

# Advising Guide

---

## Bachelor of Science Animal Science

This guide is written for faculty and staff members in the Department of Animal Science who advise undergraduate students in the major. This guide is intended to direct you to a number of resources within the department and CFANS (College of Food, Agricultural and Natural Resource Sciences), as well as inform you about different student forms, handbooks, and guides that will assist you as you advise undergraduate students.

(published in 2008)

---

## Student Forms

---

These forms may be needed to document changes or additions to a student's program of study. The next several pages offer descriptions of the most common forms, where these forms can be found, and an explanation of when (or why) the form is needed.

**NOTE:** Students are responsible for both obtaining the correct form and for confirming that forms are signed (if necessary) and received by the appropriate office/person. Currently, the link to most CFANS related forms is:

[http://www.cfans.umn.edu/CFANS\\_Forms](http://www.cfans.umn.edu/CFANS_Forms)

-Forms that are University based can be found at:

<http://onestop.umn.edu/onestop/forms.html>

-Other helpful sites:

[www.cfans.umn.edu](http://www.cfans.umn.edu)

[www.ansci.umn.edu](http://www.ansci.umn.edu)

---

FORM	LOCATION	WHY/HOW TO USE
<b>Change of College</b>	Office of Registrar, 130 Coffey Hall, or Online	<p>If a student wants to become enrolled in the major but is not currently enrolled in CFANS, the student must first apply and be accepted into the college.</p> <p>There are two types of these students: Inter- or Intra- College Transfer Students (ICT) or New Advanced Standing (NAS) students. The latter are students from other institutions outside the U of MN system. The application forms are different.</p> <p>Forms for applying may be obtained online at: <a href="http://onestop.umn.edu/onestop/forms.html">http://onestop.umn.edu/onestop/forms.html</a></p> <p>Students do not have to be in Animal Science to take our courses, however some courses do have prerequisites that must be met first.</p>
<b>Change of Major</b>	Student Services, 190 Coffey Hall, or Online	<p>If a <i>current</i> CFANS student wishes to change majors to enter our program or another CFANS major, they should first contact that department and then fill out the correct form (“Change of CFANS Major/Track”).</p> <p>This form is available at: <a href="http://www.cfans.umn.edu/CFANS_Forms">http://www.cfans.umn.edu/CFANS_Forms</a></p>
<b>Adding a Minor</b>	Specific Department offering the minor, Student Services in  190 Coffey Hall, or Online	<p>CFANS minors currently offered can be found at: <a href="http://www.cfans.umn.edu/Majors_and_Minors.html">http://www.cfans.umn.edu/Majors_and_Minors.html</a></p> <p>It is advisable for students to contact the appropriate person in the area they wish to minor for the most current information. That person’s contact information is found at the above web address or the student may contact the College office for assistance. The Animal Science minor is 20 credits and requires an appointment with the Major Coordinator and/or Academic Advisor as well as signatures from both.</p> <p>Minors outside of CFANS can be searched at the following website: <a href="http://onestop2.umn.edu/programCatalog/">http://onestop2.umn.edu/programCatalog/</a></p>

<p><b>Petitions</b></p>	<p>Student Services, 190 Coffey Hall</p>	<p><b><i>Advisors (faculty or professional advisor for the Department) and Major Coordinators must sign these forms.</i></b></p> <p>A general form is required for requesting an exemption for most University policies. The form may be obtained through One Stop forms or by the following link:</p> <p><a href="http://www.cfans.umn.edu/CFANS_Forms">http://www.cfans.umn.edu/CFANS_Forms</a></p> <p><b>Petitions are not automatically approved. Use only one form per item/course petitioned.</b></p> <p>The college scholastic committee reviews petitions and makes a final decision for most requests. Petitions for Liberal Education Requirements are made by a committee consisting of individuals in different disciplines and areas from all Twin Cities campuses.</p> <p>Generally, we do not allow <i>waiving</i> any program required course. An exception to this has been AnSc 1001, Orientation to Animal Science. We have waived this requirement for a limited number of students that are transfers, and/or come from other majors with career type courses. A good alternative to AnSc 1001 is CFAN 4201.</p> <p>We have allowed substitutions in all areas. Courses required in other areas can not be used for substitutions. For example, AnSc 2211 Biometrics for Livestock can not be used as a substitute for Math 1031 because AnSc 2211 is required elsewhere. The reason or explanation for the substitution request must be valid and have relevance. Ex. "I am graduating in May and the required course is only taught in the fall" or "the course conflicted with another required course".</p> <p>If this is the case, you should help the student seek out alternatives that can be substituted. Generally, the major coordinator and/or professional advisor will make final approval on substitutions. Students may also request substitutions for electives.</p>
-------------------------	--	--

<p><b>Holds</b></p>		<p>There are two main types of holds: Advising and Probation.</p> <p>Advising holds are indicated by the abbreviation “OA”. All new freshmen (also called NHS) will have a total of three holds for the first three semesters they are here. The first two require an appointment with the professional academic advisor. The third is so students meet with their assigned faculty advisor.</p> <p>Probation holds are indicated by the abbreviation “PB”. Any student who fails to meet and/or maintain a term and/or cumulative GPA of 2.0 or higher will go on probation. Students are required to schedule a minimum of two advising appointments with the professional academic advisor before being allowed to register for the next term/semester.</p> <p>Removal or temporary lifting of holds can be done by the academic advisor or by select CFANS Student Services staff.</p>
<p><b>Application for Degree</b></p>	<p>Office of Registrar, 130 Coffey Hall or can be completed Online through One Stop (preferred)</p>	<p><b><i>This form is required for graduation. There are deadlines for applying to graduate. Deadlines are found online and are strongly enforced.</i></b></p> <p>Students wishing to graduate must complete this form <b>early</b> in the semester in which they plan to graduate (often this deadline is within the first two weeks of the semester in which they want to graduate). Students should also meet with their advisor to review the APAS report to note any errors or discrepancies (if found, contact the professional academic advisor, major coordinator or Student Services). Students may also apply the semester prior to the semester they wish to graduate.</p> <p>The application for Degree is sent to Student Services; Student Services either approves the application or denies the application because of program or college requirements that have been neglected. In either case, a letter is sent to the student.</p>

## Helpful Advising Guides and Information

### Advising Solutions

---

This section provides suggestions for advising students in a variety of situations.

Situation	What to do
Meets with faculty advisor for the first time. New freshman will be assigned a faculty advisor upon completion of two semesters. Transfers with more than 30 credits are automatically assigned a faculty advisor.	Get to know student and his/her interests in Animal Science; welcome them to the major. Keep track of and/or document the meeting using your preferred method (see attached example).
Corresponds with you via email or via memo/letter/note	<b>Add a copy of all correspondence with your advisee to that student's file.</b> It is extremely important that you keep copies of correspondence that may affect the student's academic career in the future or that may help with future advising.
Wants to know credit hours/requirements for the major	Refer to the most recent undergraduate catalog (online or in hard print) or Animal Science major requirement guides (available through the professional academic advisor and online on the department website or College website).
Wants more information on the 13-credit requirement for full-time status OR wants/needs a temporary exemption of the 13 credit policy	Available in undergraduate catalog or online on One Stop at the following link:  <a href="http://onestop.umn.edu/onestop/Registration/Additional_Registration_Information/13_Credit_Policy.html">http://onestop.umn.edu/onestop/Registration/Additional_Registration_Information/13_Credit_Policy.html</a>  Also see Appendix A.
Wants to get in a closed course	See B: Tips on Getting into Closed Courses in the Appendix.

---

Situation	What to do
<p>Wants to drop a course after the semester begins AND after the first two weeks of the semester have passed.</p>	<ul style="list-style-type: none"> <li>- Discuss the situation with the student.</li> <li>- If applicable, make sure the student is comfortable with dropping below the 13 credits required for full-time status. Indicate that dropping below 13 credits will affect the student's registration appointment date and time for the next term, and, possibly Financial Aid (if applicable to that student).</li> <li>- Make sure student understands a "W" will appear on their permanent record/transcript indicating early withdrawal from the course.</li> <li>- Check the Uniform Cancel/Add Requirement chart at One Stop to determine what approval is needed to drop the course.</li> </ul> <p><i>Note:</i> Each student has <u>one</u> opportunity in his/her college career to drop a course at any time during the semester, up to the last day of classes, without petition approval. If the student uses this one-time drop, a W (withdraw) will appear on his/her transcript. This drop is commonly referred to the "One Time Drop".</p>
<p>Wants to add a course after the semester begins</p>	<p>Discuss the situation with the student. Check the Uniform Cancel/Add Requirement chart at One Stop to determine what approval is needed to add the course.</p> <ul style="list-style-type: none"> <li>- No forms or signatures required the first 7 days of the start of classes.</li> <li>- After seven weeks, the student will need to: complete a Petition for approval from the college office in 190 Coffey Hall or online. The form requires final approval from the college scholastic committee.</li> </ul>
<p>Wants to substitute a course for a program requirement</p>	<p>Discuss the matter with the student; decide whether or not the substitution is appropriate and consult others as needed. Have the student bring in a course description and/or syllabus of the course they want to use as a substitute if necessary for further clarification. If it is an appropriate request, contact the Major Undergraduate Coordinator and/or Academic Advisor for final approval. Changes will then be made to the student's record once the course is successfully completed with a C- or higher.</p>

Situation	What to do
<p>Has trouble maintaining minimum GPA (2.0)</p>	<p>If your advisee does not maintain a minimum 2.0 GPA (cumulative or term), the college office will notify them and you (as the advisor) that the student has been placed on probation. Add this correspondence to the student's departmental file. It is the student's responsibility to then set up an appointment with the department's professional undergraduate academic advisor and complete an "Academic Success worksheet and Contract" (available online at CFANS forms website). Students are encouraged to also schedule an appointment with their faculty advisor.</p> <p>Students are only allowed to be on probation twice during their college careers (at the University). If a student is eligible a third time, suspension may result.</p> <p>See also Appendix C for the official University policy on suspension.</p> <p>Advise students that all required courses for the major need a C- or better and that all required courses for the major must be taken A-F basis. Brainstorm ways to help the student take courses at the appropriate level (i.e., advise them to take prerequisite courses before advanced courses).</p> <p>Make students aware that receiving all C- grades will result in a GPA of less than 2.0. To obtain a minimum 2.0, then all grades must be a C or higher. GPA's are not rounded to the nearest tenth or hundredth.</p> <p>Students may also take LASK 1001 or 1101 for help or set up individual appointments with the University Counseling and Consulting Services (<a href="http://www.uccs.umn.edu/education/sass.htm">http://www.uccs.umn.edu/education/sass.htm</a>)</p>
<p>Is nearing graduation</p>	<p>Be sure students complete the Application for Degree form (see Forms). This form must be completed early in the semester in which the student wants to graduate (usually by the end of the second week of the semester). For more information, see Application for Degree.</p> <p>Review the student's most current APAS report to assist in checking for errors or discrepancies.</p>

Situation	What to do
Needs information about how to <b>obtain</b> internships	<p data-bbox="586 254 1276 285">Discuss what type of internship the student is seeking.</p> <p data-bbox="586 317 1146 348">Refer the student to these sources if needed:</p> <ol data-bbox="634 390 1330 768" style="list-style-type: none"><li data-bbox="634 390 1289 453">1. Refer the student to Gold Pass on the St. Paul Career Center website: <a href="http://goldpass.umn.edu">http://goldpass.umn.edu</a></li><li data-bbox="634 470 1317 533">2. Work with an advisor or career staff in the Career and Internship Services (198 McNeal Hall)</li><li data-bbox="634 550 1198 581">3. Attend an on-campus internship/job fair.</li><li data-bbox="634 598 1330 661">4. Contact other students in the department who have had internships.</li><li data-bbox="634 699 1317 762">5. Search online and/or monitor email for internship announcements.</li></ol> <p data-bbox="586 804 1341 909">Encourage your advisees to take multiple internships and get a variety of job experiences before graduation. There is great value to multiple internships.</p>

---

Situation	What to do
<p>Wants information about how to <b>complete</b> internships</p>	<p>See Internship Guide, Appendix D. Note that the department's professional academic advisor oversees the internship process. Students will work specifically with their faculty advisor before, during, and after their internship, especially on what is required for completion. An agreement, with all signatures, is required to be on file with the professional advisor prior to beginning the internship and receiving a permission number to register.</p> <p>Most students register for their internship the semester immediately following completion of the work portion. Example: Joe completes his agreement, turns it in and signs up for the credits in Fall 2009. The work is done in Summer 2009. This however does not have to be the case for all students.</p> <p>Please note that internships should be for a minimum of 400 hours to complete the three required credits. A student may complete more than one internship to satisfy the 400 hour requirement.</p> <p>Grants are available for unpaid internships for fall, spring and summer. Contact the St. Paul Career Center for more information:  <a href="http://www.stpaulcareers.umn.edu/internship_experience/credit_funding.html">http://www.stpaulcareers.umn.edu/internship_experience/credit_funding.html</a></p>
<p>Needs information about finding on campus jobs</p>	<p>Most jobs available at the U are posted online:  <a href="http://www.umn.edu/ohr/employment/openings/student.html">www.umn.edu/ohr/employment/openings/student.html</a></p>
<p>Is unsure of major or emphasis or what type of job they could get with this degree</p>	<p>First determine the current emphasis. Discuss with the student what their concerns are; is it the major or emphasis? What do their grades look like? If Pre-Vet, are they still considering Vet School? Help student explore other alternatives if comfortable doing so (refer to websites, etc.)</p> <p>Refer student to St. Paul Career Center, 198 McNeal Hall, if necessary to set up an appointment with a career counselor to determine such things as interests and skills. The number is 612-624-2710.</p>

Situation	What to do
Expresses feelings of sadness, stress, anxiety, depression, abuse, etc.	<p>Students should be referred to the University Counseling and Consulting Services, phone 612-624-3323. There is also an online website:  <a href="http://www.uccs.umn.edu/counseling/individual.htm">http://www.uccs.umn.edu/counseling/individual.htm</a></p> <p>If you suspect that the student is a serious threat to themselves, you or others, call 911 if possible.</p>
Wants to re-use existing lab grade	<p>Currently, the only department that allows this is Chemistry.</p> <p>Students should contact the Chemistry Department in 115 Smith Hall, 612-624-0026, for approval to use their previous lab grade. Students must already be registered for the course/lab and must reuse the first grade within one year/semester. If contacted before lab check-in, the lab fee will be waived.</p> <p>Although a student may reuse any lab score, the Chemistry Department strongly recommends a student have an 80% or higher.</p>
Wants into a closed course	See Appendix B
What is APAS (Academic Progress Audit System)	<p>The University of Minnesota uses APAS (Academic Progress Audit System), an on-line record, to provide students and their advisors with accurate and up-to-date information on progression toward degree requirements. APAS can produce reports for any undergraduate who has registered at the University within the last two school years.</p> <p>Students and advisors can also run “What If” reports to determine requirements necessary in other majors.</p> <p>This report can be and is often used toward degree clearance.</p> <p>Areas in green, with pluses, are considered completed. Areas in red, with minuses, have yet to be fulfilled.</p>

Situation	What to do
Graduation Planner	<p data-bbox="586 262 1347 367">Graduation Planner is an interactive planning tool for University of Minnesota students on all campuses. Students may use Graduation Planner to:</p> <ul data-bbox="634 401 1318 596" style="list-style-type: none"><li data-bbox="634 401 1295 432">• Explore the requirements for majors and minors</li><li data-bbox="634 464 1318 531">• Discover what courses are required, and when the best time to take them</li><li data-bbox="634 562 1268 596">• Make a plan to help students graduate on time</li></ul> <p data-bbox="586 627 1289 695">Advisor's are able to review and comment on the plans created by their advisees.</p> <p data-bbox="586 726 976 758">Tutorials are available. Go to:</p> <p data-bbox="586 789 1341 856"><a href="http://onestop.umn.edu/onestop/Degree_Planning/Graduation_Planner.html">http://onestop.umn.edu/onestop/Degree_Planning/Graduation_Planner.html</a></p>

---

## **College of Food, Agricultural, and Natural Resource Sciences (CFANS) Contact Information**

---

If you have specific questions about college procedures, and you are unable to contact the academic advisor or major coordinator, call the Student Services office located in 190 Coffey Hall. The main phone number is 612-624-6768.

### **Student Services**

General Questions can be directed to:

Bill Ganzlin, Director of Student Services  
190 Coffey Hall  
(612) 624-3047  
bganzlin@umn.edu

Diane Andersson  
190 Coffey Hall  
(612) 624-7254  
danderss@umn.edu

Questions specific to evaluation of academic progress, credit hours, undecided/undeclared advising, and applications for graduation, commencement, and degree clearance) should be directed to:

Linda Norcross  
190 Coffey Hall  
(612) 625-8778  
norcross@umn.edu

### **Admissions**

For information about Freshman Admissions contact:

Stacie Vennewitz, Assistant Director CFANS  
190 Coffey Hall  
(612) 624-4748  
dosda001@umn.edu

For questions on CFANS Transfer Admissions contact:

Suzanne Rethemeier  
190 Coffey Hall  
(612) 626-0395  
reth0014@umn.edu

---

## **Career Services**

Handles resume and cover letter preparation, practice interviewing, on-campus interviews, career counseling, internships, and job applications. For information about Career Services contact:

Sara Nagel, Program Director  
198 McNeal Hall  
(612) 624-2710  
snagel@umn.edu

Sharon Heron, Animal Science Program  
198 McNeal Hall  
(612) 624-2710  
sheron@umn.edu

Website:

<http://www.stpaulcareers.umn.edu/>

## **Registrar**

Handles applications and University-level forms. For information about the Registrar contact:

130 Coffey Hall  
(612) 625-5333  
registrar@umn.edu

## **University Policies**

Information on University policies may be found at the following link:

<http://www1.umn.edu/usenate/usen/policies.html>

---

# Appendices

## **A: 13-Credit Policy**

---

- The 13 credit policy is intended to help students make better progress toward graduation.
- All students are expected to enroll in 13 credits.
- Any students taking less than 13 credits will be charged tuition for 13 credits unless they have college approval to take a reduced load.
- There are two types of approval for students on reduced loads. A petition is required for both cases. Advisor recommends are requested but not required.
  1. Permanent Part-time (or approved for reduced load every term), or
  2. Temporary reduced-load, which has to be approved on a term-by-term basis.
- The registration queue structure provides a distinction between students taking 13 or more credits and those who are not in addition to cumulative credits. Students may find their queue on One Stop. Advisors may see the times for their advisees through the “My Active Advisees” section on UM Reports.
- Advisers can also initiate the request on behalf of the student for programmatic/advising reasons.
- Students/advisers do not need to do petitions at orientation. They will have until the beginning of classes to make a final decision about their loads.
- Students who drop courses and go below 13 credits will need to petition for refunds in the same way a student would who wants to enroll in less than 13 credits.

## **B: Tips on Getting into Closed Courses**

---

### **Physics Courses**

For PHYSICS: students should watch for openings on the registration and schedule of classes web site (<http://onestop.umn.edu/schedule/html/tc.html>) during the first two weeks of the semester. You may try to attend the first lecture, but the department **cannot** guarantee that an instructor will help you find a place in a lab section. The department strictly follows the openings posted on the class schedule web site.

---

If you do find an open lab section, you must officially register for your Physics class by processing a Course Request Form at 200 Fraser Hall or through the self-registration system no later than the end of the second week of classes. Print out your whole new registration and class schedule; be sure to check it for accuracy.

### **Biology Courses**

For BIOLOGY: students should watch for openings on the registration and schedule of classes web site (<http://onestop.umn.edu/schedule/html/tc.html>). Spaces may become available in closed sections when students drop or change lab sections. Students may sign up for waitlists if available. Students whose names get moved up the waitlist will receive an email with a permission number to register. Generally, the student will have approximately 48 hours to use the number. After that time, the department will assume the student does not want to register and the permission number will become invalid.

### **Chemistry Laboratory Courses**

Check the web registration system as some lab seats become available as students drop or change sections.

1. During the first week of classes, meet outside the lab doors at the start of each lab you are available to attend for the semester. (See the class schedule or web for times and lab location for specific courses.)
  2. Chemistry personnel will take attendance on the first day of each lab period. Students who are present outside the lab doors will be added to the lab as space is available. You will begin working in a lab immediately upon admission.
  3. If you are not admitted into one specific lab time, continue to show up for each lab time you are able to throughout the first week of classes, until you are admitted or informed that all labs are full.
  4. Once you have been assigned a lab section, you will be given a permission number override to be able to officially register for the course. This should be done by the end of the first week of the semester. Remember, being admitted into a lab section does not officially register you for the class.
  5. Once you are admitted into a lab section, and "checked in" to a lab drawer, you will not be allowed to change lab sections - therefore, please choose your lab time carefully.
  6. If you have any questions, please feel free to ask the staff in 115 Smith Hall. **\*\*The chemistry department follows the University's "mandatory attendance rule."** Students who do not arrive within the first 15 minutes of when their first lab period will be crossed off the lab list, and will need to officially cancel their registration. Open spaces created by students not attending the first lab period will then be given to those students who still need the course, by the above stated procedure.
-

## **Other University Courses**

Currently, there are no set policies for other departments and courses at the University. Students should contact the department that offers the course or the listed instructor for more information.

## **C: University Policy on Suspension**

---

Students who have been placed on probation (PB) and whose term GPA and cumulative GPA both subsequently fall below 2.0 for two semesters can be suspended from the college. All students with a GPA below a 2.0 are reviewed in the College office once the semester grades are posted.

Academic suspension lasts for one year after which time the student may apply for re-admission (form available from One Stop). Students may take classes elsewhere while on probation. Reapplying does not guarantee re-admission.