College of Visual & Performing Arts

NIU Orientation: Academic Connections

go.niu.edu/cvpaorientation
Welcome to CVPA and Your School!

Whether you are a major in the School of Art and Design, School of Music, or School of Theatre and Dance, you have many opportunities to create and collaborate and to learn from your fellow musicians, artists, actors, dancers, and future teachers.
CVPA Office

- Dean Paul Kassel
- Acting Associate Dean Janet Hathaway
- Office Administrator Debbie Thompson

Contact Dr. Hathaway and Ms. Thompson for questions about overloads, course withdrawals, etc. See your advisor first: she or he will refer you to us if needed.

We are here to help!
Advising

- Advising occurs in the School of your major (art/design, music, theatre/dance).
- See your advisor at least once a semester!
- Check your own degree progress in MyNIU online.
- Remember that you are responsible for your degree progress and that your advisor and others are here to help!

Your advisor

School of Art and Design
Bethany Geiseman

School of Music
James R. Brown

School of Theatre and Dance
Matt Romriell
Your advisor is here to help!

- Your advisor will help you make sure you know which major classes to take as well as any gen eds, Human Diversity course, and other requirements for your degree completion.

- Your advisor is also someone to go to with questions about how to navigate NIU – for example, where to get tutoring.
Academic nuts and bolts

- Catalog
- Student responsibility statement

“It is the responsibility of students to know and observe all regulations and procedures relating to the program they are pursuing. In no case will a regulation be waived or an exception granted because students plead ignorance of, or contend that they were not informed of, the regulations or procedures. Questions on regulations, and their interpretation should be addressed to the advising office of the college in which the student’s major department is located. For students with no college affiliation, questions on regulations and their interpretations should be addressed to the Academic Advising Center.

“Students are strongly encouraged to schedule an appointment with an academic adviser at least once each semester, preferably before registering for succeeding semester course work.”

- Catalog degree requirements, official policies – the catalog is the authority.
- Keep in mind that you will use the catalog year for the term you entered at NIU. You do have the opportunity to change your catalog, if necessary. Talk to your advisor about this.
- Degree Paths
- FERPA / Shared Access
- MyNIU
  - Academic Requirements Report/Degree Progress Report
Schedule changes

- Schedule changes include add, drop, withdrawal, late add, late withdrawal of classes.

- There is a difference between dropping a class (first two weeks of the semester) and withdrawing from a class (after week 2 – must contact the college office for permission)!

- **Add/drop:**
  The process of making certain changes (adding, dropping, or changing a course) in a student’s schedule of courses at the beginning of a semester.

- **Drop:**
  A procedure which allows a student to delete a course from the schedule through the second week of the semester. This course does not appear on the student’s permanent academic record.

- **Withdrawal:**
  Formal action by which a student officially discontinues participation in a course; a record of enrollment remains on the student’s permanent academic record. After the 8th week of the semester academic jeopardy applies.

*There may be financial implications in adding/dropping/withdrawing – please stay in touch with your advisor and the college office and consult with the Financial Aid and Scholarship Office.*
## Schedule Change Process for 16 week courses (full-semester)

<table>
<thead>
<tr>
<th>Action</th>
<th>Dates Start with First Week of Semester</th>
<th>Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop all courses</td>
<td>Prior to the first day of class</td>
<td>Self-service MyNIU</td>
</tr>
<tr>
<td>Add a course</td>
<td>Week 1</td>
<td>Self-service MyNIU</td>
</tr>
<tr>
<td>Drop a course</td>
<td>Week 1</td>
<td>Self-service MyNIU</td>
</tr>
<tr>
<td>Add a course</td>
<td>Week 2</td>
<td>Contact department/school of course</td>
</tr>
<tr>
<td>Drop a course</td>
<td>Week 2</td>
<td>Contact School Advisor</td>
</tr>
<tr>
<td>Withdraw from a course</td>
<td>Week 3 through end of week 8</td>
<td>Consult with your School Advisor first, then request withdrawal through the college</td>
</tr>
<tr>
<td>Withdraw from the university</td>
<td>Week 1 through end of week 8</td>
<td>Consult with your School Advisor first, then request withdrawal through the college office</td>
</tr>
<tr>
<td>Withdraw from the university</td>
<td>Week 9 through end of week 12 (with academic jeopardy)</td>
<td>Consult with your School Advisor first, then request withdrawal through the college office</td>
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</tbody>
</table>
Resources

- ACCESS tutoring
- PAL tutoring – Peer Assisted Learning (for example, music theory peer tutors)
- GPA calculator
- Writing Center
- DRC – Disability Resource Center
- Counseling and Consultation Services
Get involved!

- Events calendar [online](#)
- Minor in Art or Theatre!
- Join a musical ensemble, take an art class, sign up for Acting for Non-Majors!
- Take a gen ed in art, music, or theatre!
- [USOAR, OSEEL, Fulbright](#)
- [Cultural Centers](#), and more!
Questions?

Best wishes for your first semester!