

## ACADEMIC AFFAIRS

EASTERN MICHIGAN UNIVERSITY

### COLLEGE ADVISING CENTERS

A service provided to assist students' progress toward completion of their undergraduate degree requirements.

#### College Advising Centers will keep students on track

The University has made remarkable progress in the past year, building a solid structure for high quality, professional academic advising at the collegiate level.

While faculty mentoring and major advising remain an important feature of the undergraduate experience at Eastern Michigan, the college advising centers provide a base where students receive dedicated help and support needed to navigate the complexities of the curriculum.

The campus-wide Academic Advising Center also provides exceptionally good support for the freshman class.

However, transfer students, those who change majors (some repeatedly), and those in highly structured majors typically need continu-

ing guidance with a host of issues such as course equivalency, appropriate substitutions, or scheduling of required courses. Helping students easily resolve these issues will be the principal responsibility of the five college advising centers.

In addition to helping students meet academic requirements expeditiously, the college advising centers are responsible for helping our undergraduates take full advantage of the many academic opportunities available to Eastern Michigan students.

College advisers help students build programs of study that maximize academic and intellectual development. The advising center professionals help students make reasoned choices about career and other

post-graduate opportunities. The centers provide another opportunity for encouraging students to avail themselves of the many support services offered by the University.

Within the context of the specific college's disciplines, the students receive strong counseling on ways to make the most of the undergraduate experience at EMU.

A third function of the new centers is to provide support and training to our many faculty advisors.

These offices serve as liaison points between the colleges and the campus-wide Academic Advising Center, The Holman Learning Center, the Career Services Center, the Registrar, and the Office of Financial Aid. Advising center professionals also

are expected to offer formal training and informal advice to our tenure-line faculty who advise undergraduates about their major programs. The



**Schollaert**

creation of college advising centers is an important step toward improving the quality of the undergraduate experience at EMU. We are committed to providing our students with the best support for academic success and our efforts will begin with outstanding advising at all levels. *Paul Schollaert is the provost at Eastern Michigan University.*

#### College Advising Centers result of comprehensive study

In May of 1998, the Academic Advising Task Force, under the direction of the provost, presented its recommendations regarding academic advising at EMU.

The Task Force developed nine major recommendations to improve academic advising. One of the recommendations stressed the need to establish effective and efficient advising centers in each college.



**Harris**

In 1999, a team of advisors from Ball State University came to EMU. This consultation resulted in a comprehensive report, outlining the strengths, challenges, and recommendations for academic advising at EMU. Of the issues addressed by the report, the biggest challenge facing the advising unit was the lack of a

definite structure for the program. The recommendation emphasized the need for an organizational structure within which advising could readily be identified and distinguished as a separate, but important entity within the university.

The following year, the provost developed the 150-2000 Initiative to address the challenges facing the university. This initiative had two major goals:

- 1) Strengthen and expand the university's academic programs and;
- 2) Enhance the quality of the academic experience for all students.

This plan was divided into three distinct phases, each of which sought to further revise and strengthen the academic programs. As a part of Phase I, academic advising at all levels was targeted for improvement.

In response to the findings from the task force, the Ball State University report, and the 150-2000 Initiative, the

provost allocated a 50-percent release of faculty time to establish an advising center in each of the three colleges that did not have one (COT, COE, CHHS).

These centers were to provide advising services at the college level. Each center developed its own unique mission while maintaining close interaction with the departments and the Office of Academic Advising.

In 2000-2001, faculty advisers were identified; started their new roles; worked to develop a mission statement; address major obstacles; and develop a better understanding of advising at the college level. A series of meetings and workshops were called to further support the college advisors in fulfilling their roles. Also, open lines of communication were established to ensure cross-divisional collaboration.

*Michael Harris is associate provost at Eastern Michigan University.*

# COLLEGE ADVISING CENTERS AT EMU

The College Advising Centers are a relatively new addition to EMU's dedication to serving students, an initiative that President Kirkpatrick strongly supports. Now, in every college, there is an office where students can receive advising on General Education and referrals to the appropriate faculty adviser for individual programs. There also is constant communication with the University's new Transfer Center, located in 202 Pierce Hall. The advisers in the College Advising Centers meet regularly as a committee with representatives from the Academic Advising Center, Career Services, Records and Registration, the Honors Program, Community College Relations and Athletics in order to establish consistency and accuracy among and between the various offices.

The Director of Undergraduate Studies, in Academic Affairs, coordinates the work of the college advisers. There is very close collaboration among the Divisions of Academic Affairs, Enrollment Services, and Student Affairs.

## CAS Advising Center mission has number of goals

The mission of the College of Arts and Sciences Advising Center is four-fold.

First, the center seeks to warmly welcome students whose majors and minors are housed within CAS academic departments, and to provide those students with professional guidance in their selection of General Education course requirements.

Second, the center offers formal programs designed to enable students to acquire a deeper understanding of which General Education courses are best integrated with academic majors and minors.

Third, the center serves as an information resource for students, faculty, and staff of the CAS, concerning rationales, changes, and research developments in the General Education curriculum.

Fourth, the center cooperates with other campus offices and projects. The center assists students to evaluate matters such as career decisions, health issues, and community outreach, together with the rights and responsibilities of membership in the EMU commu-

nity.

The center serves as an information resource for students, faculty, and staff of the CAS, concerning rationales, changes, and research developments in the General Education curriculum.

In 1994, the provost requested that

the Academic Affairs Strategic Plan. An Advising Council was established, consisting of representatives from each of EMU's five colleges. They continue to meet on a regular basis.

During its initial year, the Advising Office welcomed and assisted approximately 300 students per semester.

The creation of the advising centers became an integral component in

professionally staffed.

In the CAS, all positions were filled by spring semester 2002. Neva Baron, as Advisor I, attends to the General Education advising needs of CAS students on a daily basis.

Art Hoover, as Advisor II, has additional responsibilities for outreach and programming. Planned programs include workshops and presentations for residence halls and various Greek organizations.

O'Connor remains as CAS Advising Center coordinator, retaining both teaching duties and involvement with University outreach. Belinda Leonard has joined the team as senior secretary.

During 2002-2003, Chris Hopwood, a graduate student in psychology, continues as graduate assistant. Senior undergraduate Amber Herrington leads the Advising Advocates, Greek student volunteers who publicize and promote the CAS General Education Center's numerous features and activities.

The center also presents an annual award in recognition of excellence among all CAS departmental advisers.

### College of Arts and Sciences

**Web site:** TBA

**Location:** 720 Pray-Harold

**Phone:** (734) 487-7523

**Hours:** 8 a.m.-5 p.m., Monday-Friday

**Closed 12:30-1:30 P.M. for lunch.**



O'Connor

Bernie O'Connor plan and inaugurate a new College of Arts and Sciences General Education Advising Office. The provost was concerned that EMU's General Education requirements (then known as Basic Studies) were a source of serious confusion for students and faculty alike.

In 1998, O'Connor donated \$5,000, the proceeds of his Templeton Foun-

the Academic Affairs Strategic Plan. An Advising Council was established, consisting of representatives from each of EMU's five colleges. They continue to meet on a regular basis.

President Kirkpatrick identified improved academic advising, particularly within the colleges, as a top priority of his administration. The advising centers are appropriately and

## COE Advising Center offers advice, career planning

The College of Education Advising Center provides academic advising and career planning information to students interested in COE and professional educator programs

rals we provide.

The Center also serves as an advising information resource for faculty and staff, throughout the University, who need to know about COE and professional educator pro-

### College of Education

**Web site:** <http://www.emich.edu/coe/advising>

**Location:** 206 Porter Building

**Phone:** (734) 487-3415 or (734) 487-3416

**Hours:** Fall 2002 and Winter 2003:

Monday and Tuesday, 8 a.m.-7 p.m.

Wednesday and Thursday, 8 a.m.-5 p.m.

Friday, 8 a.m.-noon.

at EMU.

The center helps empower prospective and current students to make academic and career decisions based on the timely information, advice, and refer-

grams.

The advising center works with offices throughout the University to coordinate advising activities and contribute to various college and university initiatives.



**WHAT CLASSES DO I NEED?:** Shawn Quilter (left), interim assistant dean, College of Education Advising Center, advises Scott Hunwick, a senior from Port Huron.

## COLLEGE OF TECHNOLOGY



**TECHNICALLY SPEAKING:** The College of Technology Undergraduate Advising Center serves potential and current undergraduate COT students; works to eliminate barriers to earning their degrees; and maximizes student interests in COT programs. Bob Teehan, director of the advising center, counsels Galina Hoyt, a new student from Chelyabinsk, Russia.

**College of Technology:** <http://cot.emich.edu/advising.htm>

**Location:** 109 E Sill Hall

**Phone:** (734) 487-8659

**Hours:** Fall and Winter, Monday and Tuesday 9 a.m.-7 p.m.

Wednesday, Thursday and Friday 9 a.m.-5 p.m.

Other hours available by appointment.

## COLLEGE OF HEALTH AND HUMAN SERVICES



**College of Health and Human Services**

**Web site:** <http://www.emich.edu/public/chhs/advising>

**Location:** 3rd Floor, Marshall Building

**Phone:** (734) 487-0918

**Hours:** 9 a.m.-6 p.m., Monday through Friday

**Sutton**

"The CHHS Advising Center provides academic advising for students with an interest in health and human services, whether they are students who have not yet declared a major; those who are planning to apply as a major and are completing prerequisites; and transfer students."

Martha Sutton, Adviser  
CHHS Advising Center

# COB Advising Center taking care of business

The College of Business Undergraduate Advising Center was established in the early 1980s to administer and monitor the Second Admissions program required by AACSB International, Association to Advanced Collegiate Schools of Business.

### Mission Statement:

"The College of Business Undergraduate Advising Center is committed to serve all business and non-business majors as well as prospective students and alumni by providing accurate advice/information and referrals for all academic and student services in a courteous and pleasant environment; and to contribute to the university/college recruitment and retention efforts; and student academic success and developing learning."

This advising center serves close to 3,000 COB majors in thirteen programs: accounting, accounting information systems, 150-hour accounting, 150-hour accounting information systems, finance, computer information systems, marketing, management, entrepreneurship, general business, international business, language and world business, and economics.

Non-business students may minor in accounting, finance, management, marketing, computer information systems, general business and entrepreneurship.

The COB also serves non-business students who are re-

quired to complete business courses for their program; second bachelor's students; guest students; and graduate business students who enroll in undergraduate courses to meet foundation requirements.

### Staffing:

The College of Business Undergraduate Advising Center is staffed by two full-time advisors: Amelia Chan and Mary Niehaus who have 22 and 16 years of experience, respectively, in this center.

Students also are well served by two fully trained graduate assistants. They are Jennifer Cheng, an MBA student from Singapore; and Adebimpe Adetayo, a computer science graduate student from Nigeria.

Students may be advised on a walk-in basis or by appointment from 8:30 a.m.-4:30 p.m. weekdays. The center also is open two evenings a week to students by appointment during fall, winter, spring and summer semesters. In the past three years, sign-in records showed that there were approximately 3,000 student visits annually.

### Teamwork and Referrals:

The advising center values teamwork within and outside the COB. In order to assist students and prospective students, advisors work very closely with enrollment services, admissions, academic records, registration, financial aid, the new Transfer Center,

The Holman Learning Center, Career Placement Center, Office of International Students, the graduate school and student accounting.

The COB Advising Center also works very closely with the director of community college relations on articulation agreements to facilitate transfer students. Advisors also refer transfer stu-

day/evening classes so that an additional section may be added in a timely fashion to enable students to graduate on time. Students are referred to COB faculty if they have specific questions in their major.

### Student Retention:

In an attempt to reach new students early, the assistant dean will visit all 19 sections

that the students have work and family commitments, the COB advisers have traditionally interacted with current and prospective students by office visits, telephone calls, fax and emails.

### Student Recruitment and Outreach:

The COB Undergraduate Advising Center participates in all student recruitment events such as "Explore Eastern," Presidential Scholarship Competition, recruitment in community colleges and corporations, freshman orientation and international student orientation "academic success" sessions, and academic advising sessions in the dormitories.

### Other Student Services:

The COB Undergraduate Advising Center handles the applications for the College of Business Endowed Scholarships. Applications are available in December.

Other scholarships include Crain's Detroit Business Newsmaker Scholarship, the Ford Motor Company Hispanic Scholarship Fund Corporate Scholar Program and the Hispanic Scholarship Fund, among others. Available scholarship applications are publicized on monitors throughout the building and bulletin boards in the Advising Center.

Any students interested in the COB programs are invited to contact us at 401 Owen at the College of Business building.

## FOR BUSINESS USE

### College of Business

**Web site:** <http://www.cob.emich.edu/ugadvising.html>

**Location:** 401 Gary M. Owen Building

**Phone:** (734) 487-2344

**Hours:** Fall and Winter semesters:

8:30 a.m.-4:30 p.m., Monday-Friday;

Closed noon-1 p.m. for lunch

Evenings by appointment



**Chan**

dent to department heads and faculty advisers in academic departments in other colleges to have general education transfer credits evaluated.

Two-way communication is frequent and effective. Advisors also interact regularly with COB department heads and faculty for course evaluations, overrides into filled classes and student progress.

Department heads and faculty are fully accessible to evaluate business courses and apply transfer credits toward fulfillment of program requirements.

The advising center also works closely with department heads about demand for

(35 students each) of the "Introduction to Business" COB 200 course in September and January. The assistant dean will introduce students to the services of the Academic Advising Center and information on the second admission.

There is full cooperation and support from the COB 200 faculty members, who further reinforce the importance of visiting the advising center.

Business majors also are recommended by the University Academic Advising Center to visit the COB advising center during their first semester at EMU. Realizing

# Frequently Asked Questions About Academic Advising

## Q: What is the primary purpose of the College Advising Centers?

A: EMU undergraduate students are advised to read and reflect upon the mission statement of the college advising centers.

Undergraduate students should note that the primary purpose of the centers is to provide advising which pertains to the General Education portion of their academic program.

## Q: Where should I go for academic advising?

A: If you have a declared major, you should first go to the department of your major/minor to meet with a faculty advisor.

If they cannot answer your questions, especially about general education requirements, you should then go to the College Advising Center in the college of your major.

If you have not yet declared a major you should go to the Academic Advising Center in Pierce Hall.

## Q: Can the College Advising Centers help me figure out what General Education courses I must take to graduate?

A: Yes, the College Advising Centers primary function is to assist undergraduate students who have a declared major in their college with understanding EMU General Education course requirements and the course options that are available to meet each requirement.

## Q: Is there a way I can get around taking a math course to graduate?

A: All students are required to take a mathematical reasoning course unless it is waived.

Waiver is achieved by scoring at least 23 on the math portion of the ACT exam or at least 580 on the math portion of the SAT.

But keep in mind, if your major or minor requires a specific math course or one is a prerequisite to another course, you may still be required to take a math course even though you qualify for a waiver of the General Education requirement.

## Q: Why do I have to take

## history (or any other General Education requirement) at EMU?

A: Your study of the development of human institutions and practices through time will increase your understanding of how earlier societies met challenges and adjusted to changing circumstances.

You will learn how those successes and failures led to the problems and opportunities which face us now..."(from AREA III Social Science, page 22 in the EMU Undergraduate Catalog, 2001-2003, edition).

Please read the complete Academic Procedures section of the catalog (pages 16-27). It will explain the rationale behind all of the General Education requirements and other academic policies that all students should be familiar with (i.e. course load, grading policies, graduation requirements, residency requirements, etc.).

## Q: I can't decide on a college major/minor. Can the College Advising Centers help me?

A: Yes, the College Advising Centers will attempt to work with undergraduate students who may be considering a major or minor in their college.

They may also make referrals to the Career Services Center, Academic Advising Center in Pierce Hall, or other resources to further explore their interests and career opportunities.

## Q: Please help me fill out this Declaration of Major form. What is the difference between a B.A., B.S., B.F.A., BBA, or other Bachelor Degrees?

A: All Bachelor Degrees require the same number and distribution of General Education requirements, the minimum hours in a major and minor, the physical education and health requirement, and enough elective credits to total a minimum of 124 hours.

The difference between the Bachelor of Arts (B.A.) and the other degrees is foreign language.

To earn the B.A., a student must earn a minimum of two semesters of credit in a single foreign language. Students should consult with their faculty advisor in their major to determine which degree makes the most sense to declare.

A student majoring in chemistry who has earned a year of foreign language credit would be eligible for a B.A., but it may be more appropriate to declare the B.S. degree because the major is a science.

## Q: Can the College Advising Centers advise me as to whether or not I have to take a Chemistry or Physics course at EMU to graduate?

A: Yes, the College Advising Centers can check the computer system to see if the high school chemistry/physics verification has been entered.

If not, you will be referred to the Academic Advising Center in 301 Pierce Hall to check your high school transcript for successful completion of chemistry or physics.

Don't confuse high school chemistry/physics verification with the math waiver we mentioned above.

This is not a waiver of the physical science requirement. It just means that you will have more options to choose from when satisfying this requirement if you did successfully complete one year (one unit) of high school chemistry or physics.

## Q: Can the College Advising Centers tell me about the Cross-Cultural or International Studies requirement within the General Education Program?

A: Yes, the College Advising Centers can explain the many options that are approved to meet this requirement while satisfying one of the 16 General Education course requirements.

## Q: How long can I defer taking English 120/121, Gen Ed Math, or Gen Ed Speech?

A: It is important to note that a successful academic result follows closely upon oral and written communication skills acquisition.

Therefore, it is logical that students have a better chance of obtaining good grades as their communications skills advance. The more attention paid by the student to the acquisition of these skills (and the earlier that such attention is given), the greater the probability of benefit.

Be sure to check prerequisite and second admission requirements. Many programs require

that these General Education requirements be completed during the first year.

## Q: Transfer students will often ask about the triple zero's which appear on their Transfer Credit Report. What do these triple zero's mean?

A: The triple zero '000' means that a transfer course has been granted EMU credit, but it does not exactly equate to an EMU course. It will count as elective credit toward graduation.

Please note that the College Advising Centers have no authority to convert such credit to a specific course equivalency.

Students are advised to provide the appropriate academic department with either a course syllabus or catalog description of the course from the prior institution.

Only the academic department head and/or their delegate has the authority to equate a transfer course to a specific EMU course number.

To determine if a course will be used to satisfy one of the general education requirements, without equating to a specific EMU course, students should contact the Academic Advising Center in 301 Pierce Hall.

The Director or another administrator will determine if the transfer credit will be applied to the General Education requirements.

## Q: Can the College Advising Centers advise me on a second bachelor's degree?

A: No. Second bachelor degree students are advised by the Academic Advising Center in 301 Pierce Hall in consultation with a faculty advisor.

Students who obtained their bachelor degree from an institution other than EMU should apply for admission through the Office of Admissions, 401 Pierce Hall.

Graduates with an EMU bachelor's degree will start the application process at Records and Registration Office, 303 Pierce Hall.

## Q: Why are some business majors listed as "Intent" and others "Accepted"?

A: The College of Business requires the completion of a very specific list of 16 prerequisite courses, earning a minimum 2.5

GPA and earning at least 56 credits before being admitted to the COB.

Students are not eligible to enroll in 300 or 400 level business courses until admitted.

Students are declared as "Intent" while completing these prerequisites and changed to "Accepted" after meeting the admission requirements.

Some students are conditionally admitted when they have completed 14 of the 16 required courses.

## Q: Do I need to complete requirements for a minor if I am a business major?

A: A minor is not required because any business curriculum requires 36 credit hours of Business Core courses in addition to the requirements of a business major, which are at least 24 credit hours.

## Q: Does a COB major require a co-operative education or internship placement?

A: A co-operative education experience or internship is not required but strongly recommended. Prospective employers prefer business graduates with co-op or internship experience.

Besides, statistics show that a high percentage of co-op or internship students are offered regular employment when they graduate.

## Q: How does a double major affect general education and elective requirements?

A: The University requires a minimum of one major and one minor for graduation (although some programs of study, by their credits and content, cover both). If a student has a double major, these exceed that minimum, and no minor is needed.

However, many students attempt to "double major" in award-specific majors, and that often is not an option.

For example, a student cannot double major in a 54-hour Art major, who is assigned to a BFA, and a marketing major, which is assigned to a BBA.

As for general electives, these are simply additional credits designed to bridge the gap between all specific course requirements (general education, physical education, major, minor, etc.) and the minimum credits to graduate.

## UNDERGRADUATE TRANSFER CENTER

**Location:** 200 Pierce Hall

**Telephone:** (734) 487-1442

**E-mail Address:** [transfer.center@emich.edu](mailto:transfer.center@emich.edu)

**Web Site:** <http://www.emich.edu/public/registrar/trcenter.htm>

The Eastern Michigan University Transfer Center, in conjunction with EMU faculty and staff, can provide information about important aspects of the transfer process, including:

- Transfer Equivalency Information
- Defined information on the web
- Other U.S. institutions
- Unofficial tabulation of credit
- Articulation agreements with other colleges and Universities
- Available programs of study
- Courses needed to satisfy general education and major/minor requirements
- Applicability of transfer work to general education requirements
- Applicability of transfer work to specific programs
- General admission policies and procedures

## Helpful Web Sites to Visit

**EMU home page:** [www.emich.edu](http://www.emich.edu)

**Office of Admissions:** <http://www.emich.edu/public/admissions/admissions.html>

**Office of Records and Registration:** <http://www.emich.edu/public/registrar/homepage.htm>

**Transfer equivalency information** (including information on Unofficial Tabulation of Credit days) <http://insight.emich.edu/Students/RecNReg/TranEquiv/index.cfm>

**Curriculum guides:** <http://www.emich.edu/public/admissions/tran/currindex/currindex.htm>

**Academic Catalogs:** <http://www.emich.edu/public/catalogs/>

**Course schedules:** <http://insight.emich.edu/Students/RecNReg/csbweb/index.cfm>