



FACULTY NEWS

OCTOBER 2009

CAREER EXPLORATION: FINDING MORE THAN JUST A MAJOR

How often have advisors heard students proclaiming, "I'm majoring in (insert major here), but I don't know what to do with it?" Often students are unaware of the options available to them once they acquire a degree. The Academic Advising and Career Exploration Center (AACE) has a variety of tools students can use to help them find careers associated with their major. Our website has information about what type of job and skills a student can acquire with each major. Students and advisors can visit www.fhsu.edu/aace/MAJORS for a complete list of Fort Hays majors and career possibilities.

Likewise, AACE can also help students explore majors and careers that "fit" their personality, values, and goals. The career exploration process should begin during the second semester of the freshman year and intensify during the sophomore year. Sophomores who are questioning their major choice or still have no idea in what they want to major should schedule an appointment to meet with a Career Exploration Counselor in the AACE Center. The Counselor will sit down with the student and discuss their current situation, as well as their future goals. Students will take inventories using the DISCOVER career exploration site and use their results to explore career areas that are a potential fit.

As an advisor, you can have access to the DISCOVER site as well. It is a great tool for advisors to use as they answer questions about particular careers or continuing education for their advisees.

Students also have the opportunity to take the one hour Career Exploration course (IDS 100). This is an eight week course designed to assist students in determining careers in which they have an interest and provide them with resources to further explore their career interests.

If you have a student questioning their major or career options, please refer them to our office. We also encourage you to contact us if you are interested in the DISCOVER program and using it with your advisees. Our office is located in 736 Wiest Hall and we can be reached at x5577. We look forward to assisting you as you guide your advisees in discovering their passions, exploring their options, and choosing the right path toward success!

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**QUESTIONS, COMMENTS OR ARTICLES YOU WOULD LIKE TO HAVE INCLUDED IN TIGER EXCHANGE, SHOULD BE FORWARDED TO:
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WIEST HALL RM 736
785-628-5577
PGRIFIN@FHSU.EDU**

U N D E R - G R A D U A T E D E G R E E S U M M A R I E S

Degree summaries are prepared in the Office of the Registrar by the degree analysts. Each degree seeking student who has completed 60 hours or more will have a degree summary on file in the Office of the Registrar and will receive notification that they can pick it up. Students and advisors should review the degree summary to identify where the student is regarding degree completion and graduation requirements. The degree summary should then be signed by both student and advisor and returned to their degree analyst. Degree summaries are updated each semester by a degree analyst and can be picked up by students prior to pre-enrollment.

To determine which degree analyst works with a particular student advisee, review the following list looking at the first letter of the student's last name:

A-G

Luci Williams, ext. 5831

H-Pe

Judy Channell, ext. 4457

Pf-Z

LuAnn Pfeifer, ext. 5832

Associate of General Studies and
Bachelor of General Studies (Non-
military)

Stephanie Johnson, ext. 4320

P R E - E N R O L L M E N T F O R S P R I N G 2 0 1 0

Pre-enrollment for spring courses has begun. Students can see their pre-enrollment date on their TigerEnroll Worksheet for Spring 2010. The dates are provided below for advisor information.

Spring 2010 - Open to Virtual College Only Students for Virtual Courses

| | |
|-----------------------|-------------------------------|
| Graduates and Seniors | Monday, October 19th, 2009 |
| Juniors | Tuesday, October 20th, 2009 |
| Sophomores | Wednesday, October 21st, 2009 |
| Freshman | Thursday, October 22nd, 2009 |

Spring 2010 - Open to All Students for On-Campus and Virtual Courses

| | |
|---------------------------------------|--------------------------------|
| Graduates, Postgraduates, Seniors N-Z | Tuesday, October 27th, 2009 |
| Graduates, Postgraduates, Seniors A-M | Wednesday, October 28th, 2009 |
| Juniors N-Z | Thursday, October 29th, 2009 |
| Juniors A-M | Monday, November 2nd, 2009 |
| Sophomores N-Z | Wednesday, November 4th, 2009 |
| Sophomores A-M | Thursday, November 5th, 2009 |
| Freshman N-Z | Monday, November 9th, 2009 |
| Freshman A-M | Wednesday, November 11th, 2009 |

Prerequisites for MATH 110 College Algebra and MATH 101 Liberal Arts Mathematics

With enrollment beginning, the Department of Mathematics & Computer Science would like to remind advisors and students of the prerequisites for College Algebra – MATH 110 and Liberal Arts Mathematics – MATH 101. Your cooperation and assistance is needed in checking prerequisites for College Algebra and Liberal Arts Mathematics for the following reasons:

1. The student's confidence and success is increased by enrolling in the appropriate level course;
2. Eligible students are prevented from enrolling in the course because sections fill-up with ineligible students;
3. Limits necessary data to establish appropriate number of sections for the course.

BEFORE ENROLLING in College Algebra or Liberal Arts Mathematics, every student MUST meet one of the prerequisites listed below.

1. ACT Math and ACT Science total of at least 40 with neither score below 18
2. Credit with a final grade of at least a "C" in MATH 010 - Intermediate Algebra or equivalent

Advisors may check a student's prerequisites by using the CICS system. After logging in, select 02 "Student Information Menu"; next select 18 "Student Test Scores". For assistance, you are welcome to contact the MACS Department.

If neither prerequisite is met, the student must enroll in MATH 010 - Intermediate Algebra. However, the student has the option of requesting to take the FHSU mathematics assessment exam. A score of at least 15 out of 25 questions is needed on the timed exam to qualify for College Algebra or Liberal Arts Mathematics. The student must pass the assessment exam PRIOR to advisor approval of enrollment in College Algebra or Liberal Arts Mathematics. Students are welcome to take the assessment exam from the Mathematics & Computer Science Department during regular office hours Monday through Friday (appointments encouraged). Appointments and review material may be requested by calling the MACS Department at 628-4240 or e-mailing bunruh@fhsu.edu.

**ADVISOR SUGGESTIONS TO HELP
REDUCE PROBLEMS AND COMPLAINTS**



Accessibility: Provide advisees with the information for them to be able to contact you. Office hours should be posted for advisees to see.



Advising File: Take good notes and identify recommendations, commitments, exceptions and referrals made.



Family Educational Right to Privacy Act (FERPA): Make sure you know and understand how this applies at FHSU. If you are unsure, contact the Vice President of Student Affairs for information. (<http://www.fhsu.edu/staffairs/privacy.shtml>)



Information: Advisees rely on you to provide accurate information. Act in good faith on behalf of the institution and exercise your best professional judgment.



Institutional Publications: You should review publications and program information on a regular basis. Make every effort to provide the advisee what the institution promised.



Opinions: Refrain from voicing negative opinions regarding faculty, departments and degree programs.



Policy: Institutional policies and procedures change. Stay current on what is happening that may affect the advisee or advisor. Attend professional development opportunities.



Probe: Ask questions to make sure the advisee understandings what you have told them. Encourage them to write down important information.



Questions: Never guess at an answer to an advisees' questions. Tell them that you do not know but will find out and let them know.



Release of Information: Never release information to a third party without written consent from the advisee. Students can fill out a waiver in the Office of Student Affairs.



Waivers or Exceptions: If the university is waiving policy or a degree requirement, make sure they have it in writing and a copy is maintained in the student's file. Never provide an oral waiver.

**TIGER
WORKSHOPS
FOR FACULTY
AND STAFF**

October 26
TigerEnroll #22
9:30 AM—10:30 AM
TH107

October 26
TigerEnroll #23
2:30 PM—3:30 PM
TH107



**FORT HAYS STATE
UNIVERSITY**

Academic Advising and
Career Exploration Center
600 Park Street
Wiest Hall Rm 736
Hays, KS 67601
Tel: 785-628-5577
E-mail: advising@fhsu.edu

WE'RE ON THE WEB
WWW.FHSU.EDU/AACE/TIGEREXCHANGE/



**FORT HAYS STATE
UNIVERSITY**

Forward thinking. World ready.

**ACADEMIC REINSTATEMENT FOR
SPRING 2010**

An [Application for Academic Reinstatement](#) must be completed and turned in to AACE by the application deadline date in order for an appeal to be heard. Forms are available online at:
<http://www.fhsu.edu/aace/Application2009.pdf>

A scheduled appointment time will be made for students when the completed application is received. Virtual College students are allowed to have a written appeal heard.



| DATE OF APPEAL SPRING 2010 Semester | DEADLINE for Paperwork SPRING 2010 Semester |
|--|--|
| Friday, October 23, 2009 | Monday, October 19, 2009 at 4:30p.m. CST |
| Friday, November 6, 2009 | Monday, November 2, 2009 at 4:30p.m. CST |
| Thursday, January 7, 2010 | Monday, January 4, 2010 at noon CST |
| Friday, January 8, 2010 | Tuesday, January 5, 2010 at noon CST |