

To the Members of the Assessment Council

This report is submitted to demonstrate the activities of the Mastodon Advising Center in relation to its involvement in monitoring and recording the academic performance of the students in MAC. The department is in the process of developing ways to measure student learning in connection with the academic advising experience that students receive in MAC.

Submitted by

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MAC

Indiana University Purdue University Fort Wayne  
Program Reporting For Departmental Activities  
Annual Report for the MASTODON ADVISING CENTER

The mission of the Mastodon Advising Center is to foster the personal development and informed decision making of the students that they serve by encouraging them to explore, evaluate and identify their academic and career goals. This activities report will demonstrate how the department is working to achieve this goal. For the academic period fall 2009 to spring 2010, MAC academically monitored and advised 1,684 students during the fall semester and 1,344 for the spring semester

## 1. ADVISING CONTACTS

- a. **Academic Advising-** Advisors in the MAC office not only register students for their classes, but they also help students make informed decisions about their academic and career goals. While working with their academic advisors, students are able to discuss academic issues, told about policies, programs and services, and gather information about the requirements for graduation. Currently MAC students are not required to meet with their academic advisor, but they are encouraged to connect with their advisor either by appointment, phone or email. For the fall 2009 semester 939 (55.8%) students met their advisor during an advising appointment, for a total of 790.40 attended hours. For the spring 2010 semester 607 (45%) students met their advisor during an advising appointment, for a total of 504.07 hours. The majority of appointments come from the Exploratory students in the fall semester. Of the 852 students who were classified as Exploratory 522 (61.3%) met with a MAC advisor at least one time. For the spring semester the MAC department had 512 students still classified as Exploratory. Of that total 215(42%) came in for at least one appointment during the spring semester. The ESL (English as a Second Language) students met with their advisor at a higher percentage. During the fall 2009 semester of the 41 students classified as ESL 33 ( 80%) met with their advisor at least once during the semester For the spring semester, MAC had 31 students classified as ELS and of the number 17 (54%) met with their advisor at least once. During the fall semester, MAC had 667 students who were still deciding about their major. Of that number 283 (43.4%) met with their advisor at least once. During the spring semester, MAC had 652 students classified as deciding. Of that number 255 (39.1%) came in at least once to meet with their academic advisor. See Appendix 1 and 2.
- b. **Advising Surveys-**As a way to improve the advising experience, students are given an advising questionnaire. Students who come in for a regular scheduled appointment are asked to respond to a series of questions about their advising experience. During the fall semester 485 students completed the survey. The majority of the students listed themselves as freshmen 385 (79%), 64 % (311) indicated that they attended full-time and 89% (434) stated that they had seen that advisor between 1 to 2 times during the semester. When asked if their advisor helped

them understand IPFW policies and procedures 83% stated that they strongly agree or agreed with this statement. When asked if their advisor helped them understand the General Education and degree requirements for their major 94% agreed or strongly agreed with that statement. MAC students continue to view their advisors as helpful and would recommend their advisor to a friend (99%). But the department wants to encourage more of its students to come in to engage with the services and staff of IPFW.

- c. **Exit Surveys-** Exit surveys are sent out to students when they declare their major and leave the Mastodon Advising Department. During the fall 2009 academic year, a decision was made to send emails instead of letters to notify student that they were eligible to declare their major. Within the email was a Qualtrics link that connected the student to the exit survey. The survey asked the students about their advising experience and what they learned while in the department. The response rate for the web link was only 3 students. The department will have to determine if and how to gather this information for the future.
- a. **MAP-Works-** In 2009, IPFW purchased an online retention program that is designed to identify students at risk for not connecting with the university and for walking away. The MAP-Work program allows at risk students to be connected with campus resources for timely intervention. The MAC advisors were the direct contact for 1009 beginning students. The advisors were able to use the system to see general information, view the student's dashboard profiles, and to see alerts made by faculty and staff. Emails were sent out by the department to encourage students to participate in the Fall Transitional Survey. Of the 835 students who took the Fall Transitional survey, 43.6% (439) were MAC students. The system gave advisors an opportunity to contact students who were identified as being at risk for leaving the university. Students who were flagged as "at risk" are either encouraged to meet with their advisors or an alert is sent out to an appropriate departmental contact. Alerts were generally sent out to the Financial Aid office, CASA and to Student Housing. The advisors in MAC viewed over 900 reports and logged in 2000 notes and/or alerts. Of the MAC students, only 11.5% (115) were considered at low risk, whereas 58.9% (591) were considered moderate, to high risk. There was insufficient information on thirty percent of the MAC students making them an unknown risk.
- b. **Student Contact-** The MAC department regularly sends out mass emails to connect with students as well as to inform them of upcoming events and campus deadlines. This information is provided to encourage students to take an active part in educational and career related activities that might enhance their academic experience at IPFW. The response rates of the emails vary depending on the event. For the fall 2009 the MAC department responded to over 5000 emails from students and sent out over 31000 mass emails. For the spring 2010 semester the advisors responded to over 4600 emails and sent out over 41000 mass emails. The department continues to explore ways to monitor and record student involvement in campus and departmental activities. See Appendix 3.

- c. **ESL Advising-** MAC continues to serve as the department that advises ESL (English-as a Second–Language) students admitted to the university. The ESL classification is determined by the student’s score on their Michigan, TOEFL or other equivalent language test. Students are classified as ESL until they have taken and passed the ESL English and reading classes offered by IPFW. Advisors help register students for their classes and provide them with a contact as they make the transition to IPFW. For the fall 2009 semester, there were a total of 41 ESL students enrolled in MAC. For the spring 2010 semester, 31 students were assigned to MAC. Of the 31 students, 6 students were placed on probation, one student was dismissed, and five students were released from the ESL classification. Of the total student housed in MAC, ESL students make up 4.6% of the population. See chart below.

## 2. MONITORING STUDENTS ACHEIVEMENT

- a. **Readmission-** The department continues to work to improve the Readmission program in MAC. Students academically dismissed from the university must sit out one full semester before applying for readmission. Students wanting to return through the MAC department must attend an academic workshop. Workshops are held eight times a year: four during the spring semester and four for the fall semester. During the workshops students are told about the requirements for readmission, asked to complete a motivation assessment and given the readmission application. Students interested in applying must meet with an advisor, and sign an IPFW/MAC Readmission Agreement (see Appendix 3, 4 and 5). Students who fail to meet the requirements are dismissed again. For both the spring and fall semesters, the average number of students being dismissed a second time was below the average from previous semesters. For the fall 2009, thirty-three students were checked at the end of the semester. Fifteen students were taken off probation (45%), nine (27%) were able to continue on probation, and four students were dismissed again (12%). Following the spring semester, the grades for 31 students were reviewed. Of the 31 students, 7 (23%) students were dismissed again; 6 (19%) students continued on probation; and 14 (45%) students were taken off probation. See chart below for readmission data. Examples of readmission handouts are in appendix 4, 5 and 6.

### Readmission Data for 2009- 2010

Readmitted Students	Spring 2009		Fall 2009		Spring 2010		Fall 2010	
	45 Students Assessed		33 Students Assessed		31 Students Assessed		42 Students Assessed	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Dismissed again	10	22%	4	12%	7	23%	6	14%
Continued Probation	10	22%	9	27%	6	19%	8	19%
Off Probation	19	42%	15	45%	14	45%	18	43%
Withdrew	6	13%	5	15%	4	13%	10	24%

- b. **Exploring Students** MAC continues to monitor the academic performance of its exploring students. Exploring students are admitted to IPFW based on the High School class (rank-top 80%) SAT/ACT score (1120 on the SAT 1 or 16 on the ACT) and completion of 4 years of English, 1 year of Algebra, 1 year of Geometry and 1 year of lab Science. Students admitted into the Exploratory classification do not qualify for regular admission, but would benefit from extra attention offered by the advisors in the Mastodon Advising Center. At the end of each semester, a Cognos report is run to determine if students are eligible to be released into the Exploring category. Exploring students must complete at least 12 credits and earn at least a 2.0 GPA to be eligible to declare most majors. For the fall semester, 810 students were assessed. Two hundred and seventy one (33.4%) were released from the Exploring major. There were 270 (33.3%) students placed on probation, 16 continued on probation and 36(4%) students were dismissed. For the spring semester, 484 students were assessed. Of that number 145 (30%) students were released for the Exploratory classification. See chart below for students data. Example of release letter is in Appendix 8

### Exploring Student Data Spring 2008-Fall 2010

Exploring Students	Spring 08		Spring 09		Spring 10	
	Number	Percent	Number	Percent	Number	Percent
	343 students assessed		404 students assessed		484 students assessed	
Released	94	27.4%	91	22.5%	145	30.0%
	729 students assessed		810 students assessed		833 students assessed	
	Fall 08		Fall 09		Fall 10	
	Number	Percent	Number	Percent	Number	Percent
Released	264	36.2%	271	33.4%	277	33.0%

- c. **Deciding Students** -Students classified as Deciding are regular admits to the university, but they have not decided on a major. Once a student has made a decision about their major, they are instructed to take a copy of their transcript to the new department. Most majors only require a minimum GPA of 2.0 to declare, but some programs require a higher GPA and completion of prerequisite courses to be fully admitted into the major. Students are informed of the admission requirements for their intended major and are encouraged to declare once they have met the minimum requirements for that major. For the spring semester, 101 students declared their major. For the fall semester, 68 students declared their major. Students entering the MAC department are either student who wants to switch to Deciding from other majors; students released for Exploring but are still deciding on their major; or students who failed to meet the requirement for their department and are forced to declare MAC as their department. The following chart shows the number of students declaring their major (leaving the MAC department) and students declaring MAC as their advising department.

Students Entering and Exiting MAC

Students	Spring 2010	Summer 2010	Fall 2010
Outgoing Students	101	95	68
Incoming Students	41	36	48

Incoming students # do not include MAC student who switch to another MAC major

- d. **Pre-Education Students** – Pre-education students are student who are admitted to IPFW, but based on their transfer GPA are unable to be admitted into the Education department. The MAC department monitors the academic record of these students to determine if they are eligible to declare their major. At the end of the fall 2009 semester a total of 16 Pre-Education majors were reviewed, of the 16 students reviewed 7(44%) students had earned a GPA high enough to declare their major. For the spring 2010 semester eleven students were eligible to declare their major. Pre-education students are notified by email and encouraged to declare their major before the next registration period. Students who fail to declare their majors have departmental holds placed on their accounts. The hold is designed to encourage students to declare their major. See appendix 7
- e. **Pre-Business students**-are students who are exploring or deciding students who are interested in business as their major but must complete the minimum requirements before they can declare their major. At the end of each semester the MAC

department reviews the academic records of the pre-business students. The admission requirements for the Doermer School of Business, requires that students must complete the pre-business courses with a 2.5 GPA, students cannot repeat more than two of the pre-business courses and earned less than a C- in their pre-business courses. Students who fail to meet the requirements for admission into the school are sent an ineligibility letter. Some students do not meet the requirements for the bachelors in business may qualify for the Associates degree in Business. Of all the business students reviewed a total of 42 students met the requirements to declare their major. Students were sent an email informing them that their records have been reviewed and that their files would be sent to the Business department. Twelve (29%) students were sent ineligible letters. The majority of students who become ineligible for business do so because they fail their psychology class multiple times or failed to meet the minimum grade for their pre-business courses. Business release letter is found in Appendix 9.

- f. **SAGE/XASP** -The office continues to collaborate with the Office of Diversity and Multicultural Affairs and various instructors to monitor the academic and classroom performance of students registered for the ASAP/XASP program. The SAGE system is the mechanism that allows faculty to make referrals to the students and their advisor. Once the advisor received the alert they are able to follow up with an email and hopefully bring the student in to work on academic issues that might be interfering with their academic success. The department continues to tweak the program to provide a better way to monitor and record student success. MAC students are invited to join the XASP program at SOAR or after they have been readmitted to IPFW. Most students welcome the idea of having a way to check on their academic progress and are often disappointed when they do not receive the SAGE e-mail reports from the instructors. MAC will continue to encourage faculty participation in SAGE. The following chart shows the number of student referrals that were made during the spring and fall 2009 semesters.

<b>SAGE Referral Spring /Fall 2009</b>		
Progress Report		
<b>Reason:</b>	<b>Referrals</b>	<b>Students</b>
A grade	241	217
B grade	393	346
C grade	328	297
D grade	256	242
F grade	318	270
No grade reported	198	162
<b>Student Strengths:</b>	<b>Referrals</b>	<b>Students</b>
Attendance	773	623
Participation	530	463
Preparation	347	297
Test Scores	230	209
Study Skills	87	82
Time Management	74	70

Assignments on time	344	306
Attendance	773	623
<b>Area for Improvement:</b>		
Attendance	463	366
Participation	425	366
Preparation	424	370
Test Scores	631	516
Study Skills	314	285
Time Management	150	132
Late/Missing/Incomplete Assignments	416	350
Missing Exams	114	99
<b>Recommendations:</b>		
Meet with your Professor	254	235
Meet with a MAC Advisor or ASAP Coach	306	264
Go to THE SPOT for Tutoring (KT G21)	206	191
Go to The Writing Center (KT G19)	114	109
Attend a STEPS computer workshop	1	1
Attend a Supplemental Instruction	79	78

## 1. Plans for Departmental Improvements

- a. **Improved Data collection**-the Mastodon Advising Center continues to work on ways to improve and record student data for weekly and yearly office reports. This information can be used to help assess our programs and services. As we work to improve are knowledge and use of Advisortrac and MAPworks we will be able to produce more effective assessment reports. Examples of Data collection can be found in Appendix 1, 2 and 3
- b. **MAPWorks**- The department plans to continue to work with FYE to strengthen the involvement of MAC advisor in the MAPWorks program. MAC Advisor were able to check the status of students and view student's profiles, but more collaboration will be needed in the future to help students and advisor reap the benefits from the program
- c. **On Site MAC advisor at IVY Tech-Crossroads**-During the spring 2010 semester an advisors was hired to be the onsite advisor for Crossroads. Collecting and organizing student's date has been a challenge for the program. But entering student date into Advisortrac will allow the advisor a more efficient way to monitor and record data. Fall 2010 data will be provided in the next assessment report.
- d. **Better Assessment Measures**- The department will investigate way to measure student learning in connection with the academic advising experience that students receive in MAC.



## Appendix 1

### Mastodon Advising Center –Fall 2009

#### Appointment Data based on data from AdvisorTrac

Student Type	Total MAC students as of 8/28/09	Students Count Appts.	% MAC Students Count vs. Appts	Total Attended Appts.
Exploring	852	522	61.3%	636
Deciding	667	283	42.45	319
ESL	41	33	80.5%	38
Pre-Majors	75	32	42%	37
Non-Degree	49	6	12.2%	6
Other Dept.	NA	51	NA	54
NSE	NA	12	NA	12
Total	1684	939	55.7%	1104

### Mastodon Advising Center-Spring 2010

#### Appointment Data based data from AdvisorTrac

Student Type	Total MAC students as of 0/15/10	Students Count Appts.	% MAC Students Count vs. Appts	Total Attended Appts.
Exploring	512	215	42%	265
Deciding	652	255	39.1%	299
ESL	31	17	54.8%	19
Pre-Majors	101	34	33.7%	45
Non-Degree	49	3	6.1%	3
Other Dept.	NA	51	NA	55
NSE	NA	32	NA	40
Total	1345	607	45.1%	726

Appendix 2

Mastodon Advising Center –Fall 2009  
 Appointment Data based on data from AdvisorTrac  
 (Drop-in, e-mail, phone, addl. Info)

Student Type	Total MAC students as of 8/28/09	Students Count Appts.	% MAC Students Count vs. Appts	Total Attended Appts.
Exploring	852	317	43.5%	629
Deciding	667	200	30.0%	275
ESL	41	46	112.2%	159
Pre-Majors	75	22	29.3%	40
Non-Degree	49	13	26.5%	21
Other Dept.	NA	30	NA	37
NSE	NA	6	NA	8
Total	1684	688	40.9%	1169

Mastodon Advising Center-Spring 2010  
 Other Types of Contact Data based data from AdvisorTrac  
 (Drop-in, e-mail, phone, addl. Info)

Student Type	Total MAC students as of 0/15/10	Students Count Appts.	% MAC Students Count vs. Appts	Total Attended Appts.
Exploring	512	409	79.9%	686
Deciding	652	342	52.5%	498
ESL	31	34	109.7%	103
Pre-Majors	101	67	66.3	96
Non-Degree	49	33	67.3	48
Other Dept.	NA	70	NA	84
NSE	NA	67	NA	136
Total	1345	1022	76.0%	1651

Appendix 3

Mastodon Advising Center –Academic Year 2009

Email data not in AdvisorTrac

<b>Month</b>	<b>E-mail Contacts</b>	<b>Mass E-mails</b>
<b>Jan-09</b>	263	2472
<b>Feb-09</b>	226	535
<b>Mar-09</b>	406	6110
<b>Apr-09</b>	387	5230
<b>May-09</b>	249	2394
<b>Jun-09</b>	240	1217
<b>Jul-09</b>	306	1717
<b>Aug-09</b>	373	831
<b>Sep-09</b>	1079	3540
<b>Oct-09</b>	620	3851
<b>Nov-09</b>	650	550
<b>Dec-09</b>	336	2988
<b>Total</b>	5135	31435

Mastodon Advising Center –Academic Year 2010

Email data not in AdvisorTrac

<b>Month</b>	<b>E-mail Contacts</b>	<b>Mass E-mails</b>
<b>Jan-10</b>	373	6045
<b>Feb-10</b>	386	6265
<b>Mar-10</b>	441	3818
<b>Apr-10</b>	556	5857
<b>May-10</b>	387	0
<b>Jun-10</b>	321	1445
<b>Jul-10</b>	264	1053
<b>Aug-10</b>	349	8231
<b>Sep-10</b>	375	3887
<b>Oct-10</b>	474	3683
<b>Nov-10</b>	480	251
<b>Dec-10</b>	212	901
<b>Total</b>	4618	41436

Statistics were taken from AdvisorTrac on 7/1/2010 for the period 1/4/2010-5/7/2010.

## MAC Contact Information: Spring, 2010

	Contacts	Students	Hours
Total from AT	2377 contacts	1359 students	1572 hours
In Office from AT	1405 contacts	Not Available*	894 hours
Other hours from AT	972 contacts	Not Available*	678 hours
Addl. Contacts not in AT	1776 email/phone	Not Available	Not Available
Addl. Contacts not in AT	21772 mass emails	Not Available	Not Available

### MAC In-Office Contacts

	Appointments	Drop-In	Total
Availability Hours	2168 hours 83% of total avail. hrs	433 hours 17% of total avail. hrs	2601 hours available
Hours used by Students	504 hours 56% of total hrs. used	390 hours 44% of total hrs. used	894 hours used

1. *This number is larger than actual because we realized AT records availability even if other time is entered over it later. Changes in the way availability is entered on the schedule are being initiated immediately to ensure accuracy in the future.*

### MAC Scheduled Appointments

Available	Scheduled	Attended	Missed
2168 hr. time slots	921 (421 (42% of available))	726 (79% of scheduled)	195 ( 21 % of scheduled)

### Contact /Reasons

Reasons	Numbers	Percent
Academic Advising	422	17.8%
Change of Major	59	2.5%
Course Selection/Registration	248	10.4%
Drop-in/Walk-in	516	21.7%
Email/Phone	403	17%
ESL	52	2.2%
Grade Checks	509	31.4%
NSE	159	6.7%
Re-admit Advising	6	.3%
SAGE Referral follow-up	3	.1%
<b>Total Contact from AT</b>	<b>2377</b>	
Addl. Emails/ Phone/Other contacts not in AT	<b>1776</b>	
Addl. Mass Email contacts not in AT	<b>21772</b>	
<b>Total</b>	<b>25926</b>	

# MAC Petition for Readmission

1. Dismissal Information
- a. When were you dismissed? Semester: \_\_\_\_\_ Year: \_\_\_\_\_
  - b. From what campus of Indiana or Purdue were you dismissed? \_\_\_\_\_
  - c. Were you dismissed from any college or university before that? \_\_\_\_\_
  - d. Toward what degree were you working at the time of dismissal? \_\_\_\_\_
  - e. By what school or department is this degree offered? \_\_\_\_\_

2. What is your educational objective? \_\_\_\_\_  
Has this changed since your last enrollment?  Yes  No

3. Toward what degree will you work? \_\_\_\_\_  
If Undecided, check here:   
By what IPFW school or division is the degree offered? \_\_\_\_\_

4. Have you taken COLLEGE courses since your dismissal?  Yes  No  
If YES, you must submit two official transcripts with this application.

5. List your work experience, if any, since your dismissal.

Employer	Type of Work	Dates
_____	_____	_____
_____	_____	_____

I have not been employed since my dismissal,

6. Did you have a serious illness or equivalent distress which was a major factor in your dismissal?  
 Yes  No

If YES, include a separate note from your attending physician which speaks to your ability to Resume studies.

7. Have you been in military service since your dismissal?  Yes  No  
If YES, give dates: From \_\_\_\_\_ to \_\_\_\_\_  
RANK at discharge: \_\_\_\_\_

## Motivation Assessment

You are planning to be readmitted to IPFW next semester. Please mark the items on this list that you can accomplish during your readmitted semester.

- Make college a priority.
- Keep a time management log that outlines class time, work times, study time, and personal time.
- Maintain daily class attendance.  
I will notify my instructor if I miss a class, and my advisor if I am to be absent for an extended period of time.
- Consult regularly with my instructors about my progress.
- Seek tutoring from the Center for Academic Support and Advancement, (CASA - KT G23), writing assistance at the Writing Center (KT G21) or other services provided by the university.
- Clarify my career goals by meeting with my advisor, by meeting with a career counselor, or by attending a career planning workshop.
- Consult with my advisor as to any questions regarding my academic record.
- Seek personal counseling for any distracting personal or family problems
- Seek assistance with financial problems from all available resources
- See my academic advisor often to discuss my academic progress and for priority registration.

**If you can't mark at least half (5) of the above statements, you may want to consider if this is the right time/place for you.**

## IPFW/ MAC Readmission Agreement

- \_\_\_\_\_ Non-refundable readmission fee of \$100 has been paid, receipt provided
- \_\_\_\_\_ Application and all necessary paperwork has been completed
- \_\_\_\_\_ Two copies of all transcripts provided, including IPFW transcripts
- \_\_\_\_\_ Signed letters from current instructors, on school letterhead, indicating current grade

You have been readmitted for \_\_\_\_\_ Semester, 20\_\_\_\_ by this agreement with the Mastodon Advising Center.

Courses for your first semester (repeat and new):

_____	_____
_____	_____
_____	_____
_____	_____

The following have been explained and are understood by the student:

1. You will be readmitted on academic probation.
2. The relationship between credit hours and work hours
3. You should strive to earn grades of B or higher, but a C average (2.0) is the required minimum semester GPA to continue at IPFW until your cumulative GPA is above probation and dismissal levels.
4. The importance of campus resources (such as MAC, Financial Aid, CASA, and the Writing Center) to student success
5. If the minimum GPA requirement is not met and you are dismissed again, any future readmission may be denied.
6. If applicable, you need have an updated transcript from your current institution sent to your MAC advisor once final grades are assigned. This is required to complete the readmission process.

I understand the readmission requirements and all related issues included on this form.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name (please print) \_\_\_\_\_

Advisor Signature \_\_\_\_\_

Date

FIELD () FIELD()  
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Dear FIELD ():

We have reviewed your grades for the last semester, and are proud of your achievement. Congratulations on earning a grade point average of 2.5 (B/C average) or above. Your hard work paid off!

Due to your success, you are now eligible to declare your major in the Education Department. Please contact them at 260-481-4146 to schedule an appointment with an academic advisor, or you can visit them on campus in Neff Hall, room 250. Your academic records will remain in the Mastodon Advising Center (MAC) until you meet with the School of Education.

If you have chosen a different major than the one listed above, please contact the department that offers your chosen major. Please refer to the website <http://www.ipfw.edu/academics/units/> for information on how to contact your advising office. If you are unsure of what major to declare, you can schedule an appointment with a MAC advisor by utilizing AdvisorTrac at [www.ipfw.edu/mac](http://www.ipfw.edu/mac).

If you have any questions, please call the Mastodon Advising Center (MAC) at 260-481-6595 or stop by our office in Kettler Hall, room 109. We wish you continued success!

Sincerely,

Rhonda Meriwether  
Associate Director



Exploratory Release letter

Date

FIELD () FIELD()  
FIELD()  
FIELD (), FIELD() FIELD()

Dear FIELD ():

We have reviewed your grades for the last semester, and are proud of your achievement. Congratulations on earning a grade point average of 2.0 (C average) or above. Your hard work paid off!

You have been released from \_\_\_\_\_. Your major has been changed to , and your academic records have been forwarded to the Department. Please contact your new department and make an appointment to meet with your new advisor as soon as possible. If you have chosen a different major than the one listed above, please contact the department that offers your chosen major.

The Mastodon Advising Center (MAC) is continually striving to improve our services to students. Would you please take a moment to fill out and return the enclosed survey? Thank you and we wish you continued success in your academic career.

If you have any questions, please feel free to call the Mastodon Advising Center (MAC) at (260) 481-6595 or stop by our office in Kettler Hall, Room 109.

Sincerely,

Rhonda Meriwether  
Associate Director

Appendix 9

March 22, 2011

«AddressBlock»

«GreetingLine»

Pre-business students who are advised in the Mastodon Advising Center become eligible to move to the Doermer School of Business when they have achieved a cumulative GPA of at least 2.0, and have satisfactorily completed the following courses:

**Eng W131 - Elementary Composition I**  
**Math 153 - Algebra and Trigonometry I**  
**Com 114 - Fundamentals of Speech Communication**  
**Psy 120 - Elementary Psychology or**  
**Soc S161 - Principles of Sociology**

According to a recent review of your records you have met these preliminary requirements. Your records have been forwarded to the School of Business and you will now be advised by the academic advisor in Business. You will be contacted by the School of Business in the near future with further information.

Enclosed, please find an exit survey used to assess our services. Please take a moment to fill out the survey and return it by mail. It has been a pleasure working with you, and I wish you much success in your future academic and career endeavors. If you have any questions please feel free to contact me at: [brewerr@ipfw.edu](mailto:brewerr@ipfw.edu).

Sincerely,



Bob Brewer  
Mastodon Advising Center