

College of Business Advising Syllabus

Academic Year: Fall 2023 | Spring 2024

About the College of Business | Academic Advising

All College of Business undergraduate students are assigned a professional academic advisor, who will serve as the primary contact for academics. The first letter of a student's last name determines the advisor to whom they are assigned (with the exception of Hospitality and Event Management students, who are assigned to Jennifer Carney). Each advisor is knowledgeable on all majors and minors in the College of Business.

Meet our Team

Students can see below for the alphabet assignments for each Academic Advisor.

Last Names: A - E

Zane Voglewede



Barry Hall 104A
701-231-6015
zane.a.voglewede@ndsu.edu

Last Names: F - J

Marah Moy



Barry Hall 102J
701-231-1808
Marah.Moy@ndsu.edu

Last Names: K - M

Brad Jones



Barry Hall 102K
701-231-5360
bradley.jones@ndsu.edu

Last Names: N – Q and HEM majors

Jennifer Carney



Barry Hall 550
701-231-7442
Jennifer.Carney@ndsu.edu

Last Names: R - T

Tricia Tauer



Barry Hall 102B
701-231-5322
tricia.tauer@ndsu.edu

Last Names: U - Z

Janet Sundquist



Barry Hall 102C
701-231-5497
janet.sundquist@ndsu.edu

About the College of Business | Career Coach

All College of Business undergraduate students have access to a career coach, who will serve as the primary contact for career coaching. The career coach is knowledgeable about resumes, cover letters, interview tips & tricks, internship opportunities, etc.

See below for her contact information.



All Undergraduate Students

Kari Klettke

Barry Hall 104B
(701) 231-3121
Kari.Klettke@ndsu.edu

[Schedule with Kari](#)

Undergraduate Advising Mission Statement

The Career and Advising Center's Mission is to empower and support students to achieve individual, academic, and career goals through holistic exploration and connections while at NDSU and beyond.

The Career and Advising Center's Purpose is to inspire students to reach their full potential. We aim to achieve this by:

Explore

Encouraging and supporting exploration of majors and careers through an integrated service approach

Prepare

Providing education and resources to prepare students for academic and career success

Connect

Facilitating connections between students, university, and community stakeholders through events, on-campus interviews, internships, and career opportunities

Support

Supporting and training faculty and staff, university wide, to enhance academic advising, promote experiential learning and career opportunities for all students

College of Business Office Hours

School Year: 8:00am – 5:00pm Monday through Friday
Summer Hours: 7:30am – 4:00pm Monday through Friday

Location

Barry Hall Dean's Suite, 102 and 104

Email Response Time Expectations:

Your academic advisor will do their best to respond to your email in a timely manner. This typically means within **24 – 48 hours**. In very busy times of advising, it may be extended. Please be patient, understanding, and email your advisor well in advance.

Advising Evaluation:

Periodically, you will be asked to provide feedback regarding your experience with academic advising in the College of Business. Your feedback is greatly appreciated and will be used to continually improve the quality of services provided to students.

Common Technologies:



Campus Connection is used for viewing your student account including any holds you have, your final grades, transcript, and advisement report.



Schedule Planner is the platform you will use to enroll in courses each semester. It allows you to view all possible schedules.



Blackboard is an online course management system. Many of your instructors will use this platform to upload course materials.



Email is the official form of communication at NDSU. Check your NDSU email multiple times per day.

Resources:

Career & Advising Center

supports students to achieve academic, and career goals through exploration and connections while at NDSU and beyond

Services Include: major & career exploration, career studio, bachelor of university studies, career ready guide, career outcomes, career fairs and events

Contact Information: **Email:** ndsucac@ndsuh.edu | **Location:** Ceres Hall

Tutoring Services

ACE Tutoring: free academic support program | **Website:** <https://www.ndsu.edu/ace/>

Center for Writers: provides free writing support | **Website:** <https://www.ndsu.edu/cfwriters/>

TRIO Student Support Services: free services help students grow, explore, & achieve their goals (*need to qualify*) | **Website:** <https://www.ndsu.edu/trioss/>

Transportation

"MATBUS" provides transit solutions for NDSU students. The **U-Pass program** offers unlimited rides to NDSU students on any MATBUS route free of charge by showing a valid NDSU Bison ID card when boarding.

Contact Information: **Email:** ndsuh.parking@ndsuh.edu | **Website:** https://www.ndsu.edu/parking/matbus_transit/

One Stop

service center that provides information about your student platforms; such as registration, financial aid, etc.

Email: ndsuh.onestop@ndsuh.edu | Locations: Online & at Memorial Union

Website: <https://www.ndsu.edu/onestop/>

Disability Services

committed to ensuring equal access to its curricular and co-curricular opportunities for students with disabilities

Email: ndsuh.disability.services@ndsuh.edu | **Location:** Lower Level of Main Library

Website: <https://www.ndsu.edu/disabilityservices/>

Information Technology | Help Desk

Main Help Desk is located in the Quentin Burdick Building 150 | Barry Hall Help Desk is located in Barry Hall 270

Contact Information: **Email:** ndsuh.helpdesk@ndsuh.edu | **Website:** <https://www.ndsu.edu/it/help/>

Counseling Center

a confidential setting in which students may explore concerns of a personal or academic nature

Location: Ceres Hall 212 | **Hours (school year):** M-F 8:00a. - 5:00p.

Website: <https://www.ndsu.edu/counseling/>

Academic Advising as a Shared Responsibility:

***** Students should meet with their Academic Advisor at least once each semester to plan their courses for the following semester and to ensure they are meeting program requirements. *****

The role of the Academic Advisor is not to make decisions for the student, but rather to help guide students in making informed choices regarding academic and career plans. Academic Advisors also connect students with campus resources to aid in the student's success and help students interpret university and college policies and requirements.

Keep in mind that students are fully responsible for their academic decisions including: selecting courses, meeting prerequisites, and adhering to [policies](#), procedures, and [deadlines](#).

STUDENT RESPONSIBILITIES	ADVISOR RESPONSIBILITIES
Take personal responsibility for academic decisions.	Understand and communicate curriculum and graduation requirements.
Become knowledgeable about NDSU programs, policies and procedures.	Assist students in finding and understanding university requirements, policies and procedures.
Keep a personal record of academic progress.	Monitor student's academic progress.
Schedule and keep regular appointments with advisor. Meet at least once each semester.	Be available and accessible as possible for student appointments.
Prepare for advising appointments.*	Prepare for advising appointments. Maintain student records as needed.
Openly and honestly discuss concerns at each advising meeting.	Listen carefully to questions and concerns. Maintain confidentiality.
Follow through on suggested actions, resources and referrals.	Match student's needs with available resources and make referrals.
Read your emails and check Blackboard regularly.	Will respond to student questions in a timely manner.