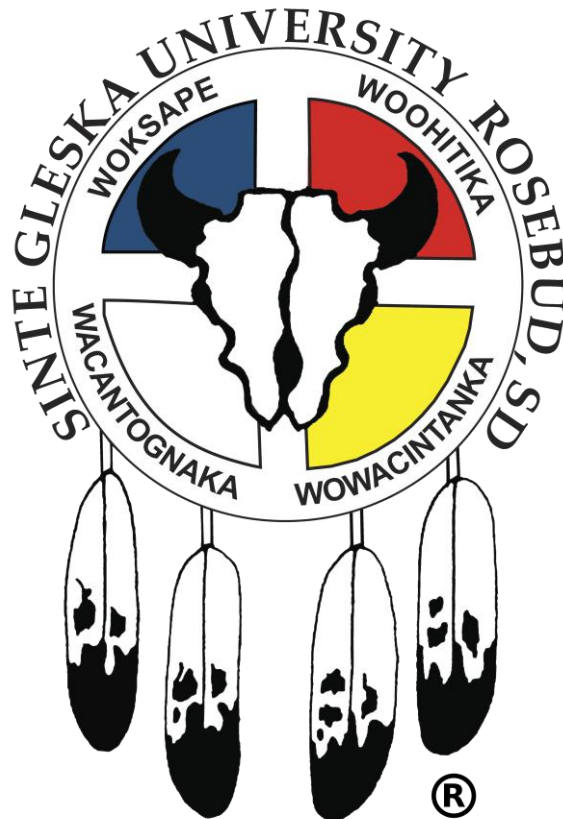


# Sinte Gleska University

## Student Advising Handbook



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**Academic Advising**  
**101 Antelope Lake Circle**  
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**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 minor
- Have not yet declared a major
- Are in transition between majors and/or minors
- 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 must meet with their advisor a minimum of once a semester before registration times.

The University places an advisement hold on a student's record each semester to ensure that all students discuss their course selections with their advisors before registration. Once the student has met with their advisor and had their course selection approved, their advisor will lift the advisement hold. This allows the student to register for classes after the time listed in their student center.

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

- Review your advisement report and academic requirements through your Jenzabar account. You may print this out and bring this with you when you meet with your advisor.
- Make a shopping cart or courses for next semester in your Student Center. Courses may fill up fast, adding a few extra courses of interest and/or available times will be beneficial.
- Review course prerequisites, typically offered terms, and other course restrictions under Course Descriptions 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 workload, academic needs, personal commitments, financial concerns, etc., that could impede your ability to have a successful academic career. Your advisor wants to help you be successful, but much of your success will depend on you.

#### 4). **Questions regarding your academics and future career goals**

How to Ensure a Successful Academic Advisement Session:

##### **A good advisee should...**

- Review the student advisement handbook before advisement meetings.
- Keep appointments with your advisor. If you need to cancel let them know ahead of time.
- Bring a list of classes you are interested in taking with alternate courses in case some are full.
- Bring a copy of your advising report.
- Bring additional questions for your advisor.
- Understand grade points indicate the quality of work. A “C” average (2.0) is required for graduation.

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

- *Awareness:* Advisees should be aware of their needed 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 of interest. Advisees should have a list of pertinent questions prepared regarding courses, distribution, major and minor requirements.
- *Responsibility:* Advisees should schedule appointments with their major advisors in preparation for course registration. If advisees have two majors they should schedule meetings with both advisors.

**Remember: This is your college career, take responsibility for it.**

##### **A good advisor should...**

- Keep appointments with you. If they need to cancel, they should let you know ahead of time.

- 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.)

**6). 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 contact Dwayne Stenstrom Sr. at 605-856-8164 or Marianne Left Hand Bull at 605-856-8135. You can change advisors if he/she is not meeting your expectations.

**7). How do I change my major/minor/advisor/degree/catalog year/etc.?**

Change forms are available on your student center on your Jenzabar account. They can be found in the lower right hand corner.

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

Undergraduate Catalog Course Descriptions on [www.sintegleska.edu](http://www.sintegleska.edu)

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

Website for questions regarding: Transferring Credits please contact Cheryl Medearis–SGU VP of Academic Affairs at 605-856-8117.

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

- Results of Placement Tests: Students should go into their Student Center on their Jenzabar account, and go to their Unofficial Transcript. Placement information is located at the bottom of that report.
- Math, English and Reading Placement Testing: SGU requires all incoming freshman students, high school waiver/dual enrollment and in some cases, transfer students who demonstrate a less-than-average academic record (below 2.00 GPA) to take the Accuplacer Placement Test.
- Minimum scores for the Accuplacer: English is 77, reading is 65, math is 65, and elementary algebra is 31.

Contact Patrice Wright, Director of Foundational Studies at 605-856-8137.

**Additional Resources:**

Student Handbook  
Admissions  
Financial Aid Office  
Student Support Services  
Registrar's Office

**Frequently Asked Questions:****1). Where can I find information regarding Degree Requirements?**

Degrees Awarded: Definition and Requirements of each.

**2). Why can I not register at this time?**

Undergraduates are assigned registration access windows during registration periods. Once all your holds are removed and your window time frame opens, you may register. Enrollment Dates.

**3). How do I ADD/DROP a course once the semester begins?****Add Classes:**

Registration ends on the first day that classes begin for the term. After the first day of classes you must register in person at the Registrar's Office.

**Drop Classes:**

Because the system will not automatically drop you from classes that you do not attend or have stopped attending, review your schedule and drop any class you have decided not to attend or that you may have registered for in error. See the dates and deadlines calendar for more information. If you drop classes, be sure to view your modified schedule to verify all transactions.

**4). Where can I find a guide to my academic career?**

Advising handbook is located on the SGU website.

Students unsure about degree interest are able to take the Self Directed Search which can be administered by SGU Staff. In the Form R version of the SDS, the respondent arrives at a three-letter Summary Code that designates the three personality types the individual most closely resembles. Respondents then use the Occupations Finder to match their code to the occupations that best suit their personality types, interests, and skills. The Occupations Finder lists over 1000 common occupations. The Occupations Finder also includes the educational development level each occupation requires, as well as the associated NOC codes. The *You and Your Career Booklet* contains information about personality characteristics and occupational types. Upon completing, student is directed to degree program in which an advisor is assigned to help complete the advising process.

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 placement test results.

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

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

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

- Review your advisement report on your Jenzabar to make sure you are on track to graduate on time.
- Gain work experience through an internship.
- Talk to your major adviser about job opportunities or graduate school.

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

- Confirm your schedule with your major adviser.
- Obtain a copy of your advisement report to make sure you will qualify for graduation.
- File for graduation as early as possible.

**ALL**

- 1) Register for classes on your assigned date and time. Pay your fees and take care of holds prior to registering.
- 2) Apply for financial aid and scholarships each year.
- 3) Take a summer session class if desired.
- 4) Check your e-mail regularly for important messages from SGU. E-mail is the primary form of contact.
- 5) Get involved in a student organization(s). See website for student organizations and contact person under Student Life tab.

**9/2016**