CASA

- Academic Advising
- Transfer Guidance
- Major & Career Exploration
- Placement, ACT & CLEP Testing
- Student Recognition
- Leadership Development
- Student Retention Initiatives
- Reach Higher Adult Degree Completion
- American Indian Center for Excellence

Center for Academic Success & Advisement

Library-Administration Building 001
918-540-6242 rlloyd@neo.edu

CASA Syllabus
Golden Norseman Responsibilities

What does it mean to be a Golden Norseman?

A Norseman is defined as a strong, courageous person who takes on difficult tasks on land and sea. The NEO Golden Norseman tradition was first established in 1919 with one building and several acres of land. Now, we have transformed into one of the most highly distinguished Junior Colleges in the country that empowers and promotes knowledge, service and leadership. As in every successful aspect of life, it is important to embrace responsibilities. It is imperative that we work together as a team to set academic goals and implement a plan to achieve them. As a Golden Norseman, you are held to a high standard of academic excellence. Here are some of the key responsibilities that outline the focus of your NEO career for both you as a student and for us, as your NEO faculty and staff advisors.

Responsibilities of a Golden Norseman Student

• Access your Gold Key account and check your NEO e-mail account daily.
• Be prepared for planning sessions with your advisor by researching degree requirements, pre and co-requisites, and transfer information.
• Follow through with any advising recommendations promptly.
• Gain insight into the value of education and its practical uses. Resolve to take a proactive approach in making decisions that impact your educational and professional future.
• Seek academic and career development assistance from your faculty advisor.
• Learn about and utilize campus academic support resources.
• Strive for excellence in all you do!

Responsibilities of a Golden Norseman Advisor

• Help students set personal academic goals.
• Explore career opportunities with the student.
• Assist in choosing degree programs.
• Select and schedule courses.
• Access resources to support decision making.
• Demonstrate the value of classroom knowledge as it relates to the student’s future in the work field.
• Remain accessible via phone, email, and during office hours for student questions and concerns.
• Become familiar with the student’s needs and personalize his/her advising experience.
• Assist with transfer requirements and general information.
• Support the student in becoming a Golden Norseman!

Learning Outcomes and Expectations for the Golden Norseman Student

- Complete online career and education planning system: FOCUS.
- Create an academic plan.
- Activate an NEO email account and check your account daily for important notices.
- Maintain satisfactory academic progress (GPA 2.0+).
- Complete all zero level courses within the first 24 credit hours attempted.

Each semester, it is always important to be mindful of...

- The academic goals you’ve set and possible future career options.
- Financial Aid due dates.
- Course drop/add deadlines and start dates for 8 week and intercession courses.
- Campus activities and opportunities to get involved.
- Engaged learning opportunities such as internships, service learning projects, study abroad or special problems classes.
- Testing dates... Final exams will not always be at the same time and location as your actual class period. (You may access information concerning test dates on the Admissions webpage.)
- Move in/out dates for campus residents.
- Campus events offered free to students.
- Campus resources to make sure you are fully prepared for coursework, exams and finals. (Tutoring is located in the LA building 2nd floor and Student Services is located in Ables Hall.)

Prior to the start of your first semester

- Activate your NEO email account and become familiar with D2L and the web portal, Student Web Product.
- Download free word processing software from the educational technology webpage.
- Participate in Welcome Week to meet new friends, become familiar with campus and the Miami community, receive freebies and begin to learn what being a Norseman is all about!
- Contact your faculty advisor in person, by phone, or via email to go over your schedule and degree plan. This should be completed within the first two weeks of the semester if you initially enrolled in the CASA or during Open House.
Familiarize yourself with campus and buildings where your classes will be held, the Student Union, dorm rooms, and the Student Activity Center (SAC).

Obtain a list of all clubs and organizations you find interesting on the NEO website or from the Student Center, located in the Student Union.

Visit with Financial Aid to complete necessary paperwork if applicable.

Discover tutoring centers, Tutor.com and other resources available to all students.

Freshman Year as a Golden Norseman

FIRST SEMESTER

Set up an appointment with your assigned faculty advisor to discuss your academic and career goals. You will be assigned an advisor when you enroll for your first semester in the CASA.

Create a 4-semester plan in your FYE class with your faculty advisor.

Be mindful of add/drop and start dates for eight week classes.

Get involved in activities on campus such as clubs and organizations, dorm life, wellness classes offered free to students, and the American Indian Center for Excellence (AICE).

Discover more of what the Miami community has to offer for you.

Prepare for midterms and check for the grade postings in the Student Web Product.

Schedule an appointment with your faculty advisor to enroll for the next term upon notification of enrollment dates. Enroll as early as possible to get the classes you need.

Continue to remind yourself of the reasons you are furthering your education.

Intersession Classes (Winter or Summer)

If you are enrolling in a winter or summer session class, make sure you have all books, online support, and know the start and end date of the class.

Set academic goals for the next semester.

Enjoy your break!

SECOND SEMESTER

Make sure your academic schedule is working for you and your academic goals.

Start thinking and discussing career interests with your instructors and your academic advisor.
Make sure you are fully prepared for midterm exams and check your midterm grades.

Schedule an appointment with your faculty advisor to enroll for the next term upon notification of enrollment dates.

Prepare for finals.

**Intersession Classes (Winter or Summer)**

If you are enrolling in a winter or summer session class, make sure you have all books, online support, and know the start and end date of the class.

Set academic goals for next semester.

Enjoy your break!

**Sophomore Year as a Golden Norseman**

**THIRD SEMESTER**

Your second year at NEO should start with moving in and visiting with the Registrar/Admissions office to make sure any enrollment holds are cleared.

By this time, you should have already enrolled for the fall semester. If not, see your faculty advisor as soon as possible.

Identify books, websites, study aides, and the classroom location for each class.

Access the Student Web Product to check and print your class schedule prior to classes starting.

Access your campus email for news and important dates.

Check out intersession courses you may need to stay on track for graduation.

Look at prospective options for your next step after NEO: career, technical schools, or universities.

Consider applying for the Freshman Top Ten award when it is announced.

**Prospects for your future...**

Between the third and fourth semester at NEO is an opportune time to start thinking about your next step. As a second year student, you should begin to explore possible options for your future. This is a critical decision making time. During this period it is important to investigate the following...

Examine transfer options and how your credits from NEO will transfer elsewhere.

Visit [http://neo.edu/Academics/Support/AdvisementCenter](http://neo.edu/Academics/Support/AdvisementCenter) and click on the transfer guide for more information and resources.
You may find a pamphlet in our CASA Department that includes step-by-step instructions for your transfer process from NEO to another institution. Your faculty advisor or a CASA advisor can also assist you.

If transferring to a four year university, begin completing and submitting applications for admission and looking at financial assistance options.

If you are planning to enter the professional field upon graduation, you may need to start looking for prospective job opportunities within your field of study.

Create a professional resume and/or a professional portfolio to showcase your educational, leadership and civic accomplishments for future employers or internship opportunities. You may also consider asking your advisor and/or faculty familiar with your work to serve as references for you as you seek employment.

FOURTH SEMESTER

As you conclude your time at NEO, you should have begun to establish solid plans for your future.

If you are uncertain of your plans after NEO, make an appointment with your faculty advisor or stop by the CASA department to discuss possible options.

With your last semester well on its way to completion, you will need to complete graduation paperwork. This includes meeting with your faculty advisor and completing any forms that may need filled out, as well as doing a graduation check sheet to determine credit hours.

If you are lacking a course to fulfill graduation requirements, you may need to enroll for intersession or summer classes. If you transfer prior to completing all coursework, inquire with the Admissions Office about the “reverse transfer” process that will allow NEO to confer your degree after you finish any coursework you were lacking at your transfer institution.

If you applied to a 4 year institution, be sure to check your mail and email for any notice that the prospective institution has received and is reviewing your application.

Be on the look-out for an e-mail from the Registrar with instructions sent to graduating students.

You made it through your final semester at NEO! Congratulations!
Moving Forward with Your Future!

By now, you have hopefully answered the questions to yourself about what your next steps after NEO will be, and if not, no need to worry. You still have time! There are always options available and NEO faculty and staff would like to help you in any way we can. Don’t hesitate to stop by your advisor’s office or our CASA Department to discuss the endless possibilities you have to explore!

Need more help figuring out what you want to do with your life? FOCUS is a self-paced, online career and education planning tool used to help college students narrow down career options.

It will enable you to self-assess your career relevant personal qualities and explore career fields and major areas of study that are most compatible with your assessment results. Students who use FOCUS make better decisions about their goals and plans and learn how to self-manage their careers. Use focus to help you choose or change your major and also to verify your preferences as early choice of a career field. Go to the CASA webpage and click on the Focus 2 tab to get started!

http://neo.edu/StudentLife/AmericanIndianCenter/Resources/Focus2Portal

CASA posts local job and internship openings on our Facebook and Twitter accounts
Important Website Information

- To set up your email and gold key visit our homepage [http://neo.edu/](http://neo.edu/) and click on the link “Gold Key”.
- To help keep track of your progress towards a degree, print off a degree sheet for your specified major. This can be found by visiting [http://neo.edu/Admissions/GraduationCheckSheets](http://neo.edu/Admissions/GraduationCheckSheets)
- For information concerning transfer options please visit [http://neo.edu/Academics/Support/AdvisementCenter/](http://neo.edu/Academics/Support/AdvisementCenter/) and click on transfer information
- To assist in your future career and educational options, please take time to visit the online future planning tool “FOCUS”. You can access this self-paced career and educational planning tool through the following link. [http://neo.edu/StudentLife/AmericanIndianCenter/Resources/Focus2Portal](http://neo.edu/StudentLife/AmericanIndianCenter/Resources/Focus2Portal)

Campus Phone Numbers

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<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>NEO A&amp;M College (Miami)</td>
<td>918-542-8441</td>
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<tr>
<td>NEO A&amp;M College (Grove)</td>
<td>918-787-5475</td>
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<tr>
<td>Admissions</td>
<td>918-540-6399</td>
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<td>Student Support Services</td>
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<td>Business office</td>
<td>918-540-6219</td>
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<td>Health Services</td>
<td>918-540-6298</td>
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<td>Financial Aid</td>
<td>918-540-6235</td>
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<td>Counseling</td>
<td>918-540-6229</td>
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<tr>
<td>Book store</td>
<td>918-540-6388</td>
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<td>American Indian Center</td>
<td>918-540-6317</td>
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<tr>
<td>Tutoring</td>
<td>918-540-6253</td>
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<tr>
<td>Security</td>
<td>918-540-6373</td>
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<tr>
<td>NEO Wellness</td>
<td>918-540-6098</td>
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<tr>
<td>Disability Services</td>
<td>918-540-6236</td>
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</table>

(CASA) CENTER FOR ACADEMIC SUCCESS AND ADVISING

Front Desk, Tina Hancock (918) 540-6242

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Rachel Lloyd</td>
<td>918-540-6971</td>
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<tr>
<td>Ryan Orcutt</td>
<td>918-540-6314</td>
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<tr>
<td>Adrian Arnold</td>
<td>918-540-6192</td>
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<tr>
<td>Alisen Anderson</td>
<td>918-540-6289</td>
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<tr>
<td>Chris Jirgens</td>
<td>918-540-6964</td>
</tr>
<tr>
<td>(Primary Advisor for Football Players)</td>
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