

The Office of

Academic Advising

February, 2013

College of Saint Benedict/Saint John's University

First-Year Students Need to Choose a New Advisor for Fall 2013

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 8th. Students must seek out a new advisor and secure a signature (correspondence for group advising sessions from departments will be coming out soon—watch for an email).

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 8th.** **After this deadline, a hold will be placed**

on your Fall 2013 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 8th.**

- 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 2012-2013 Outstanding Academic Advisor of the Year Award.

This award has been established to recognize outstanding performance in academic advising. Persons eligible for the 2012-2013 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: Friday, April 12, 2013)

IMPORTANT DATES FOR FEBRUARY

6th—Last day to drop (permanent drop) from any full-term course without a transcript entry.

13th—Last day for W for AB1 mod courses and last day to receive a permanent drop on B1 courses.

14th—Last day for 2 on AB2 mod courses and last day to receive a permanent drop on B2 courses.

20th—Classes end at 6 p.m.

21st-22nd—FREE DAYS

25th—Classes resume at 8 a.m. (Day 5)

25th—Last day for W for B1 mod courses.

26th—Last day for W for B2 mod courses.

Academic Advising Staff

CSB Office

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