listed above?

For instance, do they need help managing their time? Do they know how to take effective notes? How about the protocol for requesting letters of recommendation?

The Academic Skill Development Resource may prove helpful to these students. The web-based resources are designed to facilitate discussion related to developmental academic and college success skills.

[Academic Skill Development Resource](#)

## Career Exploration Resources

Meeting with an advisee that is unsure about their major? Their career path? Their options?

The ACAC offers an online career assessment for all NMU students. FOCUS V2 is a self-paced career and education planning tool. It enables students to assess their career-relevant personal qualities and explore career fields and major areas of study that are most compatible with their individual assessment results.

Students who use FOCUS make better decisions about their goals and plans and learn how to manage their career selection.

If your advisees are interested in taking FOCUS, please have them schedule an appointment with an adviser in the ACAC by calling campus extension 2971.

## Career Services

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

An overview of services offered:

- On & Off-Campus Job Listings
- Online Resume System
- Internship & Co-op Postings and Information
- Summer Job Listings
- Job Vacancy Bulletins
- On-Campus Interviews
- Job Search Workshops
- Graduate Survey
- JOBOPPS Listserv



To learn more, visit Career Services online at [www.nmu.edu/careers](http://www.nmu.edu/careers) or in 3302.3 Hedgcock. Phone us at campus extension 2800. You can also



## Financial Aid

### *Changed Repeat Courses Policy begins summer 2011.*

The Financial Aid Office will no longer 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 earned a grade of D- or better, any subsequent attempts at that course must be excluded from the student's enrollment for financial purposes. For example, a student would only be considered as enrolled in 8 credit hours if they have enrolled in 12 credit hours, 4 of which being a course that has been repeated once before with a grade of at least D- or better.

Retaking W, U, or F grade courses will not be considered as repeated courses.

The new policy will eliminate the use of the "Academic Adviser Affirmation Form" as the regulation allows for a more limited range of flexibility in interpretation.

Questions? Contact Mike Rotundo at NMU's Financial Aid Office via phone at campus extension 1575, or via email at [mrotundo@nmu.edu](mailto:mrotundo@nmu.edu).

The Academic & Career Advisement Center also maintains a Career Resource Library that students can use to research career options. Visit 3302 Hedgcock for more information.

## Online Degree Evaluation (CAPP)

NMU's online Curriculum, Advising, and Program Planning (CAPP) Degree Evaluation Program is available to students via [my.nmu.edu](http://my.nmu.edu). 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/CAPPI.htm](http://www.nmu.edu/records/CAPPI.htm)

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 hours.

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.

## Registrar's Office

### *Important Registration Dates*

- Course registration for the winter 2011 semester takes place from October 29th through November 9th.
- The winter 2011 course offering listing will be available October 19th. The listing can be accessed via [www.nmu.edu/records](http://www.nmu.edu/records), or [www.nmu.edu](http://www.nmu.edu).
- Students' specific registration dates/times will be available via [my.nmu.edu](http://my.nmu.edu) by October 27th.
- For a general course registration schedule, visit [www.nmu.edu/records/ReqWeekSched.htm](http://www.nmu.edu/records/ReqWeekSched.htm).

### *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 is 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, or
- The faculty adviser has waived a requirement and has selected another course to complete the required hours

### *Post-Baccalaureate Degree Requirements*

The Registrar's Office will waive liberal studies and graduation requirements (health promotion, world cultures, and laboratory science courses) for any student entering NMU with a bachelor's degree earned from a regionally accredited university. Put simply, the only requirements post-baccalaureate students will need to complete are those required by the academic program they are pursuing.

#### 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.

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

#### **How it Works:**

- **Log in to [my.nmu.edu](http://my.nmu.edu)**
- **Once logged in, click the "Advisor Services" tab**
- **Refer to the "Advisee Information" section**
- **Click the "Advisee Degree Evaluation" link**
- **Follow the prompts**

## Student Athlete Advising

### *Tips for Advising Student Athletes*

- Each semester, student athletes **MUST** be enrolled in at least 12 degree-applicable credits
- Student athletes cannot enroll in “random” courses. 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 elective courses must be approved by the adviser and then filed with the Registrar’s Office
- In order for student athletes to be eligible for athletic participation and competition, they must be actively pursuing a baccalaureate-level degree
- 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 competition

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

- Bridget Berube (Assistant 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](mailto:brberube@nmu.edu)
- Julie Rochester (Associate 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](mailto:jrochest@nmu.edu)



## Undergraduate Bulletin: Course Availability and Pre-requisite Functions

The 2010-2011 Undergraduate Bulletin allows users to query 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 during which semester(s) specific courses are offered.

- Visit [www.nmu.edu/bulletin](http://www.nmu.edu/bulletin)
- Select the “Courses” tab at the top of the page
- Click the “Search for courses” link
- Provide the course information
- Then select the term in question, using the “Offered” tab
- Make sure to click the “Search” button at the bottom of the page.

Course pre-requisite information is easily accessible, too:

- Visit [www.nmu.edu/bulletin](http://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 #)
- Make sure to click the “Search” button at the bottom of the page.

## Academic Department News

### Chemistry

CH 107 will not be offered during the fall 2011 semester. The Chemistry department recommends that students instead take CH 105 or CH 111.

Advisers should also be aware that students need to take either the Math Placement or Math Diagnostic test prior to enrolling in CH 105, CH 107, or CH 111. Students will not be able to register for the above courses until an appropriate math placement result (or pre-requisite course) is in place. Advisers are also encouraged to refer to the course description section of the Undergraduate Bulletin for further clarification of math course pre-requisites for chemistry courses.

CH 108 has been replaced with CH 109.

Questions should be directed to the Chemistry department, at campus extension 2911.

### College of Business

The College of Business provides several minor programs that are well-aligned with most non-business major programs. Current minor offerings are: Accounting, Business Administration, Computer Information Systems, Entrepreneurship, Finance, Management, Marketing, and Office Services.

For more information, please visit [www.nmu.edu/bizminors](http://www.nmu.edu/bizminors).

### Criminal Justice

Students interested in pursuing a Criminal Justice degree should meet with advisers in the Criminal Justice department. Faculty in that department use advising sheets specific to their academic program. It is best if students are advised using the Criminal Justice department's specific advising sheets.

### Economics

Before your advisees register for EC 101, they should consider:

- In order to register for EC 101, a student must have never earned credit for a college-level economics course (particularly EC 201 and/or EC 202), or received advanced placement EC credit from a high school experience
- A student cannot take EC 101 concurrently with any other EC course
- If a student dropped or failed any EC course (including EC 101, and assuming the student has no other EC credit), they may enroll in EC 101
- If the above conditions are met, EC 101 may be counted toward the economics major or minor
- Additionally, students who have credit in, or are currently enrolled in another EC course will not be able to use EC 101 towards their degree.

## Academic Department News

### Education

Standards for admission to the School of Education have changed.

Current students may gain full admission to the School of Education with one of the following options:

1. Cumulative GPA of 2.7, and ACT scores of 21 in English and Writing, and 20 in Mathematics or PPST scores of 173 in Writing and Mathematics, and 174 in Reading.
2. Cumulative GPA of 2.7, must have earned a minimum of 28 credits, and must have passed the MTTC Basic Skills test.

Newly admitted students in the fall of 2011 must meet the second option.

### English

All Secondary Education English majors and minors who are preparing to student teach in the winter 2012 semester should email Dr. Kia Richmond ([krichmon@nmu.edu](mailto:krichmon@nmu.edu)) to provide the information requested below. This information is necessary in order to be enrolled in EN 350 (Teaching of English -Methods) during the fall 2011 semester. EN 350 is reserved for English Education majors/minors who have been accepted to methods and who anticipate student teaching in the winter 2012 term. EN 350 will meet during the fall 2011 semester on Monday and Thursday evenings from 6-7:40pm. Dr. Richmond is the instructor.

Please email [krichmon@nmu.edu](mailto:krichmon@nmu.edu) with the following information:

- Name
- NMU IN
- Email address
- Phone #
- Major
- Minor
- Accepted to methods (YES or NO)
- Taken and passed MTTC Basic Skills test (YES or NO)
- Planning to student teach winter 2012 (YES or NO)



## Academic Department News

### English, cont.

The English Department's Carol Anderson and Laura Soldner will offer two support courses during the fall 2011 semester. These courses are recommended for students who are experiencing academic difficulties.

*EN 101 Learning Skills Development is designed to improve these skills:*

- Organization/Time Management
- Note Taking abilities
- Test Preparation/Test Taking skills
- Study strategies
- Research approaches

*EN 102 Personal Reading Improvement is designed to improve these skills:*

- Comprehension
- Retention
- Attention/Focus
- Vocabulary
- Literary Analysis

Sections for both courses are capped at 20, so students receive individual attention. EN 101 students are assigned a peer tutor to help them outside of class and to serve as their academic mentor. These courses also provide needed support for non-traditional students who may be returning to school after a long absence or for those whose high school preparation was poor. Both classes are two credit, general elective courses. Contact Laura Soldner ([lsoldner@nmu.edu](mailto:lsoldner@nmu.edu)) or Carol Anderson ([caanders@nmu.edu](mailto:caanders@nmu.edu)) with questions.

Other English Department course offerings from Dr. Kia Richmond:

*EN/ED 462 Literature for Young Adults (summer 2011)*

- For all undergraduate and graduate-level students. The course will be taught as a *web course during the first summer session*, and is not anticipated to be offered in fall 2011. This course focuses on multicultural and social issues as well as connections to classic texts and pedagogy. The course counts for undergraduate/graduate credit in either Education or English.

*EN 304 The Teaching of the English Language (fall 2011)*

- For all English Education and Language Arts/Reading Education majors and minors. The course replaces EN 200 and EN 404; both previously required for various elementary and secondary education majors/minors in English, Language Arts, and Reading. The course will focus on an introduction to linguistic and grammatical practices in English. Includes analysis of English language development; English phonology, morphology, and syntax; application of principles of language acquisition and use; and design of K-12 student-learning activities focused on written and spoken English for future teachers of English Language Arts.

Dr. Richmond welcomes questions about these courses, and can be reached via email at [krichmon@nmu.edu](mailto:krichmon@nmu.edu), or by phone at campus extension 3358.

### Mathematics and Computer Science

All mathematics courses have the prerequisites included with their course descriptions. If your advisees do not have the prerequisites for a course, the Banner system will not permit them to sign up for that particular class. If the student believes he/she has the correct prerequisite for a class and cannot sign up, have him/her contact the Mathematics and Computer Science department office.

## Academic Department News

### Mathematics and Computer Science, cont.

*There are two placement exams, and it is important that students take the appropriate test:*

- The *Mathematics Placement Exam* is for freshman coming straight out of high school
- The *Diagnostic Test* is for all other students who have been enrolled at NMU for a semester or more. This includes freshmen, transfer students, non-traditional students, etc

*Selecting the appropriate mathematics course:*

- If a student has taken a math course at NMU, that information should be available in the student's records
- If a freshman has not taken a mathematics course yet, review their placement test results and help them make the appropriate course choice
- If a student has taken a mathematics course elsewhere, ask to see NMU's transcript evaluation before enrolling them in any mathematics course
- If math placement information is not readily available, call the Mathematics and Computer Science department (campus extension 2020) and ask the secretary to provide that information
- Students who are eligible to enroll in the MA 090 class should be advised that they are unable to register for this class without first visiting the Student Service Center. Students CANNOT register for this course using my.nmu.edu

*Tutoring available:*

- The Mathematics department provides tutoring services each semester. The Math Lab is located in West Science 3810 and is open Monday–Thursday 9:00–4:00, and Friday 9:00–3:00pm (no appointment necessary)
- Computer Science tutoring is also available each semester in the Computer Lab, NSF 1207. Hours vary from semester to semester (no appointment necessary)

*Internships*

- The Mathematics and Computer Science department offers CS internships (listed as CS 491). These provide a great way to get valuable work experience and CS elective credits. Some internships are with local companies and some are arranged by students. Internships are normally for junior-senior level students who have at least one semester of classes to complete. Please contact Jeff Horn, [jhorn@nmu.edu](mailto:jhorn@nmu.edu), for more details

*Additional information:*

- The Mathematics and Computer Science department previously offered two college algebra courses (MA 104 College Algebra with Applications in Science and Technology and MA 105 College Algebra for Calculus Preparation). Early this year, the course number for MA 105 was changed to MA 111
- The reason for this change is two fold. Firstly, the math placement for MA 111 (previously MA 105) is above MA 104 and MA 106 Trigonometry, so MA 111 stays immediately below MA 115 Pre-Calculus. Secondly, MA 111 should be dissociated from MA 104 (which is mostly for students not planning to take Calculus). The MA 111 and MA 115 sequence would be an appropriate sequence for students who wish to take Calculus courses. The pre-requisite for MA 115 is a B- in MA 104 or a C- in MA 111.
- The assumption that MA 104 and MA 105 (now MA 111) are the same course is incorrect. Please advise students accordingly.

## Academic Department News

### Modern Languages and Literatures

Proper language course placement is essential to student success and satisfaction with their language course.

- If a student HAS HAD foreign language courses in high school, advisers should encourage them to take the Modern Languages and Literatures department's placement test so that they can be placed in to the appropriate language course at NMU. The Language Placement test is available at [www.nmu.edu/languages](http://www.nmu.edu/languages).
- If a student HAS NOT previously taken foreign language courses, they should take NMU's 101 level language course.
- Students desiring to take foreign language courses at NMU should be directed to the Modern Languages and Literatures department so that they can be assisted with planning their language course sequence in a manner that will not delay their anticipated graduation. Professor Kupper is available to assist with your advising questions, and can be reached via campus extension 2648 or via email at [nkupper@nmu.edu](mailto:nkupper@nmu.edu).

New course offering from Dr. Kupper:

*LG 317 World Studies Russian Experience* (fall 2011) is for students interested in learning about Russian Culture. The course uses Russian short stories, a Russian food network, field trips with guest lectures, and film study to engage students in topics and activities related to Russian culture. A similar section of this course was offered last fall, and was hugely popular with students.

### Music

The Music department would like advisers to remind students that choose to MINOR in music that their course curriculum must be approved by Professor and Department Head Donald Grant. Professor Grant can be reached via campus extension 1039 or via email at [dgrant@nmu.edu](mailto:dgrant@nmu.edu).

### Office of International Programs

International students need to be enrolled in at least 12 credits at the 100 level (or higher) to maintain good immigration status. Questions can be directed to either Angela Maki at [anmaki@nmu.edu](mailto:anmaki@nmu.edu) or Rehema Clarcken at [reclarke@nmu.edu](mailto:reclarke@nmu.edu). Both at campus extension 2510.

NMU send students abroad in a variety of placement settings: I-I exchanges, service learning internships, university direct enroll, and traditional cultural/language immersion centers. Programs range from short term field experiences led by NMU faculty, to a semester or academic year abroad.

The Adviser's Role:

- Encourage your advisees to consider working a study abroad into their academic program. Your influence plants a seed that will grow.
- Start them out early. Even first year students can begin planning for a study abroad. In fact—more and more incoming students seek us out during freshman orientation, eager to find out when and how they can study abroad.
- Send them over to visit with us in 145 Whitman. We are staffed to help students select programs that best suit their needs and interests. Better yet, invite us to your classroom for a brief presentation.
- Department heads usually prefer to sign off on specific study abroad course pre-evaluations, but students will ask for your input as well. They should be prepared to show you contact hours, recommended US credit, and course descriptions and syllabi. You can help them fit electives, major/minor credits, and liberal studies requirements into their particular degree program.

## Academic Department News

### Philosophy

The Religious Studies minor currently requires SO 312 Religion and Society. This course has been temporarily suspended. Students and advisers should contact Professor Aumann ([aaumann@nmu.edu](mailto:aaumann@nmu.edu)) regarding possible substitutions.

### Physics

NMU's Physics department would like to remind advisers that students enrolled in major programs that require physics courses (PH 201, PH 202, PH 220, PH 221) should take the required physics course PRIOR to their senior year. This allows for the most flexibility in the case that the course needs to be repeated.

### Political Science and Public Administration

For students with either Political Science or Public Administration minors, please be aware that if they earn less than a "C" in a PS-prefix course, it WILL NOT count towards their minor. This applies to all students following an Undergraduate Bulletin that is 2005-2006 or newer.

The same policy applies to Political Science Majors as well.

Pre-Law advising questions should be directed to either Dr. Watry ([rwatry@nmu.edu](mailto:rwatry@nmu.edu)) or Dr. Nelson ([stnelson@nmu.edu](mailto:stnelson@nmu.edu)).

*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.***