

# Advisor's Bulletin Board

March 2007



## In This Bulletin:

New Version of CMS/PeopleSoft Coming March 26, 2007

CMS/PeopleSoft Down time

Important Dates

Advising Internship Openings

Declare A Major -- March Mania

Student Learning Center Study Skills Workshop

Student Learning Center Job Opportunity

Understanding Academic Probation & Disqualification

Spring 2007 Graduation Information

*"Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results."*

*-Andrew Carnegie*

## CMS/PeopleSoft Down Time

The PeopleSoft system will be unavailable from March 16 - March 26

The CMS/PeopleSoft Student Administration and Human Resources systems are undergoing an upgrade from version 8.0 to version 8.9 and will be shut down during Spring Break.

HR/SA systems will not be available for campus transactions or viewing from 5pm on Friday, March 16th until 8am on Monday, March 26th.

Other campus systems, such as the Portal, WebCT, Exchange, and WildcatMail are not affected by this downtime and are expected to be functioning normally.

## Important Dates

- |             |   |
|-------------|---|
| March 19-23 | Spring Vacation   |
| March 30    | Cesar Chavez Day  |
| April 2     | State Summer Term Registration Begins                       |
| April 2     | Continuing Education RCE Summer Session Registration Begins |
| April 2     | May/June Intersession Registration                          |
| April 13    | Career Exposition for All Majors BMU 10-2                   |
| April 14    | Education Career Fair BMU 10-2                              |
| April 16    | Priority Registration For Fall 2007 Begins                  |
| May 17      | Summer Fee Payment Deadline                                 |

## New Version of CMS/PeopleSoft - Coming March 26

The new 8.9 version of CMS/PeopleSoft will arrive Monday, March 26. Some displays and navigation have a different look or may have changed. Some vocabulary has also changed. To get an idea of what the new version will look like, go to <http://em.csuchico.edu/ems-siss/guides.aspx> In the far left column there are links to views of the Student Center and Faculty Center on the portal. Under Advising, there is an 8.9 Advisor Navigation Guide, a Legend/FAQ for reading the Degree Progress Report, and a link to additional 8.9 Administrative Snapshots which includes views, tips, and vocabulary. You will be required to use your regular portal/email login to access these last three. (Example for Internet Explorer: User ID: **chico\menglish**; password: .....)

Also, we invite you to attend one of our Advising Workshops in Meriam Library 457 for a guided hands-on session. Reservations are required to ensure that all participants will have a computer. Please call Mari English at x5966 or contact [AAPDegreeProgressSupport@exchange.csuchico.edu](mailto:AAPDegreeProgressSupport@exchange.csuchico.edu) if you wish to attend a session or have CMS/PeopleSoft advising comments, questions, or concerns.

Day	Date	Time
Tues.	March 27	10-2 or 2-4
Wed.	March 28	9-11 or 1-3
Thurs.	March 29	9-11



*Did you know  
March is  
Declare a  
Major Month?*

*"Choosing a major  
requires active  
participation  
and investigation."*

## Advising Internship Openings

The Office of Academic Advising & Orientation is currently accepting applications for Advising Interns. If you know someone who possesses:

- Strong interpersonal & communication skills
- An interest in helping students
- The ability to learn quickly & explain detailed information
- Is a team player yet can work independently

Please send them to MLIB 190 to pick up an application. All applicants are guaranteed a first round interview!

Applications due Thursday, April 12, 2007

Questions? Contact Advising & Orientation 898-5712

## March Mania

Do you know any students who are having trouble deciding on a major, who just haven't declared a major, or are considering changing their major? The Office of Academic Advising recently e-mailed students who are currently undeclared--encouraging them to visit an Advisor in MLIB 190 and explore their options. If you know of a student who has decided on their major but hasn't officially declared, please encourage them to

**GET There.....Declare!!!**

**To Declare a Major go to . . .**

<http://em.csuchico.edu/sro/forms/PlanChangeform/Default.aspx>

## Student Learning Center Study Skills Workshops

The Student Learning Center (MLIB 458) is a great place for students to get help preparing for midterms and finals. They offer free small group tutoring appointments for many classes as well as a variety of workshops on topics such as test anxiety, motivation and time management.

**All workshops are in MLIB 226**

Date	Workshop	Time
3/13	Concentration	6-7 PM
3/27	Effective Note Taking	6-7 PM
4/3	Time Management	7-8 PM
4/10	Writing Research Papers	3-4 PM
4/11	Stress Reduction	6-7 PM
4/16	Budgeting Your Money	3-4 PM
4/19	Test Taking Strategies	3-4 PM
4/24	Stress Reduction	6-7 PM
4/30	Planning For Finals	2-3 PM

## Student Learning Center Job Opportunity

The Student Learning Center needs Supplemental Instruction (SI) Leaders for fall 2007. SI Leaders are successful, motivated, friendly students who can explain things in a variety of ways and want to help students earn better grades. SI Leaders attend their designated class and hold weekly workshops to help students learn course content. SI Leaders serve as model students who demonstrate efficient and effective learning techniques through collaborative learning. Being an SI Leader is an excellent professional development opportunity. The training

in communication skills and experience leading others will benefit students no matter what their future career goals.

The courses most likely to have SI Leaders in fall 2007 include MCGS 155, CMST 132, HIST 130, POLS 155, PSYC 101, PSYC 355, and BIOL 103.

Students may pick up a job description and application in the Student Learning Center (MLIB 458). Please contact Christine Connerly at 898-6839 or at [cconnerly@csuchico.edu](mailto:cconnerly@csuchico.edu) for more information.



## Understanding Academic Probation & Disqualification

Please encourage any student you see who is on Academic Probation to visit the Academic Advising Office in MLIB 190.

### Academic Probation

An undergraduate student is subject to academic probation if either their cumulative or Chico GPA falls below 2.00. 
$$\text{GPA} = \frac{\text{Grade Points Earned}}{\text{Units Attempted}}$$

A student can use the GPA calculator to check their current GPA at: <https://em.csuchico.edu/aap/Undergrad/GPACal/>

### Academic Disqualification

An undergraduate student on academic probation may be subject to academic disqualification based on their GPA(s) and class level. The chart below illustrates the minimum GPA a student needs (in both cumulative and Chico GPAs) to avoid entering into disqualification range.

Freshman 0-29 units	Sophomore 30-59 Units	Junior 60-89 Units	Senior 90 + Units
1.50	1.70	1.85	1.95

### Oh The Places You'll Go

*"Step with care and great tact  
and remember that Life's a  
Great Balancing Act.  
Just never forget to be  
dexterous and deft.  
And never mix up your right  
foot with your left.*

*And will you succeed?  
Yes! You will, indeed!  
(98 and  $\frac{3}{4}$  percent  
guaranteed.)"*

*By Dr. Seuss*

## Spring 2007 Graduation Information

Students who plan to participate in ceremonies and have not yet filed for Spring 2007 graduation have missed the deadline for getting their name in the program. However, it's not too late to file for graduation.

Students who have filed for graduation and know they will need to register for courses in the Summer or Fall 2007 must re-file for graduation to keep their portal live.

- ❖ Questions regarding graduation should be directed to the Academic Evaluations Office, MLIB 180, at 898-5957.
- ❖ Questions regarding commencement ceremonies should be directed to the Alumni/Commencement Office, SAPP Hall, at 898-6472.