

ACADEMIC ADVICE

Wayne State College Advising Center Newsletter

SPRING 2003

What is Academic Advising?

Academic Advising is a process through which advisors assist students in developing life plans and career goals and in clarifying institutional requirements, policies, procedures, resources and educational options.



FROM THE ADVISING CENTER (Room 103, Student Center)

The Advising Center has many resources to help you through the registration process. Call 375-7557 with advising questions. Drop-in assistance is available daily:

**1:00 - 8:00 Monday-Thursday
1:00 - 4:00 Friday**

—ADVISING NOTES—

- Remember to **check your e-mail** for important messages from your advisor. You can check your e-mail on your personal computer, in the Student Center game room, or use the computers in the Library. Update your e-mail address in WebCat.
- Mid-term low grade reports were sent to you on March 21st. Contact your advisor to discuss mid-term low grades.
- Check the Academic Web Pages for information on a particular major, minor or endorsement. The links can be found on the WSC Home Page at www.wsc.edu.

REGISTRATION REMINDER

WebCat online registration begins April 14, 2003 and will remain open through August 29, 2003. Check the class schedule booklet for the earliest date you can register based on your current classification. Start on the WSC Home Page. Click on E-Campus and then on WebCat.

Suggestions from the Records & Registration Office

1. Log in to your WebCat online account and verify your personal information. Notify the appropriate office if changes need to be made.
2. When planning classes, select alternatives that are new classes, not just different sections of the same classes. Call numbers found in the first column of the schedule booklet are required in online registration.
3. PIN's cannot be given out over the phone. Students must bring their picture ID to the Records & Registration Office or request that their PIN be mailed.
4. Remember, students need to obtain Department Chair and Instructor signatures to enroll in closed classes. Faculty signatures alone are not sufficient to enroll in a closed class.
5. Reminder to veterans and students in the military--you do not need to take PED 103 & 203.
6. If you have questions about your academic progress, please check with your assigned advisor.
7. Has your academic advisor "released" you for web registration?
8. **Athletes & Veterans:** Enrollment must be in applicable courses in order to meet eligibility requirements; check with appropriate personnel before repeating previously passed courses to retain athletic eligibility or veterans' benefits.

THINGS TO DO NOW



1. Pick up a class schedule from an academic building, the Records & Registration Office or the Advising Center. **Signs will be posted when schedules are available.**
2. Make an appointment with your advisor.
3. Plan classes for fall.
4. Discuss your choices with your advisor.
5. Register for classes according to the time schedule listed in WebCat. **Registration begins 4-14-03.**

Check Out What's Inside:

Academic News Page 2
Are You a Successful Student? Page 3
Calendar Page 4

ACADEMIC NEWS

School of Arts and Humanities

Art Department:

The art department has made a number of changes regarding courses offered for their majors and minors in the art department. Signs will be posted in the Studio Arts Building for group advising and information on these changes. Some students may need to make substitutions of coursework as a result of these changes. Substitutions will need to be generated by the advisor and approved by the department chair for any changes. It is important for all art students to attend one of these sessions in order to understand the changes and the sequencing of art courses. Advisors will be available at the meeting to "ok" each advisee for registration.

Language and Literature Department:

Students: Are you considering an English major? You may wish to check with an English Advisor about required class offerings. Some classes will now be offered every other spring or every other fall.

Music Department:

Attention Musicians! Are you undeclared? The demand for music teachers is higher than it has been for many years. The Department of Music offers endorsements in instrumental and vocal music education. Other majors include Music Performance and Music Merchandising. The Music Merchandising degree combines music and business courses to prepare students for careers in the music industry. A music minor is also available.

Attention Non-Music Majors! Students need not be music majors in order to be a part of the Music Department. If you have always wanted to learn music, we also offer private lessons for non-majors in voice, piano, or almost any other instrument. If you sing or play an instrument, you are welcome to join one of our many ensembles, including band, choir and string ensemble. Contact the Department of Music for more information.

School of Business and Technology

Computer Technology and Information Systems Dept.:

Check out the lists of hot careers and you will find that computing and computing-related careers are consistently listed among the top ten. Take that bold step today and visit with an advisor from the Computer Technology and Information Systems Department located on the second floor of Gardner Hall.

Already have a major? Enhance your employability and career advancement potential by picking up a computing second major. Interested, but want something a bit lighter than a second major? Consider a minor in Management Information Systems, Computer Science, or Computer Information Systems. Call (402) 375-7545 to discuss the possibilities.

Freshman students with computing majors (Computer Information Systems or Computer Science) should sign up for CIS 132 Principles of Computing and Information Systems. This is also a great course for those who wish to have a minor in one of the computing areas or wish to see if a computing major or minor is right for them. The CSC 150 Programming Fundamentals I course is also recommended for freshmen.

Business Administration majors and students with other non-computing majors!! Did you know that the MIS minor is an excellent fit with most non-computing majors on campus? See one of the CTIS department faculty to discuss a MIS minor.

CISCO Certification -- WSC is now a Cisco Local Academy. If you have an interest in networking or would like to explore this fascinating field, consider the Networking I class. Get a taste of the world of computer networks and learn about how Cisco certification preparation can become a part of your degree program.

Check out the class schedule for a variety of Computer Science and Computer Information Systems courses. It is an exciting time in those academic programs! The CTIS department offers a wide range of courses for students with varied interests. Coursework prepares students to be network technicians, computer programmers, systems analysts, web page designers, electronic commerce specialists, end-user support specialists, computer trainers, computer operators, or for any of a number of other career paths. Curriculum revision is underway to keep the CTIS degree programs current and relevant to today's world.

Technology and Applied Science Department:

A new Safety Management Concentration will be added to the major in Industrial Technology for Fall 2003. A new Safety minor will also be added. The new concentration addresses the need for safety professionals in business and industry. The new Safety minor could coordinate with any major, but may work especially well with the Industrial Technology, Criminal Justice or Business Administration majors. Contact Dr. Larry Claussen, Department Chair, for more information.

Other changes to watch for in the Technology and Applied Science Department include:

1. The Industrial Technology Field Endorsement has been updated.
2. The Industrial Technology core of classes has expanded from 12 to 18 hours.
3. The Industrial Management concentrations in Manufacturing, Construction and Planning and Design have all been updated.
4. The Applied Technology Concentration will be deleted.
5. The Industrial Technology minor has been updated.
6. A new class in Digital Photography will be added.

School of Education and Counseling

If you are a transfer student and a major in Education, please stop by the Field Experience office in the School of Education and Counseling to make sure all your paperwork is in order for the Teacher Education Program.

ARE YOU A SUCCESSFUL STUDENT?

EFFECTIVE STUDYING GIVES YOU CONFIDENCE.

Set the right atmosphere.

- Study where you can concentrate without interruption — no TV, phone or friends. Study in the same place each day.
- Sit at a well-lit desk or table. (Stay away from easy chairs!)
- Don't study when you're overtired. Take a nap and come back refreshed.

Make the most of your notes.

- Take notes efficiently — in a notebook.
- Spend a couple of minutes reading your notes right after class.
- Set aside some time each week to review your notes.

Develop a schedule.

- Mark deadlines and exam dates for the semester on a calendar.
- Schedule several short review sessions rather than a few longer ones.
- Be realistic about how much material you can cover in one session.
- Schedule some free time, too!

Create learning aids.

Match the study material to the aid. For example:

- Use flash cards to learn technical terms and foreign language vocabulary.
- Make charts and time lines for historical events.
- Use outlines to help break information into smaller units that are easy to remember.

Prepare yourself.

- Attend all classes. Skipping classes now may add to your anxiety at test time.
- Ask questions, and try to pick out important information. Listen for key phrases such as, "The 3 main reasons are..."
- Get help if you have a particular problem with the material.

WHAT IS TEST ANXIETY?

It's worry or fear caused by having to take tests. Test anxiety may cause:

Mental Distraction

You may be unable to concentrate, and may be easily distracted by noise, uncomfortable temperature, passers-by, etc.

Physical Symptoms

You may fidget, have "butterflies" in your stomach, a quickened heart rate or breathing, nausea, sweaty palms, a headache, etc.

Mental Blocks

You may be unable to think effectively about the task at hand.



WHO IS AFFECTED?

Every student who takes a test feels some anxiety. But for some students, the feeling is so intense that it affects their performance—with serious results.

Some students can rise to the challenge.

They see an exam as an opportunity to show what they know.

Others view tests as threats.

For example, students who've failed in the past often fear that they'll fail again.

BE KIND TO YOURSELF

Eat and sleep well before the exam, so you're in top form. Don't try to "cram" or stay up all night by taking caffeine or drugs. You're likely to be tired, irritable and distracted by test time.

A test-anxious student may do poorly on an exam even if he or she knows the material better than a classmate who is able to control anxiety.

Transferring Classes to WSC:

Have you thought about taking classes at a college or university close to home this summer? If you think that you would like to pick up a few credit hours this summer, please follow these steps:

1. Obtain a summer schedule from the college/university that you are considering.
2. Talk to your academic advisor about the classes you are considering.
3. Notify the Records and Registration Office of your plans and give them an opportunity to pre-approve your class choices. This will eliminate any questions you may have about the transferability of your summer credit.

NOTE: Transfer hours do not calculate into your Wayne State College GPA.

CALENDAR



March 10-14 (Monday-Friday):
Mid-term break

March 21 (Friday): Mid-term low grades mailed

March 24 (Monday): CLEP Exam

April 1 (Tuesday): Last Day to Withdraw from a Class. There will be no tuition or fee adjustment. (The last withdrawal date for those classes which do not meet for the entire semester will be one week following the mid-point of the class.)

April 14 (Monday): CLEP Exam

Ongoing: Advising for Undeclared students. Declared students should contact their faculty advisors for an appointment.

April 14 (Monday): Course registration for Fall 2003 begins via Web for Students

April 21 (Monday): Spring Break

April 28 (Monday): CLEP Exam

April 25 (Friday): Last day for official withdrawal from school

April 29-May 5 (Tuesday-Monday): Study Week

May 6-9 (Tuesday-Friday): Final Exam Week. (Check your final exam schedule.)

May 10 (Saturday): Commencement - 2:00 pm

Reminder from Student Health

On February 12, 2003 our office mailed 120 notices to WSC students who were not in compliance with the immunization and Health form requirements. If you are one of these students, contact the Student Health Office, Room 104 of the Student Center, or call us at 375-7470. Failure to comply will cause a hold to be placed on class registration.



BUSINESS OFFICE UPDATE

All students are required to pay any outstanding bills, library fines, parking fines, etc., prior to Summer and Fall 2003 course registration.

Students wishing to pay their account balance in monthly installments may pick up an application at the Business Office. FACTS Payment Plan applications are due in the Business Office by Friday, August 22, 2003.

Student account balance information may also be obtained via WebCat.

If you have any questions, please contact the Business Office at ext. 7517.

From the Office of Student Health MENINGITIS IMMUNIZATION

Meningitis: A word that strikes fear into the hearts of parents. Many a parent thinks of this infection when their infant has a fever, is listless and irritable. But college students?

Meningitis describes an infection of the tissue and fluid that surrounds the brain and spinal cord. It is caused by viruses, bacteria, and other organisms. The most common cause in college students is the bacteria meningococcus. When it occurs, it spreads to small clusters of individuals who have close contact. In the 18-23 age group, the incidence is 1.4 cases per 100,000 per year. However, in college freshmen living in dorms, the incidence is 4.6 cases per 100,000. Even in this day of antibiotics, there is a mortality rate up to 10%.

If meningitis is rare and treatable, why mention it at all? There is a vaccine that provides protection against 2 of the 4 strains of this bacteria. The Center for Disease Control, American College Health Association, and the American Academy of Pediatrics all recommend that college freshman consider getting the vaccine. Students who are on campus please call the Student Health Office 375-7470 so we can answer your questions and arrange for you to receive the vaccine.

E-mail your advising questions to:
advising@wsc.edu