

The Office of

# Academic Advising

February, 2012

College of Saint Benedict/Saint John's University

## First-Year Students Need to Choose a New Advisor for Fall 2012

As a first year student, you are required to select a new faculty advisor for next year. Your FYS/Honors instructor will give you a green **First-Year Advisor Change Notice** card and provide you with helpful information about selecting a new faculty advisor.

You may select a new faculty advisor any time between now and Friday, March 2nd. Students planning to major in **Global Business Leadership or Nursing** will be assigned an advisor by the department after attending a group advising session. **All other students** must seek out a new advisor and secure a signature.

Please fill out the green **First-Year Advisor Change Notice** card completely and ask your new advisor to sign it. You are encouraged to **return this signed card** to the CSB or SJU Academic Advising

Office **no later than Friday, March 2nd.** After this deadline, a hold will be placed on your Fall 2012 registration. The hold will be removed when our office receives your signed card.

Guidelines to assist you in your advisor selection process are as follows:

- If you know what your intended major is, it is best to select an advisor in that major.
- If you have not yet completed a course in your intended major, or if you are unfamiliar with the department's faculty, your Seminar/Honors instructor may be of assistance. You may also consult the Faculty/Staff Directory (listing of all faculty, phone numbers, and locations) for the name of the chairperson of that department.
- Your current Seminar/Honors instructor **should not** continue as your faculty advisor

unless she/he is in the major you intend to pursue. If your Seminar/Honors instructor agrees to continue as your advisor, you will be required to secure her/his signature on the green **First-Year Advisor Change Notice** card and submit the card to the CSB or SJU Academic Advising Office before Friday, March 2nd

- **ATLAS** (Achieving Through Learning And Searching) – this helpful tool can aid your academic and career planning. Keep your ATLAS Planner up-to-date and bring it with you to your advising sessions with your professors. Be sure to pay special attention to the sections on Discover Yourself, Discover Possible Majors, and Discover Possible Careers. For additional advising assistance, seek out other professionals listed in Campus Resources.

# THINK SPRING!

### Do you have a faculty advisor that deserves recognition?

Dr. Rita Knuesel, Provost, and the Department of Academic Advising invite your nominations for the 2011-2012 Outstanding Academic Advisor of the Year Award.

This award has been established to recognize outstanding performance in academic advising. Persons eligible for the 2011-2012 Outstanding

Academic Advisor Award include faculty advisors or professional advisors whose primary responsibility is the academic advisement of students.

To submit a nomination, go to the Academic Advising webpage. More information will follow.

**(Deadline: Wednesday April 13, 2012)**

### IMPORTANT DATES FOR FEBRUARY

**8th—Last day for students to receive a permanent drop from any regular course without a transcript entry.**

9th—Mod B1 Begins

15th—**W** begins for B1 mod courses

16th—**W** begins for B2 mod courses

23rd—Last day for **W** for B1 mod courses

24th— Last day for **W** for B2 mod courses

28th—Summer 2012 Off-campus registrations due to faculty

**March 2nd—Advisor change card due!**

**March 5th-9th—SPRING BREAK!**

### Academic Advising Staff

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