

Policies Related to Student Services

Advising

1. Advising and Registration Day

All new undergraduate students are required to attend an [Advising and Registration Day](#) prior to registering for their first semester at St. Cloud State University. The Student Relations Coordinator for the School of Education attends these events to meet with and help answer questions for any teacher candidates.

2. Advisor Assignment

New students are assigned an advisor early each semester based on their intended and/or declared major. The St. Cloud State University [Advising Center](#) works with all new students regardless of intended major prior to the first official university assignment of an advisor.

First Year undergraduate students are assigned an advisor in one of three areas:

- Honors Program – Honor Advising
- All Business majors – Pre-Business Advising Center
- Undecided and all other majors – Advising Center or Multicultural Student Services (MSS) Advising

Students assigned to an advisor in the Advising Center and MSS Advising will move to a department advisor for their intended major after the completion of the Husky Academic Navigator, a major exploration tool available in D2L.

Transfer Students are assigned to an advisor based on major:

- Honors Program – Honor Advising
- All Business majors – Pre-Business Advising Center
- Undecided– Advising Center
- All other intended majors – Department Advisors

All students with a declared major, and graduate students, are assigned a departmental advisor.

3. Registration Access Code

Students who want to register for upcoming semesters need to see their advisor to receive a registration access code in order to register for courses.

Students with a departmental advisor are best served if they see their advisor during the academic year. Many professors are not on campus during the summer and will be unable to meet with their advisees. Students who have trouble contacting an assigned advisor over the summer should check with the department office where the major is housed for assistance. All

other students who need assistance beyond what the department office can provide can also check in the Dean's office where the Student Relations Coordinator can also provide assistance.

4. Departmental Advising

- a. In terms of working with students, departments are expected to provide training on program advisement and general education advisement to probationary faculty members and to periodically review advisement training for senior faculty members.
- b. Support for general education advising is provided both to candidates and to faculty members by the St. Cloud State University Advising Center.
- c. To support faculty members and students in the advising process, all programs are required to develop and update student handbooks. All programs are required to have paper copies of advisement materials prepared for candidates and to publish these materials online. These are typically found on the Student Resources tab of each program's webpage.

Counseling and Other Student Services

Aside from the [Advising Center](#) addressed above, three key services available to candidates to support their success, retention, and completion of their teacher preparation programs are [Counseling and Psychological Services](#), [Career Services](#), and [Student Health Services](#). It is the policy of the unit to work closely with all service centers on campus and to make certain that candidates are made aware of these services through posted advertisements in the Education Building as well as referrals by faculty and staff in the School of Education. Additionally, the Student Relations Coordinator for the School of Education is a member of the St. Cloud State University [Behavioral Intervention Team](#), Academic Intervention Team, and Student Success Steering Committee to help address specific student issues as well as improve student services as a whole from the perspective of teacher preparation and teacher candidates.

In addition to the described services, St. Cloud State University offers many [student support services](#) and [academic resources](#) to meet student needs.

Several services have been developed specifically for candidates in the unit.

These include:

- [Office of Clinical Experiences](#)-supports students throughout their field experiences and student teaching by making placements, assisting with background checks and paperwork, overseeing eligibility, and providing professional development.
- [Minnesota Teacher Licensure Exam \(MTLE\) Center](#)-provides assistance in registration and applying for accommodations, resources for check-out, tutoring, workshops, support groups, and success planning.

- [Student Relations Office](#)-works directly with students experiencing personal and/or academic difficulties, handles student complaints and academic and registration petitions, provides advising and support, and refers students to the appropriate campus resources.