

Fall 2011 Advising Notes

The Newsletter for Faculty Advisers

Published by the Academic & Career Advisement Center



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Important Dates

Registration for winter 2012 courses begins October 28th

Last day to drop a fall 2011 full-semester course for "W" grade is November 4th

2012 winter semester course offerings are available, via www.nmu.edu/records or 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.

Hedcock 3302

103 Jacobetti

Monday–Friday

8:00am–5:00pm

www.nmu.edu/acac

acac@nmu.edu



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.

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



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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



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.

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



Financial Aid Office



Working with a student who wants or needs to repeat a course? How will that course repeat impact their financial aid eligibility?

The answer might surprise you.

Faculty advisers should become familiar with the [NMU Financial Aid Repeat Policy](#). Knowledge of the policy is the best way to avoid potentially adverse financial aid situations related to repeating courses.

Online Degree Evaluation (CAPP)

NMU's online Curriculum, Advising, and Program Planning (CAPP) Degree Evaluation Program is available to students via 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

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.

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**
- **Once logged in, click the "Advisor Services" tab**
- **Refer to the "Advisee Information" section**
- **Click the "Advisee Degree Evaluation" link**
- **Follow the prompts**

Registrar's Office

Important Registration Dates

- Course registration for the winter 2012 semester takes place from October 28th through November 7th.
- The winter 2012 course offering listing are now available. The listing can be accessed via www.nmu.edu/records, or www.nmu.edu.
- Students' specific registration dates/times will be available via my.nmu.edu by October 26th.
- For a general course registration schedule, visit 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.

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
- 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



Undergraduate Bulletin: Course Availability and Pre-requisite Functions

The 2011-2012 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
- 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
- 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

Center for Native American Studies

The Center for Native American Studies is offering a variety of courses for the winter 2012 semester. Several of these courses meet liberal studies and/or world cultures requirements. For more information regarding these courses or the Native American Studies minor, feel free to contact the Center at 227-1397.

NAS 101 Anishinaabe Language, Culture and Community I

4 credits

An introduction to Anishinaabemowin language including grammar, vocabulary, idioms and syllabics. Students will learn to read, write and speak basic Anishinaabemowin. This course also promotes the preservation of Anishinaabe culture by examining various facets of Anishinaabe everyday life and contemporary issues. Applies toward the division V liberal studies requirement.

NAS 102 Anishinaabe Language, Culture and Community II

4 credits

An in-depth study of Anishinaabemowin language. This course is a continuation of materials introduced in NAS 101. Students will focus on higher-level use of the language and will apply it in situations related to contemporary Anishinaabe cultural issues and community structures. Applies toward the division V liberal studies requirement.

NAS 204 Native American Experience

4 credits

A study of the development of Native American history, culture, attitudes and issues from the prehistoric era to the contemporary scene, focusing on native culture in the Great Lakes region. Shared native world view, contact experience and native peoples' contributions to world culture are an important part of the course. Applies toward the division II liberal studies requirement and world cultures requirement.

NAS 207 Seasonal Exploration Anishinaabe Language

4 credits

Prerequisite: NAS 101 or NAS 295 when pertaining directly to Anishinaabe language or instructor permission. The skills necessary for speaking Anishinaabe through experiential opportunities, cultural outdoor activities as well as classroom activity and group work during fall, winter or spring experiences that emphasize indigenous traditional knowledge. Applies toward the division V liberal studies requirement. Note: May be repeated once for each season. 207a – fall, 207b – winter, 207c –spring.

NAS 212 Michigan and Wisconsin Tribes, Treaties and Current Issues

4 credits

An examination of 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. Applies toward the division IV liberal studies requirement and world cultures requirement.

NAS 224 Native American Beadwork Styles

4 credits

An introduction to Native American beadwork styles from varied regions. The course blends reading and lecture with practical application of Native American beadwork. Content includes American Indian arts and crafts law.

Academic Department News

Center for Native American Studies...Con't

NAS 280 Storytelling by Native American Women

4 credits

This course examines a myriad of historic and contemporary aspects of native life through the eyes and stories of Native American women. Subjects include customs, culture, family, generations, mothers, daughters, grandmothers, art, education, fiction, poetry, political activism and spirituality. Applies toward the division II liberal studies requirement and world cultures requirement.

NAS 310 Tribal Law and Government

4 credits

Prerequisite: EN 211 with a grade of "C" or better or HDN 102 and HDN 112 and sophomore standing.

A focus on the relationship between American Indian tribes, the federal government and states. Emphasis is placed on examining the current state of tribal governments and tribal citizens within the State of Michigan. Students will examine the U.S. Constitution, treaties and tribal [tribes], federal and state laws and court cases. Applies toward the division IV liberal studies requirement and the upper division liberal studies requirement.

NAS 342 Indigenous Environmental Movements

4 credits

An exploration of the historical and cultural foundations of the paradigms that led to the ecological exploitation of Indigenous lands. Students will examine how Indigenous cultures today are resisting domination and working to regain, protect and nurture their lands, the planet and their ways of life. Applies toward the division IV liberal studies requirement, the upper division liberal studies requirement and the world cultures requirement.

NAS 486 American Indian Educational Law and Leadership

3 credits

Unique legal educational leadership relationships between American Indian tribes, federal, and state governments and k-12 schools are explored. Content includes aboriginal and treaty rights to education, federal and state Indian education laws, and contemporary tribal laws regarding American Indian education.

NAS 488 Native American Service Learning Project

4 credits

This is a capstone course for the Native American Studies minor. Students will complete an approved service learning project in Native American Studies under the guidance of the Director of the Center for Native American Studies upon completion of all other requirements for the minor.

Chemistry

Advisers should know that students should 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.

Academic Department News

College of Business

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.

Criminal Justice

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.

Economics

EC 101 Note: Students who have credit in, or are currently enrolled in, another economics course will not be able to use EC 101 towards their degree.

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) 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 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... Con't

Dear Colleagues Who Advise Students:

As you are integral partners in NMU's Road Map to 2015 goal of achieving an effective retention management network, please recommend your advisees who have experienced academic problems to enroll in one or both of the following support courses:

EN 101, *Learning Skills Development*, is designed to improve the following 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 the following skills:

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

These two courses are especially geared toward Freshmen and Sophomores who are likely to be enrolled in lecture based courses where many of the above mentioned skills are necessary for successful outcomes. However, students of any rank can benefit from the information the classes provide.

Sections are capped at 20, so students receive individual attention. Also, 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 nontraditional students who may be returning to school after a long absence or for those whose high school prep experience was poor. Both classes are two-credit, elective courses.

If you or your students have any questions, please contact Laura Soldner (lsoldner@nmu.edu) or Carol Anderson (caanders@nmu.edu).

Thank you!

Mathematics and Computer Science

All mathematics courses have the prerequisites included with the 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 office.

The Department has two placement exams, and it is important that students take the correct test. The Mathematics Placement Exam is for freshmen coming straight out of high school. The Diagnostic Test is for everyone else including freshmen who have been here for a semester or more, transfer students, non-traditional students, etc.

Academic Department News

Mathematics and Computer Science... Con't

Additional Information

1. If a student has taken a course at NMU, that information should be available in the student's records.
2. If a freshman has not taken a mathematics course yet, ask to see his/her placement test results to help you guide him/her in making an appropriate choice.
3. If the student cannot find the printout or if you cannot interpret the results, call the Mathematics and Computer Science Department (227-2020) and ask the secretary to look up the information for you.
4. If a student has taken a mathematics course elsewhere, ask to see NMU's transcript evaluation before making a decision about which mathematics course they should take next.
5. Students who are eligible to enroll in an MA 090 class should be advised that they cannot sign up for this class on-line themselves. They must call or visit Student Services to be enrolled.

The Mathematics and Computer Science Department is offering MA 495, Interest Theory, a new 3 credit course for the winter 2012 semester which will be taught by Dr. Linda Lawton. (prerequisite is MA 163 Calc II)

This is a preparatory course for the Society of Actuaries Exam FM / Casualty Actuarial Society Exam 2. As such the course covers a traditional and modern treatment of the mathematics of investment.

Topics include theory of interest, bond and annuity pricing, loan amortization, asset-liability matching, and valuation of derivative securities

The Mathematics and Computer Science Department offers CS Internships (CS 491) which provide a way to get valuable work experience and CS elective credits. Some internships are with local companies we have worked with for some time and some are set-up by the student with companies they are familiar with. 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, for more details.

Mathematics and CS Tutoring Available

The Mathematics Department provides mathematics tutoring services each semester. The Math Lab is located in West Science 3810 and is open Monday - Thursday 9:00 a.m. to 4:00 p.m.

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.
- 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.

Academic Department News

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.

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 or Rehema Clarken at 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.

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) or Dr. Nelson (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.**