



III | NORTHWESTERN STATE
ACADEMIC ADVISING
HANDBOOK

Academic Advising Services
112 Watson Library
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nsula.edu/academic-advising-services

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Faculty Advisor Handbook

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Dear Faculty Advisor,

Advising at Northwestern State University is a student-centered process with shared responsibility between advisor and advisee. The intent of the process is to help students develop self-awareness and problem-solving, decision making, and evaluation skills that are necessary for student growth and development. Students are made to feel that they matter and that the pursuit of a college education is of utmost importance to the advisor.

This handbook has been prepared to help you encourage your students to realize their full potential. It contains general information on advising, as well as information specific to NSU.

The National Academic Advising Association (NACADA) provided us with very relevant information, as well. NSU has been a member of NACADA for fifteen-plus years, and several staff and faculty advisors have attended state, regional, and national NACADA conferences.

I hope that you find the manual to be clear and helpful as you continue to develop, strengthen, and maintain your advising skills. Please feel free to contact me at 318-357-6980 or via e-mail at hickss@nsula.edu if you have any questions or concerns.

Thank you for your commitment to student success.

Sincerely,



Steve Hicks
Executive Director
Academic Advising Services

Special Recognition of NSU Outstanding Faculty Advisor Recipients

- 2023 Dr. Begona Perez-Mira, Computer Information Systems
- 2022 Dr. Rondo Keele, Louisiana Scholars' College
- 2021 Dr. Brian Gabriel, New Media, Journalism, & Comm Arts
Mrs. Jacqueline Horton, Child and Family Studies
- 2020 Dr. Curtis Penrod, Computer Information Systems
- 2019 Mrs. Denise Bailey, Social Work
- 2018 Dr. Rania Salman, Child & Family Studies
- 2017 Mr. Scott Burrell, Theater & Dance
Mrs. LeahAnn Young, Nursing
- 2016 Mrs. Anna Morris, Nursing
Mrs. Brittany Blackwell, Psychology
- 2015 Dr. Donald Johnston, Nursing
Mr. Curtis Penrod, Computer Information Systems
- 2014 Dr. Donald Stewart, Criminal Justice
Mrs. Pia Wyatt, Theatre
- 2013 Dr. Bill Dickens, Health & Human Performance
- 2012 Dr. Patricia Pierson, Family & Consumer Sciences
- 2011 Dr. Begona Perez-Mira, Computer Information Systems
- 2010 Mr. Jody Biscoe, Psychology
Dr. Kimberly McAlister, Education
- 2009 Dr. Betsy Cochran, Louisiana Scholars' College
- 2008 Mrs. Neeru Deep, Psychology
Dr. Vickie Parrish, Theatre
- 2007 Dr. John Dollar, Health & Human Performance
- 2006 Dr. Johnny Williams, Business
- 2005 Mrs. Debbie Moore, Nursing
- 2004 Mrs. Connie Jones, Family & Consumer Sciences
- 2003 Mrs. Juanita Darby, Mathematics
- 2002 Dr. Susan Barnett, Psychology

GENERAL ADVISING INFORMATION

Why Faculty Advising at NSU?

Quality interaction between a student and a concerned individual on campus (most often academic advising experiences) is a key contributor to college retention (Habley, 2004). Consider the following:

- ⇒ “In addition to engaging with students, advisors can also encourage student involvement with powerful learning opportunities both in and out of the classroom” (Young-Jones, Burt, Dixon, & Hawthorne, 2013).
- ⇒ “Academic advising can help students to shape meaningful learning experiences, thus encouraging achievement of educational, career, and life goals” (Hunter & White, 2004).
- ⇒ “Students who rate their advising as good or excellent are more likely to interact with faculty in various ways, perceive the institution’s environment to be more supportive overall, are more satisfied with their overall college experience, and gain more from college in most areas” (Carey, 2008).
- ⇒ Academic advisors provide students with the needed connection to the various campus services and supply the essential academic connection between these services and the students (Nutt, 2003).

Best Practices in Academic Advising:

- ◆ Knowledge of University Catalog
- ◆ Available to Students
- ◆ Eager to Empower Students
- ◆ Capable of Engagement in Career Advising
- ◆ Willing to Listen to Students
- ◆ Demonstrate Respect for Students
- ◆ Model Professionalism for Students
- ◆ Remain a reliable and trusted guide toward student success in their academic and professional lives

Advisor/Advisee Responsibilities

Advisees are Responsible for:

- ◆ Knowing and complying with NSU policies and procedures.
- ◆ Regularly checking their campus e-mail to ensure they receive correspondence from their advisor, faculty, and/or administrative staff.
- ◆ Communicating regularly with advisor and seeking help when needed.
- ◆ Showing up for all advising appointments (or calling to cancel if unable to meet).
- ◆ Being prepared for advising meetings – Bringing any necessary information; having a tentative schedule complete (if it’s during registration); having a list of questions or concerns, etc.
- ◆ Discussing long-range goals with advisor.
- ◆ Keeping advisor informed of schedule changes, academic problems, changes of major, minor, etc.
- ◆ Following through on referrals.
- ◆ Assuming final responsibility for decisions and academic choices.

Advisors are Responsible for:

- ◆ Being familiar with NSU policies and procedures and ensuring students understand them.
- ◆ Assisting students with clarifying life and career goals.
- ◆ Helping students develop educational plans that are compatible with their goals.
- ◆ Discussing the advisee's academic performance, and, if necessary, helping the advisee formulate a plan to improve his/her academic standing.
- ◆ Being knowledgeable about the programs in which they advise.
- ◆ Providing accurate information to students.
- ◆ Monitoring the progress of advisees to ensure that they are satisfactorily completing all graduation requirements and successfully progressing toward a degree.
- ◆ Referring the advisee to appropriate sources of information, assistance, and services when necessary.
- ◆ Listening actively and empathetically.
- ◆ Having established, publicized office hours and being available to students.
- ◆ Communicating and emphasizing the advisee's responsibility for satisfying degree requirements

Federal Educational Rights to Privacy Act (FERPA)

By law, NSU and its employees must protect certain student information. Therefore, do not share with a third party, including the parents of students, information such as: student grades, social security numbers, campus-wide ID numbers, financial information, ethnic and religious information, student schedules, etc.

For complete information and a FERPA tutorial, visit NSU's Registrar's Office site at:

<http://registrar.nsula.edu/family-educational-rights-and-privacy-act-ferpa/>

<http://righttoknow.nsula.edu>

Commitment to Equal Educational Opportunity (Title IX: Power-Based Violence; Section 504 of the Rehabilitation Act, Americans with Disabilities Act)

By law, NSU and its academic advisors (faculty and professional staff) are committed to academic advising/counseling services to all students without regard to race, color, religion, creed, sex, age, national origin, disability or veteran status. Academic advisors/counselors do not direct students into academic programs based on their race, color, national origin, sex or disability. Nor do they direct or urge any student to enroll in a particular career or program, or measure or predict a student's prospects for success in any career or program, based upon the student's race, color, national origin, sex or disability.

For information regarding Title IX :Power-Based Violence visit: <https://www.nsula.edu/notalone/>

Academic Advising Guidelines:

- ◆ **Check Major** with Student. If the major is incorrect or needs to be changed, fill out a **Major Change Card**, see page 23 within this document, and have the student deliver the form to the Registrar's Office, 308 Student Services Center, fax to **(318)357-5823**, or e-mail to **registrar@nsula.edu**. For major codes, please see page 24. For online students to change majors they must go to the NSU Registrar's webpage, find the Major Change Card, and fax or e-mail the form with signature to the Registrar's Office.
- ◆ **Determine Placement* for Math and English Classes**; see page 21 within this document. Generally, a student's placement scores for ACT, SAT, and/or ACCUPLACER will appear at the top of their transcript.

***Important Note Concerning Placement:** For some degrees, like Business Administration, Engineering, and Biological Sciences, the math core varies (MATH 1020, MATH 1035, etc.). Please check University Catalog within correct catalog year for these variations.

- ◆ **Determine Curriculum Pattern*** per major, per semester, per core requirements; see University Catalog per major curriculum and core requirements; also see pages 19 within this document. Use the **Advising Worksheet** on page 22 to list classes.

***Important Note Concerning Core Requirement for Math and Science:** Some majors, such as Nursing, Engineering Technology, and Biological Sciences have various core requirements for science (BIOL 2250 & 2251, etc.) and math classes. See University Catalog for variations per major.

- ◆ **Advise According to Student Needs and Preferences*:** Work, activities, family, commute, etc. A student must register for at least 12 credit hours in order to be considered a fulltime student.
- ◆ **Review GPA Requirements** for graduation (2.0), TOPS (Opportunity Award: 2.3 for freshman then 2.5 for sophomore and above, Performance & Honors Award: 3.0 all academic years), and Financial Aid (2.0).
- ◆ **Review Financial Aid Requirements*:** Explain to student that as a faculty advisor, you are not a financial aid advisor. The student must seek out a financial aid advisor. Encourage students to have their list of questions ready to ask Financial Aid.

***Satisfactory Academic Progress (SAP)** is passing 67% (roughly 2/3) of all attempted hours; maintaining 2.0 GPA; and finishing within 150% of 120 degree program hours = approx. 180 hours.
<https://www.nsula.edu/financialaid/info/>

- ◆ **Review Tuition Information** as needed, see <https://www.nsula.edu/futurestudents/nsu-tuition-and-fees/>
- ◆ **Review Academic Calendars** as needed, see <https://www.nsula.edu/registrar>

- ◆ **Review Add/Drop Fee Adjustment Policy** per Registrar: Students who apply for and are permitted a reduction in hours scheduled during the first seven class days (two class days in summer and four-week sessions) will be issued a full refund of the per credit hour fee for the number of hours dropped and applicable student self-assessed fees. No refunds will be issued for a reduction in credit hours after the seventh day. Students who add classes during the schedule adjustment period are required to pay the additional fee assessments in accordance to the fee payment schedule.
- ◆ **Review Study Habits**, class attendance, note taking/recording lectures, reviewing after class, rewriting notes, keeping up with readings, study groups, contacting/visiting professors, computer lab locations, campus tutors, reference, etc.
- ◆ **Review Readiness for Online Classes**, go to www.nsula.edu > Online Learning (<https://www.nsula.edu/ensu/>) > Are you Ready? First-time freshmen should avoid online classes unless they are online-only students. These students must be advised concerning the challenges of online classes: motivation, workload, computer access, technology needs, etc.
<https://www.nsula.edu/ensu/are-you-ready-for-online-learning/>
- ◆ **Select Possible Classes** Advisors may choose classes with students or an advisor may give students a list of required classes and have the student search for available classes via myNSU. For step-by-step instructions, see page 23.
- ◆ **Student will Self-Register** via myNSU. This process could take place in the departmental office or a student lab close by. There are advantages for students to self-register on campus as some troubleshooting may be required. Some students, for example, may encounter registration issues such as needing an authorized permit into a specific section, etc. In the interest of student success, it is very important to provide your contact information and/or business card.

Advising Entering Freshman (EFR)

In order to register for classes, all entering freshman must attend **Freshman Connection** (organized by the Office of Student Success & Student Programs, **(318) 357-5559** or <https://www.nsula.edu/fye/freshmanconnection/>).

Entering freshmen are highly encouraged to attend **Freshman Connection**. If they do not attend, they will have to wait until the final Freshman Connection (about mid-July) is over before they can register for classes.

Entering freshmen will follow the major curriculum for the catalog year of their first semester at NSU. If a student changes majors, then they will change their catalog year to the current catalog. If the major is incorrect or needs to be changed, please fill out a Major Change Card, see page 23, and have the student deliver the form to the Registrar's Office, 308 Student Services Center. Also, it may be faxed to **(318) 357-5823** or e-mailed to registrar@nsula.edu. For major codes, please see page 24.

One Card – New students must acquire a student identification card from NSU's One Card office, located in Student Services Center, Suite 359 **(318) 357-5131**.

<https://www.nsula.edu/onecard/>

Advising Transfer Students

Once a transfer student has been formally admitted to NSU, his/her transfer credit will be available on NSUConnect for advisors to review. It is the transfer student's responsibility to get his/her transcripts sent to the university. * Transfer students with 30 credit hours or more are not required to take the UNIV 1000 class which is required for graduation in any undergraduate curriculum. Advisors may be able to substitute a class (by adding a petition in DegreeWorks) for UNIV 1000.

Transfer students will receive credit for their coursework from their transfer institution, assuming the institution is SACSCOC accredited. However, some courses may transfer in as a non-equivalent class. For example, Psychology of Sport (PSYC 370) from Western Michigan University might transfer here as PSYC 3999, since NSU does not have the direct equivalent. The last two digits '99' of the transfer course represent NSU does not have the course equivalent.

The example above shares NSU's process of assigning transfer credit. The student and faculty advisor have the option to obtain a course description and syllabi of the course in question. The advisor can recommend a course petition/substitution to the department head and upon his/her approval (along with Dean's approval), the substitution/petition would be approved.

**During peak times Admissions may formally admit a student by reviewing his/her official transcript, but may not be able to place credits on NSUConnect until a business day (or two) later. Admissions works alongside Registrar officials who assign all transfer credit. If no credits are posted, please contact the Registrar at 357-*

Advising Non-Traditional Entering Freshmen or Adult Learners (ADL)

In general, a non-traditional entering freshman is defined as a student who has been out of high school for several years and over the age of 25. These students are mature and, as a result of various prior educational and work experiences, have a clear focus and a strong commitment to their course of study. As a result of their life experiences and possible prior education, there are a few special considerations for non-traditional entering freshmen.

Placement in classes – Non-traditional students often come to advising without scores for placement in Math and English. If this is the case, then have them contact the NSU Testing Center at **318-357-5246** or <http://studentservices.nsula.edu/testing-center/> to schedule testing. *See page 21 for placement scores.*

ACCUPLACER – The ACCUPLACER Exam is being given on campus by appointment only through NSU’s Testing Office (**318-357-5246**). NSU will also accept ACCUPLACER Exam scores from an official testing office of a technical college, community college, another college, university, or certified testing center. The scores must be submitted to the Registrar's or Record's Office. A fee is required to take the exam and may vary depending on the testing facility.

To be considered official, ACCUPLACER scores must be sent directly from the testing agency by mail or FAX:

Northwestern State University

Office of Admissions

175 Sam Sibley Drive

Student Services Building, Suite 235

Natchitoches, LA 71497

FAX - 1-318-357-4660

Challenging a class – Often non-traditional students come to NSU with a wealth of various educational and work experiences. Academic departments extend the opportunity to enrolled undergraduate students the option of “challenging” virtually any course offered by the university. These examinations, administered by the departments, may not be repeated.

1. Contact the Department Head/Instructor responsible for the course to get a special exam card.
2. The Department Head/Instructor must approve the special exam by completing the information on the card and signing the card. (If there is no Department Head, the Dean must complete the information.)
3. Have an advisor sign the card to approve the special exam.
4. Take the completed card to the University Registrar's Office to be registered for the exam.
5. A non-refundable fee of \$100.00 for each special exam will be assessed.

The College-Level Examination Program® (CLEP) - Gives the student the opportunity to receive college credit for what she or he may already know by earning qualifying scores on any of 34 examinations. Contact the NSU Testing Center at **318-357-5246** or <http://studentservices.nsula.edu/testing-center/>

Credits through Prior Learning Assessment (PLA) - Students may petition for the acceptance of credits of learning experiences that occurred after high school but prior to admission to the university. A student petitioning for PLA credits must complete a course in Foundations of Professional Studies (IDS 3000) and submit a portfolio that documents the experiential learning. The portfolio will be assessed by the appropriate academic department through a formal process. For more information visit: <https://www.nsula.edu/ece/>

Various Holds

If a student has an account hold, check the VIEW HOLD form on NSUConnect to determine the nature of the hold. Some common issues that may hinder registration includes, but is not limited to:

- **Admissions Hold** Contact Admissions, **357-4078**. Could include, but not limited to lacking proof of immunization or selective service.
- **Cashier's Hold** Contact Student Accounting and Cashiering, Student Services Center, Suite 359, **357-5447**.
- **Registration Hold** Contact the Registrar's Office, 308 Student Services Center, **357-6171**.
- **Academic Hold** Contact your Departmental Advisor

Alternate Personal Identification Number (ALT PIN)

Before providing the ALT PIN (*remember this is a semester-specific number*), inform the student about the importance of registering for manageable coursework and maintaining a high GPA. GPA standards may change: GPA eligible for Financial Aid=2.0, TOPS=Opportunity Award: 2.3 for freshman then 2.5 for sophomore and above and Performance & Honors Award: 3.0 all academic years, and Graduation=2.0; (Some majors, like Social Work, require a 2.5 GPA). Explain the importance of class attendance, note taking/recording lectures, reviewing notes after class, rewriting notes, keeping up with readings, study groups, contacting and visiting professors, computer lab locations, campus tutors, and Academic Success Center, library reference, etc., see **Campus Resources**, page 16.

CAREER ADVISING

Career Advising vs. Career Counseling

While faculty advisors are not typically expected to be career counselors, they still regularly find themselves in the position of helping students make the connection between their academic experiences and their future career opportunities. Students must be able to adapt to a workforce that is complex and continually evolving, and advisors are in a unique position to help them do just that.

To understand the role faculty advisors play in the career development process, it is helpful to be aware of the distinction between *career counseling* and *career advising*. According to Gordon¹:

Career Advising: Career advising may be viewed as helping students understand how their academic and personal interests, abilities and values might relate to the career fields they are considering and how to form their academic and career goals accordingly.

Career Counseling: Career counselors provide more traditional counseling functions such as helping students with career self-assessment, job search and job placement activities, or counseling students who are experiencing more stressful personal situations relating to career decision making and maintenance.

Why Career Advising?

Astin (2007)² noted that students continue to report that one of the major reasons they attend college is to get a better job. Unfortunately, though, students are often not able to articulate what that “better job” is. Without being able to delineate what their values, interests, and skills are, those students may have a difficult time evaluating possible academic and career options.

This is where the advisor can step in and help the student develop clarity and focus and to create a career plan that melds his/her strengths and interests with appropriate course selection leading to degree completion and, ultimately, movement into a rewarding, meaningful career.

As McCalla-Wriggins states, “students who know who they are and understand the various vocational options that support their strengths, skills, interests, and passions, have greater potential to make academic decisions that have personal meaning. Additionally, they are more likely to be retained and persist to graduation” (2009)³.

¹Gordon, V. N. (2006). *Career advising: An academic advisor's guide*. San Francisco: Jossey-Bass.

²Astin, A. W. (2007). *The American freshman: National norms for fall 2006*. Los Angeles: Higher Education Research Institute.

³McCalla-Wriggins, B. (2009). Integrating Career and Academic Advising: Mastering the Challenge. Retrieved September 21, 2011 from NACADA Clearinghouse of Academic Advising Resources Web site: <http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Integrating-career-and-academic-advising.aspx>

Necessary Knowledge and Skills

To provide students with truly effective career advising, it is important that advisors help them work through the decision-making process and understand the relationship between academic offerings and occupational options/"the world of work".

Key competencies of career advising include:

1. Knowledge of how majors relate to occupational fields.
2. Knowledge of trends that effect careers and the career decision making process.
3. Knowledge of graduate and professional school programs.
4. Knowledge and skill in the use of referral.
5. Knowledge of the various resources available for students on the campus, on the web, in the community and elsewhere.
6. Knowledge, skill, patience and sensitivity in interacting with individuals as they navigate the process of deciding upon/committing to a field of study.

The Basics of Career Advising

In addition to requiring assistance determining how their skills and interests fit with certain career areas, students have a true need for very specific information regarding their current career path.

As you conduct advising meetings with your students, it's important to discuss with them topics such as:

- ◆ **Education required.** Students may know they need, say, a Bachelor's Degree to work in a certain field, but are there additional educational requirements? Is it likely they'll need a Master's Degree? Are there certifications/licensures they'll be required to obtain?
- ◆ **Competitiveness.** Are they entering a field where there seems to be a large number of job applicants for available positions? Are candidates typically chosen based on academic achievement and/or other criteria?
- ◆ **Time commitment.** Students regularly underestimate just how much time they need to invest in their studies and related academic activities. Majors such as nursing require numerous study hours outside the classroom, and, sometimes, it takes spelling that out for students for it to really hit home.
- ◆ **Salary.** Students frequently have unrealistic salary expectations, so it's a good idea to talk with them about things like typical starting salaries in their particular industry, or about the difference in salaries based on region – people in Natchitoches, as a rule, just aren't going to make as much as those in big cities.

- ◆ **Day-to-day aspects of the job.** Often, students like the *idea* of a certain major/career, but they don't truly understand what type of work they'll actually be doing. When the television show CSI was at its most popular, enrollment in forensic science programs skyrocketed. Many students had glamorized the field while discounting the amount and manner of preparation they would have to engage in, as well as the type of work they would *actually* be doing as crime scene analysts. It is essential, then, that we help our students understand the day-to-day realities of their career field.

It is important to note that these issues are not discussed with students in an effort to discourage them or to try and talk them out of their chosen career path. In fact, all our meetings with students should be conducted in an encouraging, supportive manner. These items are simply discussed to ensure that our students are properly informed and have a realistic view of their career field. This, of course, allows them to plan accordingly.

Career Related Resources

Academic Advising Services	112 Watson Library 357-6980 www.nsula.edu/academic-advising-services/
Counseling and Career Services	305 Student Union 357-5621 http://ccs.nsula.edu/
National Academic Advising Association (NACADA)	http://nacada.ksu.edu/
National Career Development Association (NCDA)	http://www.ncda.org/aws/NCDA/pt/sp/home_page
Career One Stop	https://www.careeronestop.org/
Occupational Outlook Handbook	http://www.bls.gov/ooh/

Department Heads / Directors / Coordinators / Facilitators — Contact Information

Department	Name	Email	Ext.
Accounting	Aldredge, Melissa	aldredgem@nsula.edu	5981
Addiction Studies	King, Charles	kingc@nsula.edu	4643
Biology & Physical Sciences	Lyles, Chris	lylesc@nsula.edu	5323
Business	Penrod, Curtis	penrodc@nsula.edu	5162
Child & Family Studies	Horton, Jacque	hortonj@nsula.edu	4202
Communication	Zhang, Jessica	zhangj@nsula.edu	6166
Computer Information Systems	Penrod, Curtis	penrodc@nsula.edu	5033
Criminal Justice, History & Social Sciences	Melder, Mark	melderm@nsula.edu	6195
Engineering Technology	Hossain, Shahriar	hossains@nsula.edu	6751
English, Foreign Language, and Cultural Studies	Reynolds, Thomas	reynoldst@nsula.edu	6272
Hospitality, Management & Tourism	Salter, Valerie	salterv@nsula.edu	5587
Fine & Graphic Arts	Gruesbeck, Leslie	gruesbeckl@nsula.edu	6560
General Studies	Hicks, Steve	hickss@nsula.edu	6980
Health & Human Performance	Tietjen-Smith, Tara	tiejensmitht@nsula.edu	5126
Louisiana Scholars' College	Kostantaras, Dean	kostantarasd@nsula.edu	6355
Mathematics	Marcotte, Zeb	marcottez@nsula.edu	4308
Military Science	Hall, Sid	halls@nsula.edu	6951
Music	Sanders, Terrie	sanderstnsula.edu	5762
Nursing	Morris, Anna	morrisa@nsula.edu	3100
Psychology	Deep, Neeru	deepn@nsula.edu	6594
Radiologic Sciences & Allied Health	Haynes, Kelli	haynesk@nsula.edu	3072
Social Work	Campbell, Susan	campbells@nsula.edu	5493
Teaching, Leadership, and Counseling	Jordan, Katrina	jordank@nsula.edu	6278
Theater & Dance	Garfinkel, Brett	garfinkelb@nsula.edu	5793
Unified Public Safety Administration	Atherton, Jack	athertonj@nsula.edu	6850

Academic Resources *(not all inclusive)*

Resource	Website	Phone & Email	Location
Academic Advising Services	https://www.nsula.edu/academic-advising-services/	318-357-6980 advising@nsula.edu	Watson Library, Rm. 112
Academic Success Center (Tutoring)	https://www.nsula.edu/academicsuccess/	318-357-6615 or 318-357-4291 academicsuccess@nsula.edu	Watson Library, Rm. 108
College of Arts and Sciences	Louisiana Scholars' College: https://www.nsula.edu/scholars/ School of Biological and Physical Sciences: https://sciences.nsula.edu/ CAPA: https://capa.nsula.edu/ Engineering Technology: https://engrtech.nsula.edu/ English, FL, & Cultural Studies: https://english.nsula.edu/ Mathematics: https://mathematics.nsula.edu/ School of Social Sciences & Applied Programs: https://cjhss.nsula.edu/	318-357-4330 (Dean's Office)	Caspari Hall, Rm. 128 (Dean's Office)
College of Business and Technology	https://business.nsula.edu/	318-357-5162 business@nsula.edu	Russell Hall, Rm. 114
College of Nursing & School of Allied Health	https://nursing.nsula.edu/	<u>Nursing/CENLA</u> 318-484-2184 <u>Nursing/Leesville</u> 337-392-3100 <u>Nursing/Natchitoches</u> 318-357-6877 <u>Nursing/Shreveport</u> 318-677-3015 <u>Allied Health/Shreveport</u> 318-677-3072 <u>Nursing/All Campuses</u> nursing@nsula.edu	<u>Nursing/CENLA</u> 1410 Neel Kearby Blvd <u>Nursing/Leesville</u> 3329 University Pkwy <u>Natchitoches Campus</u> 118 Fournet Hall <u>Shreveport Campus</u> 1800 Line Ave.

Cooperative Occupational Work Program	https://business.nsula.edu/bt-current-students/ Click "Student Employment"	318-357-5887 champions@nsula.edu	Russell Hall, Rm. 101E
Electronic & Continuing Education	https://www.nsula.edu/ensu/	318-357-6355 ece@nsula.edu	South Hall, Rm. 100
Foreign Language Resource Center	https://www.nsula.edu/documentprovider/docs/1_079/Welcome%20to%20the%20FLRC.pdf	318-357-6357	Kyser Hall, Rm. 335
Gallaspy Family College of Education and Human Development	Education: https://education.nsula.edu/ Health & Human Performance: https://hhp.nsula.edu/ Military Science: https://rotc.nsula.edu/ Psychology: https://psychology.nsula.edu/ Social Work: https://www.nsula.edu/	318-357-6288 (Dean's Office)	Teacher Education Center, C-119 (Dean's Office)
The Graduate School	https://graduateschool.nsula.edu/	318-357-5851 grad_school@nsula.edu	Caspari Hall, Rm. 123
IncludED Textbook Program	https://www.nsula.edu/auxiliary/included/	318-238-3630 1671mgr@follett.com includ-ED@nsula.edu	NSU Campus Store 912 University Pkwy
Math Lab	http://mathematics.nsula.edu	318-357-4308	Kyser Hall, Rm. 450B
New Media Lab		318-357-5360 newmedia@nsula.edu	Kyser Hall, Rm. 225-A
Service Learning	http://servicelearning.nsula.edu/	318-357-5911 sgruesbeck@nsula.edu	Bienvenu Hall, Rm. 328

Testing Center	https://www.nsula.edu/testingcenter/	318-357-5246 testing@nsula.edu	Watson Library, Rm. 115
TRIO Student Support Services	https://www.nsula.edu/sss/	318-357-5901 trioss@nsula.edu	Kyser Hall, Rm. 243-B
University Libraries	http://library.nsula.edu/	Eugene P. Watson Memorial Library 318-357-4477 CON-SAH Library (Shreveport) 318-677-3007 Prince Music Media Library 318-357-5475	Eugene P. Watson Memorial Library 913 University Pkwy CON-SAH Library (Shreveport) 1800 Line Ave. Prince Music Media Library CAPA Rm. 319

Not All-Inclusive

Non-Academic Resources

Resource	Website	Phone	Location
NSU Foundation Scholarships	http://northwesternalumni.com	318-357-4414	Alumni Center 535 University Parkway
Bookstore	https://www.bkstr.com/northwesternstateustore/home	318-357-4473	Student Union, 1st Floor
Campus Living Villages	http://www.nsula.edu/campushousing/	318-214-5400	UP 1 Clubhouse
Counseling and Career Services	http://ccs.nsula.edu/	318-357-5621	Student Union, Rm. 305
Dean of Students	http://studentaffairs.nsula.edu/	318-357-5286	Student Union, Rm. 309
Dining Services	https://nsuladining.sodexomyway.com	318-357-4385	Student Union, Rm. 160
Disability Services	http://studentaffairs.nsula.edu/disability-support/	318-357-4460	Student Union, Rm. 234
Financial Aid and Scholarships	http://financialaid.nsula.edu/	318-357-5961	Student Services Center, Rm. 212
First Year Experience and Leadership Development	https://www.nsula.edu/fye/	318-357-5559	Student Services Center, Rm. 139
Health Services	http://healthservices.nsula.edu/	318-357-5351	Infirmiry Building
Job Location and Development	http://ccs.nsula.edu/part-time-student-jobs/	318-357-5430	Student Union, Rm 305
NSU One Card	http://onecard.nsula.edu/	318-357-5131	Student Services Center, Rm 359
NSU Post Office	http://auxiliary.nsula.edu/postoffice-2/	318-357-5696	Post Office Building, by Kyser
Recreation Complex	http://reccomplex.nsula.edu/	318-357-6300	6440 Hwy 1, Bypass
Registrar's Office	https://www.nsula.edu/registrar/	318-357-6171	Student Services Center, Rm. 308
Service Learning	http://servicelearning.nsula.edu/	318-357-5911	Bienvenu Hall, Rm. 328
Student Accounting/Cashier's Office	http://businessaffairs.nsula.edu/student-accounting-cashiering/	318-357-5447	Student Services Center, Rm. 338
Student Activities & Organizations	http://studentactivities.nsula.edu/	318-357-6511	Student Union, Rm. 214
Student Employment	http://studentemployment.nsula.edu/	318-357-6276	Student Services Center, Rm. 234
Student Government Association	http://sga.nsula.edu/	318-357-4501	Student Union, Rm. 222
Office of Student Life	http://studentaffairs.nsula.edu/	318-357-6511	Student Union, Rm. 214
University Police	universitypolice.nsula.edu	318-357-5431	Infirmiry Building, Rm. 119
Veterans Affairs	https://www.nsula.edu/registrar/veterans-affairs/	318-357-6171	Student Services Center, Rm. 335
Voter Registration	http://onecard.nsula.edu/voteregister/	318-357-5131	Student Services Center, Rm. 359
Wellness, Recreational and Activities Center - WRAC	http://wrac.nsula.edu/	318-357-5269	322 Sam Sibley Drive

Note – Additional Information can be found in the Student Handbook and online at www.nsula.edu.

Core Requirements for Baccalaureate Degrees*
2022-2023 Academic Year

*The Bachelor of Applied Science requires completion of only 3 hours of humanities.

Subject	Course
English (6 hrs)	ENGL 1010 Comp & Rhet I ENGL 1020 Comp & Rhet II
Math (6 hrs) <i>For a list of comprehensive options, visit 2022-23 University Catalog.</i>	MATH 1020 College Algebra, MATH 1035 Contemporary Math, MATH 1100 Precalculus Math, MATH 1810 Technical Math, MATH 1060 Finite Math, or MATH 1090 Trigonometry or MATH 2010 Calculus
Natural Sciences (9 hrs) Two classes (6 hrs) of one sequence, one class (3hrs) in another <i>For a list of comprehensive options, visit 2022-23 University Catalog.</i>	<i>Physical Science</i> SCI 1010 Basic Physical Sci I, SCI 2010 Basic Physical Sci II and/or <i>Biological Science</i> SCI 1020 Basic Biological Sci I, SCI 2020 Basic Biological Sci II
Humanities (9 hrs) <i>For a list of comprehensive options, visit 2022-23 University Catalog</i>	ENGL 2110 or ENGL 2070 BUAD 2200; COMM 1010, 2500; or PHIL 1010 and choose 1 from: HIST 1010 Early World Civilization HIST 1020 Modern World Civilization HIST 2010 Hist of US (Early) HIST 2020 Hist of US (Later)
Social & Behavioral Sciences (6 hrs) 3 hrs from Social, 3 hrs from Behavioral Science	<i>Social Science</i> ANTH 1510 or 2020 Anthropology ECON 2000 Macroeconomics PSCI 2010 Govt of the US GEOG 1010 or 1020 Geography <i>Behavioral Science</i> EPSY 2020 Intro to Child Psyc PSYC 1010 Gen Psyc PSYC 2050 Dev Psyc SOC 1010 Prin of Sociology
Fine Arts (3 hrs)	FA 1040 Exploring the Arts
Required Support Course (1 hour, non-core)	UNIV 1000 University Studies

Course Equivalencies between the NSULA Core and the LSC Core as of October 10, 2013

LSC Texts and Traditions Courses

SCTT 1810 (5) = ENGL 1010 + 2 CR ELECTIVE

SCTT 1810 (5) + SCTT 1820 (4) = ENGL 1010, HIST 1010, COMM 1010

SCTT 2810 (4) = ENGL 2110 (3) + 1 CR ELECTIVE

SCTT 2820 (4) = PSYC 1010 (3) + 1 CR ELECTIVE

SCTT 3810 (4) = FA 1040 (3) + 1 CR ELECTIVE

SCTT 2810 (4) + 2820 (4) + 3810 (4) = ENGL 2110 (3), PSYC 1010 (3), FA 1040 (3), PHIL 1010 (3)

Critical Reading, Critical Writing

SCRT 181W – ENGL 1020

LSC Science Courses that Equate to NSU English Courses

SSCI 2010, 2020, 2030 Science Seminar I, II, and III (3) = ENGL 2510 (3)

Science Courses

SBIO 1830/1831 (4) Honors Biology I and Lab = BIOL 1010/1011 (4) Biological Principles I and Lab

SBIO 1850/1851 (4) Honors Biology II and Lab = BIOL 1020/1021 (4) Biological Principles II and Lab

SCHM1840/1841 (4) Honors Chemistry I and Lab = CHEM 1030/1031 (4) General Chemistry and lab

SCHM 1860/1861 (4) Honors Chemistry I and Lab = CHEM 1040/1041 (4) General Chemistry and Lab

SCHM 3810/3811 (5) Organic Chemistry I and Lab = CHEM 3010/3011 (5) Organic Chemistry and Lab

SCHM 3820/3821 (5) Organic Chemistry II and Lab = CHEM 3020/3021 (5) Organic Chemistry and Lab

SCHM 4810/4811 (3/1) General Biochemistry I/Lab = CHEM 4040/4041 (3/1) General Biochemistry

SCHM 4820 (3) General Biochemistry II = CHEM 4050 (3) General Biochemistry

SECL 1910 (3) Honors Ecology I = SSCI 2020 (3) Basic Concepts of Biological Sciences II

SECL 1920 (3) Honors Ecology II – BIOL 2020 (3) Biological Principles III

SECL 1921 (1) Honors Ecology laboratory II = BIOL 2021 (1) Biological Principles Laboratory III

Math Courses

SMAT 1820 (3) Precalculus = MATH 1020 (3) College Algebra

SMAT 1830 (3) Pure Math = MATH 1035 (3) Contemporary Mathematics

SMAT 1840 (3) Applied Math = MATH 1060 (3) Finite Mathematics

SMAT 2000 (3) Applied Calculus = MATH 2010 (3) Survey of Calculus

SMAT 2810 (5) Differential Calculus = MATH 2100 (5) Analytic Geometry and Calculus I

SMAT 2820 (5) Integral Calculus = MATH 2110 (5) Analytic Geometry and Calculus II



Steven G. Horton, Ph.D.

Vice Provost and Dean



Lisa Abney, Ph.D.

Provost and Vice President



ACT/SAT/COMPASS/ACCUPLACER PLACEMENT

ACT SCORES	PLACEMENT
English 18 - 27	English 1010
English 28 - 31	Credit given for English 1010
English 32 +	Credit given for English 1010 & 1020
Math 19 - 26	Math 1020/1035/1810/1100 (check major)
Math 27 - 29	Credit given for Math 1020
Math 30 +	Credit given for Math 1020 & 1090

NEW SAT SCORES	PLACEMENT
Writing & Language 25 - 33	English 1010
Writing & Language 34 - 36	Credit for English 1010
Writing & Language 37 +	Credit for English 1010 & 1020
Math 500 - 510 OR 25 - 25.5	Math 1020/1035/1810/1100 (check major)
Math 630 - 680 OR 31.5 - 33.5	Credit given for Math 1020
Math 690 + OR 34.5 +	Credit given for Math 1020 & 1090

ACCUPLACER	PLACEMENT
Writing 250+	English 1010
QRAS 250+	Math 1020/1035/1810/1100 (check major)

CO-REQUISITE COURSE PLACEMENT

English 1010/1011

MEET MINIMUM PLACEMENT REQUIREMENTS FOR **Math 1020** AND one of the following:

- 15-17 English ACT
- 22-24 Writing & Language New SAT
- 241-249 Writing Accuplacer NG

Math 1020/1021 OR Math 1035/1036

MEET MINIMUM PLACEMENT REQUIREMENTS FOR **English 1010** AND one of the following:

- 16-18 Math ACT
- 430-470 Math New SAT or 21.5-24.5
- 241-249 QRAS Accuplacer NG

Math 0019

(Cross Enrollment CLTCC)

MEET MINIMUM PLACEMENT REQUIREMENTS FOR **English 1010** AND one of the following:

- 15 Math ACT
- 390 - 410 Math New SAT
- 240 QRAS Accuplacer NG

*QRAS = Quantitative Reasoning, Algebra, and Statistics

Alternate PIN: _____

Students: Your alternate PIN will be provided to you by your advisor after your advising session.

NSUConnect Advising Form

Advisors – When using this advising form, please recommend courses with several alternatives. It is the student’s responsibility to select specific sections. Once the form is complete, sign and keep the bottom copy for your records. To help ensure accuracy, you are encouraged to review your students’ schedules after they have registered.

Student Name: _____	Student ID: _____
E-mail: _____	Cell Phone: _____
Major: _____	Advisor: _____

CRN	Course Name & Number	Credits	Core, Major, Minor, Elective	Notes/Comments
Ex: 10792	ENGL 1010	3	Core	Highly recommend enrolling face-to-face, not online.
Alternative Courses				

Advisor Signature: _____

Date: _____

Student Signature: _____

Date: _____

*Students – It is your responsibility to register **only** for the courses listed above. Enrolling in classes not approved by your advisor could potentially jeopardize completion of your degree requirements. If you need to change your schedule, you should meet with your advisor first to confirm that the classes meet the requirements of your degree program.*

NORTHWESTERN STATE

REGISTRAR'S OFFICE

Natchitoches, LA 71497

Fax: (318) 357-5823

MAJOR CHANGE CARD (Undergraduate Students)

Please type or print the following:

Student's Name: _____

Campus Wide ID Number: _____

CHANGE MAJOR ACADEMIC PROGRAM

FROM:

TO:

ADD or REMOVE (circle one):

Degree _____

Degree _____

2nd Degree _____

[must complete 30 extra hours]

Major 1 _____

Major 1 _____

Major 2 _____

Major 2 _____

2nd Major _____

Concentration _____

Concentration _____

2nd Concentration _____

Minor _____

Minor _____

2nd Minor _____

PLEASE NOTE: If you are changing your major from a 4 year program to a two year program, please consult with the Financial Aid Office. This change could negatively affect your eligibility for Student Financial Aid.

Student's Signature _____

Tutorial Videos

Three “How-to” video tutorials. These three video clips will be very helpful to your incoming advisees (for both entering freshmen and transfer) as they learn how to navigate our platform NSUConnect

Video 1 - Login to your myNSU account

Video 2—Look up / register for classes

Video 3— View / confirm your schedule

<https://www.nsula.edu/academic-advising-services/new-student-tutorial-videos/>

Major Codes

College of Business & Technology

School of Business

Major	Degree	Designation
101	Accounting	BS
110	Business Administration	BS
135	Hospitality Management And Tourism	BS
102	Computer Information Systems	BS

College of Education and Human Development

Department of Teaching and Learning
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Major	Degree	Designation
137	Child & Family Studies	BS
320	Secondary Education & Teaching	BS
320B	Secondary Biology Education (Formerly 3105)	BS
320U	Secondary Business Education (Formerly 3106)	BS
320E	Secondary English Education (Formerly 3113)	BS
320M	Secondary Mathematics Education (Formerly 3109)	BS
320S	Secondary Social Science Education (Formerly 3115)	BS
327	Music Education-Instrumental Grades K-12	BME
328	Music Education-Vocal Grades K-12	BME
329	Music Education-Vocal/Instrumental Grades K-12	BME
3101	Early Childhood Education Grades Pk-3	BS
3102	Elementary Education Grades 1-5	BS

Department of Health and Human Performance

Major	Degree	Designation
377	Health & Exercise Science	BS
378	Health & Physical Education Grades K-12	BS

Department of Social Work

Major	Degree	Designation
274	Social Work	BSW

Department of Psychology

Major	Degree	Designation
392	Psychology	BS
395	Addiction Studies	BS

College of Nursing and School of Allied Health

Major	Degree	Designation
400	Nursing	ASN
410	Nursing	BSN
615	Radiologic Sciences	BS
620	Allied Health	BAS

College of Arts and Sciences		
Major	Degree	Designation
140	Engineering Technology	AS
141	Electronics Engineering Technology	BS
145	Industrial Engineering Technology	BS
214	Fine & Graphic Arts	BFA
220	Liberal Arts	BA
221	English	BA
225	Communications	BA
242	Music	BM
244	Dance	BA
245	Theatre	BS
250	Criminal Justice	BA
256	Unified Public Safety Administration	BS
261	History	BA
618	Biology	BS
619	Applied Microbiology	BS
637	Physical Science	BS
642	Mathematics	BS
725	Veterinary Technology	AD
733	General Studies (Associate)	AGS
734	General Studies (Bachelor)	BGS
Scholars' College		
800	Accounting	BS
802	Computer Information Systems	BS
810	Business Administration	BS
813	Music	BM
814	Theatre	BS
815	Fine And Graphic Arts	BFA
819	Applied Microbiology	BS
820	Liberal Arts	BA
822	English	BA
825	Secondary Education & Teaching	BS
826	Communication	BA
827	Music Education Instrumental (Grades K-12)	BME
828	Music Education Vocal (Grades K-12)	BME
830	Physical Science	BS
837	Hospitality, Management & Tourism	BS
838	Biology	BS
840	Nursing	BSN
843	Electronics Engineering Technology	BS
844	Industrial Engineering Technology	BS
846	Mathematics	BS
850	Criminal Justice	BA

Scholars' College Cont.

858	History	BA
859	Psychology	BS
860	Unified Public Safety Administration	BS
873	Social Work	BSW
877	Health & Exercise Science	BS
8102	Elementary Education (Grades 1-5)	BS

Minor Codes

	*MI02	Accounting
	*MI03	Addiction Studies
	MI06	Anthropology
	MI65	Philosophy, Politics, and Economics
	MI39	American Indian and Indigenous Studies
	MI08	Art
	MI11	Biology
	MI37	Black Studies
	*MI14	Business Administration
	MI 16	Chemistry
	*MI29	Child & Family Studies
	MI97	Classics
	MI13	Communication
	*MI22	Computer Information Systems
	MI35	Creative Writing
	MI43	Creole Studies
	*MI94	Criminal Justice
	MI99	Culinary Arts
*offered completely online	MI24	Dance
	MI30	Electronics Engineering Technology
	*MI32	English
	MI31	Foreign Language (under Liberal Arts)
	MI 47	Gender & Sexuality Studies
	MI38	Geography
	MI41	Global Studies
	*MI44	History
	MI45	Hospitality Management and Tourism
	MI48	Industrial Engineering Technology
	MI95	Liberal Arts
	MI54	Mathematics
	MI56	Microbiology
	MI57	Military Leadership
	MI60	Music (Performance)
	MI61	Music Business
	MI62	Music (Theory)
	*MI67	Pre-Law & Paralegal Studies
	MI69	Physical Science
	MI71	Philosophy
	MI65	Philosophy, Politics, and Economics
	MI175	Professional French Studies
	MI76	Political Science
	MI98	Physical Education, Sport, and Leisure Management
	MI68	Photography
	*MI78	Psychology
	*MI80	Social Science
	MI84	Spanish
	MI90	Theatre
	*MI93	Unified Public Safety Administration
	MI91	Wildlife Management



NORTHWESTERN STATE UNIVERSITY

MILITARY SCIENCE AND LEADERSHIP

US Army Reserve Officers' Training Corps (ROTC)



Army ROTC scholarships provide financial assistance for qualified and selected students who exhibit strong motivation toward careers as US Army officers:

SCHOLARSHIP PAYMENT (approximate)	SCHOLARSHIP BENEFIT
\$4,424	Tuition & Fees Payment
\$4,133	LA State Plus Package (Room & Board)
\$600	Book Stipend
\$1,680	Living Allowance (\$420 each month)
\$10,837 ◊	◊ PER SEMESTER - Approximate Benefit

◊ To qualify for the Army scholarship, students must maintain a minimum 2.5 GPA.

		<u>CLASS</u>	<u>CRN</u>	<u>TYPE</u>	<u>CREDIT</u>	<u>DAY</u>	<u>TIME</u>	<u>INSTR</u>
FRESHMAN	2021 FALL	MSL 1010	12246	LEC	1	R	1:00-1:50	Kelly
		MSL 1011	12248	LAB	1	R	3:30-5:20	Blakely
		MSL 2030 ¹	12252	PT	2	MTW	06:00-06:50	Blakely
	2022 SPG	MSL 1020	21717	LEC	1	R	1:00-1:50	Kelly
		MSL 1021	21718	LAB	1	R	3:30-5:20	Blakely
		MSL 2030 ¹	21618	PT	2	MWF	06:00-06:50	Blakely
SOPHOMORE	2021 FALL	MSL 2010	12249	LEC	2	TR	2:00-2:50	Christensen
		MSL 2011	12251	LAB	1	R	3:30-5:20	Christensen
		MSL 2030 ¹	12252	PT	2	MTW	06:00-06:50	Blakely
	2022 SPG	MSL 2020	21719	LEC	2	TR	2:00-2:50	Christensen
		MSL 2021	21721	LAB	1	R	3:30-5:20	Christensen
		MSL 2030 ¹	21618	PT	2	MWF	06:00-06:50	Blakely
JUNIOR	2021 FALL	MSL 3010	12253	LEC	3	TR	2:00-3:15	Blakely
		MSL 3011	12254	LAB	1	R	3:30-5:20	Blakely
		MSL 3040 ¹	12255	PT	3	MTW	06:00-06:50	Blakely
	2022 SPG	MSL 3020	21653	LEC	3	TR	2:00-3:15	Blakely
		MSL 3021	21722	LAB	1	R	3:30-5:20	Blakely
		MSL 3040 ¹	21619	PT	3	MWF	06:00-06:50	Blakely
		HIST 3240 ²	TBA	MIL HIST	3	N/A	Online	Hist Dept
SUM	ADVANCED ³	N/A	CAMP	0	Approx. 5 weeks at Fort Knox, KY			
SENIOR	2021 FALL	MSL 4010	12256	LEC	3	TR	2:00-3:15	Drake
		MSL 4011	12258	LAB	1	R	3:30-5:20	Drake
		MSL 3040 ¹	12255	PT	3	MTW	06:00-06:50	Blakely
	2022 SPG	MSL 4020	21620	LEC	3	TR	2:00-3:15	Drake
		MSL 4021	21621	LAB	1	R	3:30-5:20	Drake
		MSL 3040 ¹	21619	PT	3	MWF	06:00-06:50	Blakely

¹ Participating in PT year-round is required; however, Cadets need to register (and pay) for only one semester each of MSL 2030 and 3040. Both courses are offered each fall and spring.

² Military History is required for commissioning. NSU's History Dept offers HIST 3240 each spring.

³ Attending Advanced Camp at Fort Knox, KY, between the junior and senior years is required.

NOTE: Must have credit for MSL 1000 & 2000 and PMS permission to enroll in MSL 3000 and 4000 level courses. Obtain credit by taking MSL 1000 & 2000 classes or complete US Army Basic Training or US Army Cadet Command Basic Camp.

National Academic Advising Association (NACADA) Resources

Core Values of Academic Advising – <i>Serve as the ethical foundation for the profession</i>
http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Core-values-declaration.aspx
Clearinghouse of Academic Advising Resources – <i>Centralized listing of advising resources</i>
http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Advising-issues-a3078.aspx
Concept of Advising – <i>Guiding principles that affirm the role of advising in higher education</i>
http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Concept-of-Academic-Advising.aspx
Integrating Career and Academic Advising – <i>Links to integrated advising and career centers</i>
http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Career-advising-index.aspx
Advising Syllabi – <i>Sample advising syllabi from a variety of colleges and universities</i>
http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Advising-Syllabi-Resource-Links.aspx
Making Referrals – <i>Resources and tips on making effective referrals in academic advising</i>
http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Referral-Resource-Links.aspx
Advising Transfer Students – <i>Resources and web links on advising transfer students</i>
http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Resources-for-advising-transfer-students.aspx
Advising Distance Learners – <i>Resources and web links on advising distance learners</i>
http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Distance-advising-resource-links.aspx
FERPA – <i>FERPA and privacy issues surrounding academic advising</i>
http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/FERPA-overview.aspx
Disability Support – <i>Resources and web links on advising students with disabilities</i>
http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Disabilities-resource-links.aspx

Council for the Advancement of Standards (CAS)

Overview – <i>Overview explaining CAS Standards and their use</i>
http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/CAS-Advising-Standards.aspx
CAS Standards for Academic Advising – <i>Link to the CAS standards for academic advising</i>
https://www.uc.edu/content/dam/uc/aas/docs/PDResources/CAS%20Standards%20for%20Academic%20Advising.pdf

Advice From The Experts

The following advice, best practices, and tips were composed by faculty advisors of Northwestern State University. The information has been categorized by general advising, face-to-face advising, online advising, phone correspondence, and advice to share with students.

I. General

- Check to see if he/she has any registration holds.
- Check to see if he/she has dropped any courses from current semester.
- Review student's degree audit and make necessary or unique changes (i.e. Substitutions, unused credits).
- Know which cohort he/she belongs to (i.e. incoming freshman, non-traditional, readmit, transfer student, non-degree seeking; may be found under the student information menu via faculty services in NSUConnect).
- Check Test Scores to determine Placement in English and Math. Note: if they need to schedule Accuplacer, explain how to do so.
- Check to see if student has a 2.0+ GPA. If he/she doesn't, carefully choose classes to help raise their GPA.
- Explain Academic Probation/Suspension/Bankruptcy, if necessary.
- Share how to request JST to receive credits for military training if they are military or a veteran.
- Check whether he/she has officially declared an area of concentration or minor.
- Be knowledgeable of course rotations in your department (i.e. courses only offered during specific semesters, every two or three years, odd or even numbered years...)
- Make a list of course that will be offered for the semester for your cohort of students.
- Inquire about how the semester is going for the student.
- Comment on student's progress towards completion of degree. Always make sure to advise long term, not just semester by semester. Factor in number of hours left in curriculum, number of hours to hit 60/120, if there will be prerequisites/corequisites along the way, etc. You want to make sure you and the student are both on the same page with their expected graduation term and what their remaining semesters will look like. No one likes surprises when it comes to their academic progress!
- Confirm all transfer or dual enrollment credits have been received.
- Explain why double majoring may also mean additional semester(s).

Advice From The Experts Continued...

- Stress taking Math/Sci core earlier in their college career as these courses tend to be the more challenging.
- Provide alternative courses to take if student is unsuccessful with any courses upon completion of current semester.
- Remind students of all the resources and support that we have in place to help them be successful.
- Refer student to appropriate resources (Tutoring, Counseling Center, etc.)
- Ask class preferences concerning instructional delivery (online or face-to-face instruction, time of day, etc.).
- Become familiar with student's obligations outside of the classroom.
- Encourage students to consider the '15 to Finish' campaign and provide them a 'hard copy' pamphlet of this initiative <https://completecollege.org/strategy/15-to-finish/>.
- Advise students to schedule major courses first, and then schedule core classes around those courses.
- Stress importance of completing core classes early in the college career, at least two core per semester.
- Remind students of electives that are needed to reach the 120 hours in addition to courses required for their major.
- Ask student whether he/she has a minimum or maximum number of hours due to financial aid, etc.?
- Share with students that they need to look at the whole picture and start to think about the future...not just the here and now. Students need to begin thinking about if they want/need summer school, when are they attempting to finish classes, prerequisites needed for graduate school programs or certifications, etc. Often, students are focused on here and now – not thinking about the future.
- Stress that plans may change if life circumstances change.
- Stress the importance of careful attention to catalog and syllabi.
- Explain both the positive and negative aspects of "withdrawals."
- Use the notes tab in Degree works to keep up with what you have done or how you have advised the student. This can help if others need to assist with advising the student.
- Save a copy of your work up with the student! Don't rely on them to keep up with important paperwork.
- Keep a Word or Excel copy of the degree plan for each advisee and update after each advising appointment.
- Share new/useful/effective information with your colleagues.
- Keep student log on file, with cell phone numbers so you can easily circle back and reach out to students.
- Build relationship across campus with faculty and staff who are more equipped to help with issues and concerns related to their area.

Advice From The Experts Continued...

- Keep student log on file, with cell phone numbers so you can easily circle back and reach out to students.
- Follow a check sheet. If one doesn't exist, it is worth the effort to create one. Degree Works (or whatever NSU is using at the time) doesn't always provide the best information. Students who self-advise often take courses that they have already taken or may not need to take using a petition.
- Consider seeing drop-ins if you are available at the time the student arrives.
- Don't be afraid of sending a student to someone who can help him/her. Admitting we don't have all the answers, is the first step in helping students observe that they are not alone when faced with challenges .

II. Face-to-Face

- Have their work up with suggested classes ready before the appointment, as well as their alt pin to optimize time.
- Turn your cell phone off or to silent mode, put it away where it is not visible, so you are not distracted.
- Meet student at door jam, firm handshake, good eye contact. Be welcoming. "Be here now" with the student, give 100% and invest in the student.
- Give the student time to talk – and really listen. If you really listen to what students say, then they can often share things you can pick up on to help. An example is – they are struggling in an 8:00 am Math class – so maybe suggest taking the next Math later, then they are awake.
- Give students adequate time to respond after posing a question.
- Follow up after an appointment with a 1-2 sentence e-mail note. "Nice visit, please keep me posted."

III. Online

- Inform the student to correspond via their NSULA e-mail address, which keeps NSU in compliance with FERPA. Students should also include their NSULA sid #.
- Respond to student using previous email communications to "keep the conversation" going.
- Take the time to really understand what the student is needing. They might just email for an alternate pin, but they also will need advising. If you just give the alt pin – that might not be the most beneficial. It might take a couple of emails back and forth – but it is worth the effort to advise and give them the help that they might not know they need.
- Be warm – your tone in emails matter.

Advice From The Experts Continued...

- Attach student's degree worksheet to give them a visual of their progress through the program (this makes it a lot easier on advising for final semester).
- Attach additional supporting documentation that shows students how to access their myNSU account and register for classes. This is especially important for new students, whether transfer or readmit, who may not be familiar with our system!
- Send a courtesy email note letting the student know their email was received and you will get back with them as soon as possible goes along way if the information the student is requesting will take some time to confirm.
- Proof read, proof read, proof read! Once you have put something in writing, such as remaining hours, approval for substitutions, etc., the student will refer to this if you tell them something different later and they will not be happy!
- Provide additional online resources such as Moodle Orientation and Student Help Desk information (<https://www.nsula.edu/ensu/current-students/>), the Current Student webpage for quick referencing (<https://www.nsula.edu/students/>) and the current Academic Calendar (since they are not on campus, they sometimes are not aware of the strict time frame).
- Provide a clear outline of what is needed regarding finishing a degree. Use it as an opportunity to put a plan in place for the student.
- Inform out of state students that they may arrange for a proctored Accuplacer exam (to advance out of progressive English 1011 and progressive math, such as MATH 1021/MATH 1036). Refer these students to Mrs. Star Hamous, NSU's Testing Center director (starh@nsula.edu)
- End your emails with, "After you review, let me know what questions you have", rather than, "Let me know if you have any questions". The prior lets them know that you know this is a lot of information and that you expect questions! Sometimes students are nervous to ask for clarification.
- Invite follow-up communication.
- Offer phone conferencing or face-to-face appointment, if student is available, for a more in-depth review of degree program and any other questions they may have.

IV. Phone Correspondence

- Ask the student for the best number to get a hold of them at and keep that on their records.
- Ask if this is a good time to talk before diving into their degree information. Then, confirm their student ID before going into their private account information.
- Stop frequently and ask if they have any questions, since they don't have any visual representation.
- Ask if they would like you to follow up with an email with what you have discussed, especially if any deadlines are involved.

Advice From The Experts Continued...

*Your tone matters when using the phone and working with students, so be respectful, even if you are having a frustrating day. Many of our students are first generation students and they simply may not know what we think they know. Help them navigate this new collegiate journey.

V. Advice To Share With Students

- Always include your student ID number when sending an email.
- When requesting a class, provide the advisor the CRN (the course number) to ensure you are getting into the course you want.
- Be flexible! When you go to register for courses in the semester, one of them might be in a semester you did not expect. Work with your advisor to see if there are other options such as another course in your degree plan, a permit, etc.
- Check your email! It will help you communicate with your advisor.
- You and your advisor need to agree on a schedule you can handle. Not every student can take 15 credits in a semester on top of balancing studying, work, family, and a social life.
- Make school your #1 priority. Repeating and withdrawing from courses costs you time and money!
- Advising is a partnership. You need to do your part to set a proactive and positive tone. If you feel you are doing all you can and the advisor is not, fire the advisor!
- Ask your advisor questions.
- Build trust with your advisor.
- Celebrate when you pass a challenging class.
- Go to class! If you put forth your best effort, a grade of a C is still passing. We all are not perfect.
- Plan on working on your undergrad degree for no more than 4 ½ years. If you stay longer, you are trying for your advisor's job!
- Always remember: Your advisor is here to help! We are not here to be punitive. We want you to succeed!