

ADVISING REFERRAL INFORMATION 2013-14

COLLEGE	Allied Health & Nursing
SRC Name	Shirley Murray x5194
College/SRC Office Location	MF 124
AHN Phone	x6315
Shirley's Duties	Credit overloads, general & probationary advising, meeting with pre-AHN students who know they want some major within the College but have not yet determined which one.
Gen Ed Advising?	Yes
Diversity Course Advising?	Yes
Academic Probation Advising?	Begin with appointment with Shirley Murray and initiating academic improvement plan. Then contact advisor for further advising and signature. The form is returned to Shirley Murray's office for the hold to be lifted.
Advising Center?	No
Need to Declare Major/ Minor?	Go to dept of major
Need an Advisor?	Go to dept of major
Apply for Admission to Major?	Go to dept of major
Other Info	Advises undecided students about declaring a major in this college
To Get Upper Division Permission?	Contact dept of major
Departments	Dental Hygiene; Family Consumer Science; Health Science; Human Performance; Recreation, Parks & Leisure Services; Speech, Hearing & Rehabilitation Services, Nursing

COLLEGE	Pre-Nursing (and 1st semester students)
SRC Name	Kasi Johnson
Kasi's Office Location	WH 362
Phone	x6022
Gen Ed Advising?	Yes
Diversity Course Advising?	Yes
Academic Probation Advising?	Yes
Advising Center?	Kasi advises Pre-Nursing and RN Baccalaureate Completion Program students
Need to Declare Major/ Minor?	Contact Kasi
Need an Advisor?	Yes, if Pre-Nursing or RN Baccalaureate Completion Program. Otherwise Administrative Assistant assigns advisor for Nursing.
Apply for Admission to Major?	Print off application at: http://ahn.mnsu.edu/nursing/undergraduate/basic/basic_nursingapplication.pdf . Review completed application with Kasi.
Other Info	Kasi works Monday-Friday as the Nursing Advisor. Kasi prefers e-mail rather than phone calls
To Get Upper Division Permission?	Pre-Nursing, contact Kasi. Otherwise, contact School of Nursing office. WH 360
Departments	Nursing, Pre-Nursing

COLLEGE	ARTS & HUMANITIES
SRC Name	Gina Maahs
College Office Location	AH 226
Gina's Phone	x1712
Gen Ed Advising?	Yes
Diversity Course Advising?	Yes
Academic Probation Advising?	Yes
Advising Center?	No
Need to Declare Major/ Minor?	Go to dept of major
Need an Advisor?	Go to dept of major
Apply for Admission to Major?	Go to dept of major
Other Info	Advises those deciding between several majors in this college. Advises students who are pursuing A.A. degree. Mass Media Department advises Pre-Mass media students. Kristi Cole advises Open Studies majors.
To Get Upper Division Permission?	Contact dept of major
Departments	Art; English; Mass Media; World Languages and Cultures; Music; Philosophy; Scandinavian Studies; Communication Studies; Theatre and Dance.

COLLEGE	BUSINESS
SRC Name	Linda Meidl x 2963 Staff trained to help students. Students can see any of the advisors.
Advising Center Office Location	MH 151
Advising Center Phone	x2963
Gen Ed Advising?	Yes, at Advising Center
Diversity Course Advising?	Yes, at Advising Center
Academic Probation Advising?	Yes, at Advising Center
Advising Center?	COB Advising Center, MH 151; cobadvis@mnsu.edu
Need to Declare Major/ Minor?	Yes, at Advising Center
Need an Advisor?	Go to Advising Center
Apply for Admission to Major?	Yes, any Business Major
Other Info	COB Laptop and Registration Error Forms are online at http://cob.mnsu.edu/advising/forms.html . Students can be referred to this site and fill out forms online as appropriate. " <u>Student Program Required</u> " message means either students need to complete the IT initiative form on the COB website and/or they need upper division. Please note: Student academic records will need to be reviewed to determine if they meet requirements to take upper division courses in the COB. Students who do not have the appropriate GPA may get the " <u>Minimum GPA Required</u> " error message. "Students must take <u>Test/Pre-Req</u> " error message for business courses means a student either does not have prerequisite and needs to take that first OR they had a course substituted for a prerequisite and the registrations system is not recognizing the substitution. Staff in the COB Advising Center advises all Pre-COB students. COB Scholarship Information can be found at http://cob.mnsu.edu/scholarships/ .
Permission for Closed Course	Contact the DEPARTMENT CHAIR , <u>not</u> the instructor for permission to register for a class that is full
To Get Upper Division Permission?	Contact COB Advising Center
Departments	Accounting & Business Law; Finance; Management; Marketing & International Business

COLLEGE	Center for Academic Success
SRC (Director)Name	Jason Westman x1791
Office Location	ML125
CAS Office Phone	x1791
Gen Ed Advising?	Yes, for students admitted on contract
Diversity Course Advising?	Yes, for students admitted on contract
Academic Probation Advising?	Yes, for students currently on contract
Advising Center?	Advising occurs in ML 125. Tutoring is done in ML 116
Need to Declare Major/ Minor?	N/A
Need an Advisor?	Advisor is Director of Center for Academic Success
Apply for Admission to Major?	Not applicable to students on contract
Other Info	Generally students are on contract for two semesters, and are then directed to the college of their intended major for assignment of a new advisor

COLLEGE	EDUCATION
SRC Name	Mymique Baxter
College Office Location	AH 117
SRC's Phone	x1215
Gen Ed Advising?	Yes, at Advising Center
Diversity Course Advising?	Yes, at Advising Center
Academic Probation Advising?	Yes, at Advising Center
Advising Center?	Yes--AH 117
Need to Declare Major/ Minor?	Yes, at Advising Center
Need an Advisor?	Go to Advising Center
Apply for Admission to Major?	Yes - both Admission to Major and Admission to Professional Education program
Other Info	Advising Center web site: http://ed.mnsu.edu/advising
To Get Upper Division Permission?	Contact Advising Center
Departments	Aviation; Business Education; Elementary Education; K-12 & Secondary; Military Science & Leadership; Special Education

COLLEGE	SCIENCE, ENGINEERING & TECHNOLOGY
SRC Name	Ken Adams-also two additional full-time advisors
Office location	TR C 125
Advising Center Phone	x1521
Gen Ed Advising?	Yes, at Advising Center
Diversity Course Advising?	Yes, at Advising Center
Academic Probation Advising?	Yes, at Advising Center
Advising Center?	Yes, CSET Advising Center, Trafton C-125, csetadvising@mnsu.edu
Need to Declare Major/ Minor?	Go to the Advising Center
Need an Advisor?	Go to the Advising Center
Apply for Admission to Major?	Go to the Advising Center
Other Info	Advising Center has information on department scholarships, and advises Pre-CSET majors. There is also a professional academic advisor in the advising center that also sees students.
To Get Upper Division Permission?	Contact CSET Advising Center
Departments	Auto & Manufacturing Engineering Technology; Biological Sciences; Chemistry & Geology; Construction Management; Electrical & Computer Engineering & Technology; Mathematics & Statistics; Mechanical & Civil Engineering; Physics & Astronomy; Pre-Professional Programs; Computer Information Science; General Engineering

COLLEGE	SOCIAL & BEHAVIORAL SCIENCES
SRC Name	Clark Johnson
Clark's Office Location	AH 114
SBS Office Phone	x2416
Gen Ed Advising?	Yes, at Advising Center
Diversity Course Advising?	Yes, at Advising Center
Academic Probation Advising?	Yes
Advising Center?	Yes, Advising "U", AH 114, x2416
Need to Declare Major/ Minor?	Go to dept of major
Need an Advisor?	Go to dept of major
Apply for Admission to Major?	Go to dept of major
Other Info	Advises students about potential majors in the College of Social & Behavioral Sciences
To Get Upper Division Permission?	Contact dept of major
Departments	Aging Studies; Anthropology; American Indian Studies; Earth Science; Economics; Ethnic Studies; Gender & Womens Studies; Geography; Government; History: international Relations; Law Enforcement; Non-Profit Leadership; Political Science; Psychology; Social Studies; Social Work; Sociology & Corrections; Urban & Regional Studies

Undecided Major	NEW STUDENT AND FAMILY PROGRAMS
Contact	Nikki Dose-- Director
FYE Office Location	PS 103
Phone	x5498
Gen Ed Advising?	Yes
Diversity Course Advising?	Yes
Academic Probation Advising?	Yes
Advising Center?	Yes, PS 103; NewStudent@mnsu.edu, x5498. Most undecided students have "New Student and Family Programs" listed as their advisor of record. This allows for more flexibility in scheduling advising appointments.
Need to Declare Major/ Minor?	Yes, if major is undecided. Otherwise, go to dept of major
Need an Advisor?	Yes, if major is undecided. Otherwise, go to dept of major
Apply for Admission to Major?	Not applicable to undecided majors
Other Info	Also advises students currently in a major, but undecided about which major to switch to.
To Get Upper Division Permission?	Contact the New Student and Family Programs. Generally, need to have declared a major to take 300-400 level classes; however, New Student and Family Programs will discuss this with undeclared majors.

General Education Questions	
Cultural Diversity Courses	Contact Anne Dahlman at x5703 or Richard Liebendorfer at x2317
Writing intensive courses-MSU	Contact Anne Dahlman at x5703 or Richard Liebendorfer at x2317
Writing Intensive courses-Transfer	Contact Marcius Brock, WA 132, 389-1180

Registration Help Center October 2013