

**PROCEDURAL SEQUENCE FOR ACADEMIC SENATE APPROVAL OF PROPOSALS**

1. Submit all proposals to the Office of Academic Affairs.
2. The Senate President will log items and forward them to the appropriate Senate subcommittees.
3. The Senate subcommittee will send the proposal to the Senate.
4. Senate proposals will be considered by the Full Faculty.
5. If approved, the proposal will then be forwarded to the Provost/Senior Vice Chancellor.

Proposals that require action to approve/disapprove/table or remand will be sent back to the Senate according to the monthly meeting schedule.

TITLE: Amendment to policy requiring faculty signatures for registration

SUBCOMMITTEE: Adm. & Students PROPOSAL #: 99-34

PROPOSAL:

See Attached

**Action Signatures:**

DR JANEZ BETHUNE 2-23-24  
Submitter Date

FROM SENATE JL 2/23/00  
College Chair/Dean Date

Theresa Hark  
Committee Chair

Approve  Disapprove 3-10-00 Date

N/A  
Committee Chair

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Date

J. Smith 3/22/00  
Faculty Senate President

Approve  Disapprove \_\_\_\_\_ Date 3/21/00

Roger A. Barber  
Provost/Senior Vice Chancellor for Academic Affairs

Approve  Disapprove \_\_\_\_\_ Date 4/20/00

AMMENDMENT TO POLICY REQUIRING FACULTY SIGNATURES FOR  
REGISTRATION

CURRENT POLICY: "A faculty advisor signature is required for all students while attending MSU-Northern."

It is assumed that if a student has access to his/her PIN, the student has conferred with an academic advisor about scheduling classes. **Access to a PIN is equivalent to an advisor's signature.** Students can get their PIN from an advisor in person, over the phone, or by e-mail. Each college/department has established policies regarding PIN distribution. Students should be encouraged to register via the Web whenever possible.

Additions to policy: (proposed)

**New Student Exception:**

All **new** students who have been fully admitted to MSU-Northern should be referred to the New Student Advising Center. A peer mentor in the center will contact the chair/dean in the student's chosen department. The chair/dean will assign an advisor for the student.

In the unlikely event that no department faculty or the dean/chair are available, the peer mentors or Learning Specialist in Student Services may assist **new** students on a one-time only basis. The student will be given a PIN and assisted with Web registration. Students will be encouraged to meet with their academic advisors as soon as possible after the beginning of the semester.

The chair/dean of the department <sup>and a program faculty representative</sup> will <sup>receive "written registration notice"</sup> be notified that the ~~student was assisted by~~ the New Student Advising Center. An academic advisor can contact the student at a later date and any necessary changes to the schedule can be made through the drop/add process.

The above exceptions apply only to NEW students to MSU-N or to those students who have not been in attendance the previous semester. Continuing students have ample opportunity during the academic year to contact an advisor and get registered for classes and should not be allowed to register in the above manner.