

# Sinte Gleska University

## Student Advising Handbook



**Academic Advising**  
**101 Antelope Lake Circle**  
**PO Box 105**  
**Mission, SD, 57555**  
**(605) 856-8100**  
[www.sintegleska.edu](http://www.sintegleska.edu)

## **Student Advising Handbook**

### **1.) Advisors are more than people who just help you pick out classes. What else can advisors help you with?**

Advisors can help students who:

- Need guidance through their major and/or Concentrated Area of Study or Emphasis Area
- Have not yet declared a major
- Are in transition between majors and/or Concentrated Area of Study or Emphasis Area
- Are undecided about their academic path
- Need a guide down their career path
- Need a guide for registering for classes
- Need help starting in the right direction

Visit us anytime. We're here for you.

### **2.) How many times a year should you meet with your advisor? When?**

Students should be in consistent contact with their advisor throughout the year. Students should meet with their advisor prior to each semester's registration AND at the time of each semester's registration.

### **3.) What to bring when you meet with your advisor:**

- Review your status sheet that details the academic requirements for your program. Bring this with you when you meet with your advisor. Your advisor will also have a copy in your file at his/her office.
- Make a list of courses for next semester based on the University's Academic Schedule. Courses may fill up fast, adding a few extra required courses and/or available times will be beneficial.
- Review course prerequisites, typically offered terms, and other course restrictions on your status sheet or from the SGU website [www.sintegleska.edu](http://www.sintegleska.edu) before you register.
- Draft a sample academic schedule for the next semester, or if you are particularly organized; for the rest of your academic program.
- Draft of a sample work schedule. If you are working full-time or have a set work schedule, you will want to be aware of those hours,

while selecting classes, to ensure you do not run into conflicts. This also applies if you have a family or other commitments that may affect when you are available for classes. Be honest about your work load, academic needs, personal commitments, financial concerns, etc., that could impeded you ability to have a successful academic career. Your advisor wants to help you be successful, but much of your success will depend on you.

- Draft questions regarding your academics and future career goals

**4.) A good advisee should...**

- Review the Student Advisement Handbook and your status sheet before advisement meetings.
- Keep appointments with your advisor. If you need to cancel, let them know ahead of time.
- Bring a list of required classes that are available and do not conflict with work and personal schedules. Perhaps, select alternate, required courses in case some are full.
- Bring a copy of your status sheet.
- Bring additional questions for your advisor.
- Understand grade points indicate the quality of work. Make sure you understand your program's requirements for Grade Point Averages (GPA) and for individual courses.

**5.) What is expected of advisees...?**

- **Awareness:** Advisees should be aware of the requirements and the basic guidelines of their studies.
- **Initiative:** Advisees should take the initiative to keep their advisors informed of any problems that they encounter during the semester that may affect their studies.
- **Interests:** Advisees should speak with their advisors regarding co-curricular opportunities and interests.
- **Planning:** Advisees should think about potential plans for life after college to facilitate a productive discussion with their advisors.
- **Preparation:** Advisees should prepare for advising meetings in advance. Advisees should be familiar with available courses and should prepare a tentative schedule and/or list of courses available

for any particular semester. Advisees should have a list of pertinent questions prepared regarding courses, distribution, major and Concentrated Area and Emphasis area requirements.

- **Responsibility:** Advisees should schedule appointments with their major advisors in preparation for course registration.
- **Remember:** This is your university career, take responsibility for it.

**6.) A good advisor should...**

- Keep appointments with you. If they need to cancel, they should let you know ahead of time.
- Have a copy of an updated status sheet in your file.
- Make sure that any transfer credits are approved and applied in a timely manner.
- Know where you are at in your college career so they can bring up additional topics to discuss (ex: Asking a freshman-level advisee how they are getting involved, asking a junior-level advisee about plans after college. Etc.)

**7.) What do I do if my advisor never answers my e-mails, phone calls, or is never in their office during their office hours?**

While email is the official means of communication, we understand the frustration. Both students and advisors have busy schedules. If this continues to be an issue, please contact Dwayne Stenstrom, Sr. at (605-856-8135), or Marianne Left Hand Bull at (605-856-8164). You may ask to change advisors if he/she is not meeting your expectations.

**8.) How do I change my major/Concentration or Emphasis/advisor/ etc.?**

Changes to a major and/or concentrated area of study or emphasis must begin with their current advisor. Notification must be made to the Registrar's Office of a change in major after seeking assistance from your current advisor and the assigned advisor from the new major. Department Chairs are responsible to assign you a new advisor and provide you with a copy of the major's requirements.

**9.) Where can I find a copy of the catalog?**

An online copy of the current catalog can be found on the SGU website at [www.sintegleska.edu](http://www.sintegleska.edu)

**10.) I am having trouble with transfer credits, who should I talk to?**

- For questions regarding transferring credits please contact Cheryl Medearis – SGU VP of Academic Affairs at (605-856-8117) or by email at [cheryl.medearis@sintegleska.edu](mailto:cheryl.medearis@sintegleska.edu) to make an appointment to review transfer credits. A grade of “C” or better is necessary in order to transfer a course. A copy of an OFFICIAL transcript must be on file in the Registrar’s Office prior to approving credits for transfer.
- The policy for transfer of credits can be found on pages 21 and 22 of the SGU Catalog online at [www.sintegleska.edu](http://www.sintegleska.edu)

**11.) Where can I find information and policies regarding math, reading and English placement tests?**

- Information regarding the Accuplacer Placement Test can be found in the Student Handbook on page 2 under the Admissions Procedure.
- **Math, English and Reading Placement Testing:** SGU requires all incoming freshman students, high school waiver/concurrent students and in some cases, transfer students who demonstrate a less-than-average academic record (below 2.00 GPA) to take the Accuplacer Placement Test. Contact Patrice Wright, Director of Foundational Studies at (605-856-8137) or at [patrice.wright@sintegleska.edu](mailto:patrice.wright@sintegleska.edu)
- **Results of Placement Tests:**  
Results of Placement Tests are made available to students and their advisor upon completion of the Accuplacer Placement Test.
- **Minimum scores for the Accuplacer:** English and Reading are 236, Math is 234.

**Additional Resources:**

- **Admissions**
  - Michele Reifel-Gunhammer at 605-856-8143 or [michele.reifel-gunhammer@sintegleska.edu](mailto:michele.reifel-gunhammer@sintegleska.edu)

- **Counseling Resource Center**
  - Dwayne Stenstrom, Sr. at 605-856-8164 or [dwayneSr.stenstrom@sintegleska.edu](mailto:dwayneSr.stenstrom@sintegleska.edu)
  - Marianne Left Hand Bull at 605-856-8135 or [Marianne.lefthandbull@sintegleska.edu](mailto:Marianne.lefthandbull@sintegleska.edu)
- **Financial Aid Office**
  - Midas Gunhammer at 605-856-8140 or [midas@sintegleska.edu](mailto:midas@sintegleska.edu)
- **Registrar's Office**
  - Jack Herman at 605-856-8193 or [jack.herman@sintegleska.edu](mailto:jack.herman@sintegleska.edu)
- **Student Billing**
  - Jock Schierbeck at 605-856-8184 or [jock.schierbeck@sintegleska.edu](mailto:jock.schierbeck@sintegleska.edu)
- **Student Support Services**
  - Debra Bordeaux at 605-856-8552 or [debra.bordeaux@sintegleska.edu](mailto:debra.bordeaux@sintegleska.edu)
- **SGU Catalog**
  - [www.sintegleska.edu](http://www.sintegleska.edu)
- **Student Handbook**
  - [www.sintegleska.edu](http://www.sintegleska.edu)

## 12.) Frequently Asked Questions:

- **Where can I find information regarding Degree Requirements?**  
Information regarding degree requirements can be found on the SGU website at [www.sintegleska.edu](http://www.sintegleska.edu); then refer to the drop-down menu under the Academics section
- **How do I ADD/DROP a course once the semester begins?**  
After a student is enrolled in classes, changes can be made in course enrollment by obtaining a DROP or ADD form from the Registrar's Office. The DROP or ADD form must be signed by the instructor of the class(es) or the academic advisor AND the student and returned to the Registrar's Office within the drop/add period which is open until the end of the second week of the semester. It is the responsibility of the student to complete the necessary paperwork and return it to the Registrar's Office.

- **How do I WITHDRAW from a course once the semester begins?**  
Withdrawing from a course is the student's responsibility. Students who do not attend class and do not withdraw will receive the grade earned for the course. Instructors can withdraw students from a course or courses due to noncompliance of the attendance policy. Refer to the Student Handbook, pages 4 & 5 for the complete policy statements.

**Review the checklist to determine what steps you need to take each year at SGU:**

**Freshman (0-31 earned credits):**

- Attend New Student Orientation
- Visit the department advisor.
- Fulfill any remediation requirements based on your Accuplacer Placement Test results.

**Sophomore (31-55 earned credits):**

- Complete General Education and Preparation for the Major courses.
- Visit your major advisor to plan your upper division course schedule.

**Junior (56-83 earned credits):**

- Review your status sheet to make sure you are on track to graduate on time.
- Discuss internship requirements for upper division courses.

**Senior (84 or more earned credits):**

- Confirm your schedule with your major advisor.
- Obtain a copy of your status sheet to make sure you will qualify for graduation.
- Meet with your advisor to complete the application for graduation early in the semester.

**All Students:**

- Register for classes and meet with your advisor to make sure you are selecting the courses required on your status sheet.
- Apply for financial aid and scholarships each year.
- Take a summer session class if required for degree completion.
- Check your e-mail regularly for important messages from SGU. E-mail is the primary form of contact. You should have an SGU email address and check it on a regular basis!
- Get involved in a student organization(s).