



### A NEWSLETTER FOR ACADEMIC ADVISORS

## New Committee on Campus: Effective Advising Advocacy Committee

A new committee has been started at Minot State to enhance advising services provided to students. Some of the initial goals of the committee are to assist in the coordination of a consistent advising plan for the campus, develop an advising mission statement, assist with organizing and planning professional development opportunities for advisors, provide feedback on the advising website, and assist with the implementation of an advising handbook. The committee consists of faculty and staff across campus.

Committee members include:

- Heather Martin, Advising Coordinator
- Lynda Bertsch, Director Career Services
- Debra Chandler, Student Services Advisor
- Eileen Solberg, College of Business Advising & Student Relations
- Jennifer Sick, Registrar
- Trisha Nelson, Online Advisor
- Virginie Vournas, International Student Coordinator
- Beth Odahlen, Director Center for Engaged Teaching & Learning
- Melanie DeBoer, Assistant Athletic Director for Compliance and Student Life
- Kathy Hintz, Faculty, College of Education & Health Sciences
- Kristi Berg, Faculty, College of Business
- Amina Escalera, Faculty, College of Arts & Sciences
- Lynne Rumney, Director Honors Program

If you have any information you would like to share with the advising committee or if you have any questions, please contact Heather Martin or a committee representative from your area.

## Become a Fan on Facebook of “Advising at Minot State University”

Search “Advising at Minot State University” on Facebook to become a fan! Fans will be notified of upcoming campus events, important academic dates and deadlines, study tips, and other important information to help academic advisors and students at MSU.

## Transfer Student Registration on the Road

Minot State University is happy to offer on-site registration for transfer students currently attending local two-year colleges. We will be visiting Dakota College at Bottineau on March 25, Williston State College on March 26, Bismarck State College on March 29 and Lake Region State College on March 30. These events will give our

### March 2010

#### Advising Tip of the Month

With summer/fall registration just around the corner it is important not only for the student to prepare for the appointment, but advisors should be prepared, as well.

Following are some sample questions you may want to think about asking your advisees when they come in for appointments.

- What grades are you getting in each of your classes?
- Are you struggling in any of your classes?
- Are you aware of the services available to you here on campus?
- What are your summer plans?
- Are you planning to take summer classes?
- Have you applied for Financial Aid? (March 15 is priority deadline)
- How are you balancing school with your other commitments?
- Which classes have been the most interesting to you this semester?

#### CONTACT INFORMATION

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incoming transfer students the opportunity for early registration for summer and fall. Eligible students will need to meet with an advisor prior to registering. Our goal is to have a small team of MSU faculty and staff hit the road. The team would include Kristin Wood (Admissions Counselor — Transfer Student Specialist), a representative from the Registrar's Office and necessary advisors. Students are required to make an appointment to attend. If you know of any students who would benefit from this, please have them call Kristin Wood, 858-3413, to schedule an appointment and to answer any questions.

## Summer/Fall Registration Information

The summer/fall schedule of classes is now available on CampusConnection! Registration for the summer and fall terms will take place on Tuesday, March 23 and Wednesday, March 24. Advisors should encourage students to schedule appointments now, so students have time to prepare and are ready to register. It is important to remind students to check their earliest registration date and time in CampusConnection prior to the first day of registration.

## Spring Workshops Open to all MSU Students

A variety of workshops are available this spring for students to attend. Please promote these workshops to students you are working with. Upcoming workshops include:

### WHAT?!? I CHEATED?

- March 2, 2010 – 1-1:50 p.m.
- Main 106
- Rick Watson will present an engaging workshop on how not to plagiarize! Are you properly citing sources when writing college papers? Did you know that if a teacher determines that you plagiarized you can receive an F in the class even if you did not do it on purpose? This presentation will help you give credit where credit is due.

### HEALTHY SNACKS

- March 3, 2010 – 1-1:50 p.m.
- Lower Level Lura Manor
- Do you ever feel sluggish in your afternoon classes or find it hard to pay attention during your morning sessions? Wouldn't it be great if you could find a healthy snack that would help you stay focused and fight off that growling stomach? Caren Barnett, RN, will share with you some tips for making healthy snacks to get you through the day without crashing.

For more information, please visit [www.minotstateu.edu/mentoring/LifeSkillsWorkshops.html](http://www.minotstateu.edu/mentoring/LifeSkillsWorkshops.html). If you have any questions, feel free to contact Debra Chandler, 858-3144 or [debra.chandler@minotstateu.edu](mailto:debra.chandler@minotstateu.edu).

## Career Services Spring Events

Career Services will be hosting several events throughout the remainder of the semester. These events are available for all students to attend, regardless of their year in school. Please encourage your students to attend the following events.

### DRESS FOR SUCCESS

- March 23, 2010—12:30-1:20 p.m.
- Beaver Dam, 2nd floor Student Center
- Come watch your fellow students conduct a fashion show featuring correct and incorrect attire for interviews and professional jobs.

### RESUME CLINIC

- March 23, 2010 – 6:30 p.m.
- 3rd floor Conference Center, Student Center
- Be prepared for the Job Fair by giving your resume a “check up.” Have your resume reviewed by employers and Career Services staff. PRE-REGISTER at Career Services by March 17.

### SPEED INTERVIEWING

- March 24, 2010—3-5 p.m.
- 3rd floor Conference Center, Student Center
- Business professionals and Career Services staff will help you prepare to answer questions you may be asked in an interview or while attending the job fair next week. PRE-REGISTER at Career Services by March 17.

For more information or to pre-register for events, please contact Career Services at 858-3362, [msujobs@minotstateu.edu](mailto:msujobs@minotstateu.edu), 2nd floor Student Center.

## Minot State University Job Fair

The MSU Job Fair will be held on Wednesday, March 31 from 10 a.m.-2 p.m. in the Conference Center on the 3rd floor of the Student Center. Employers with full-time, part-time and summer employment opportunities, as well as internships, will be waiting to answer your questions, receive your resume and possibly conduct or set up interviews. Bring resumes, dress professionally and use this opportunity to explore careers, network and apply for positions. This event is open to all majors; however, education majors should plan on attending the education fair in April. View a list of the employers attending the Job Fair at, [www.minotstateu.edu/careers/jf\\_01.html](http://www.minotstateu.edu/careers/jf_01.html).

## Advising Resource of the Month

The use of consistent forms for advising may be one way to make the advising process easier for both the advisor and advisee. With summer/fall registration around the corner, you may want to provide your students with a Course Schedule Grid (see attached document). This will assist students with building their schedule for the upcoming semester. Make sure to check

out the upcoming Advising Newsletters as a new resource will be available to you each month.

## Service of the Month ... Career Services

Each month a campus service will be featured, which will provide you with information on campus resources allowing you to assist students in the best way possible. Career Services is the featured office for the month of March. The Career Services Office assists students with making career and educational decisions through the use of career assessments and a variety of decision-making resources. Students can receive individual and/or group assistance in job search techniques, resume/cover letter writing, and interviewing skills. Career Services coordinates mock interviews, specialized workshops, and hosts an annual job fair and an etiquette lunch/dinner. Another responsibility of the office is to assist current students and graduates of MSU in finding full and part-time employment. These positions are advertised through MSU's job link, [www.minotstateu.edu/careers](http://www.minotstateu.edu/careers). Staff in Career Services serve as academic advisors for those students who are undecided on a major, along with students pursuing a General Studies major. The Career Services staff is growing, as Heather Martin, the new Advising Coordinator is now a part of Career Services. Other staff in Career Services include: Lynda Bertsch (Director), Debra Chandler (Student Services Advisor), and Tammy Wolf (Administrative Assistant). Career Services is located on the 2nd floor of the Student Center, across from the Beaver Dam. The main office can be reached at (701) 858-3362 or refer to [www.minotstateu.edu/careers](http://www.minotstateu.edu/careers) for more information.



*Debra Chandler, Lynda Bertsch, Heather Martin, & Tammy Wolf*

## Behavioral Intervention Team

Do you have a student who has suddenly stopped attending class? Has one of your advisees shown signs of depression? After reading one of your student's papers have you ever been concerned about your student's well being? ICARE (Intervention Concern And Response Effort) is a new effort on campus in support of campus safety initiatives. **Attend one of the upcoming campus information sessions on Wednesday,**

**March 3 at 2:00 p.m. or Thursday, March 4 at 1:00 p.m. in the Student Center, 3rd Floor Conference Center, to learn how using the ICARE support system can benefit the students you work with!** The ICARE Team will collect information regarding incidents of concern from across the MSU campus and provide referrals to support services in an effort to increase student success. The committee will be chaired by Lisa Eriksmoen; Director of Student Life. It will consist of a variety of Student Affairs staff including Counseling, Disability Services, Advising, and Student Center staff, as well as a representation from security and faculty. The committee will be an information gathering point that can help pinpoint students who are having issues of concern in multiple places around campus; i.e. classroom, Student Center, Residence Halls. Frequently the student who is disruptive in class is also demonstrating similar behavior elsewhere and it would be helpful to have a means to get a complete picture of what is going on and hopefully intervene to assist the student to be more successful in all aspects of their life. If you have questions, please feel free to e-mail [icare@minotstateu.edu](mailto:icare@minotstateu.edu) or visit the ICARE website, [www.minotstateu.edu/icare/](http://www.minotstateu.edu/icare/).

## Speed Majoring

Students who took part in the first ever Speed Majoring event enjoyed visiting with faculty from across campus. This event, held on Thursday, February 11, allowed students the opportunity to gather information on the various majors available at MSU and careers associated with the majors. Through their conversations, several students made a major connection! Thanks to all who participated!



*Representatives from Communication Disorders visiting with student participants at Speed Majoring.*

## Transfer Tid-bits

Three Ways Transfer Students Can Complete Their Gen Ed and Diversity Gen Ed Requirements:

- Transfer from a North Dakota school after receiving an AA or AS degree since 2000.
- Transfer from any accredited institution with a four year Bachelor's degree.

- Transfer in with GERTA (General Education Requirement Transfer Agreement) certification.

GERTA is an agreement among all NDUS institutions and North Dakota tribal colleges to honor one another's general education (GE) programs as equivalent to their own. This means students can complete their GEs at a campus close to home, transfer to a new campus, and have no more GEs to complete.

Be sure to check the top of the students transcript for the statement "Gen Ed Complete."

For more information on this method visit [www.ndus.edu/](http://www.ndus.edu/) or contact Deb Kinzell at 858-3347.

## Dates to Remember

March 1 – Summer and fall schedule of classes finalized

March 5 – Fall & summer semester graduation applications due to advisor

March 8 – Midterm grades are due

March 15 – Advisors notified of advisees receiving midterm deficiencies

March 15-19 – Spring Break

March 23-24 – Summer and fall registration for currently enrolled students

March 25 – Last day to withdraw from all classes and receive a 50% refund

March 26 – Regalia deadline, Commencement Participation Form due, fall and summer Graduation Applications due from advisors to Registrar's Office

## Academic Policy Reminder

### MIDTERM GRADE DEFICIENCY REPORTING POLICY

With the deadline for reporting midterm deficiencies coming up on March 8th do you know what to do when you are notified that one of your advisees has a deficiency (a list will be sent by Monday, March 15)? Students are encouraged to visit with their instructor(s) and academic advisor in the notification sent to them. Advisors are encouraged to connect with students who are receiving midterm deficiencies to provide guidance and support

at such a critical point in the semester. It is important to discuss each course and the challenges the student is facing, create an action plan for success, and remind students the last day to drop a full-term course is Friday, April 9. Some of the campus services advisors may want to share with students include:

- Career Services, 2nd Floor Student Center, 858-3362
- Financial Aid, 2nd Floor Administration, 858-3375
- Fitness Center, 3rd Floor MSU Dome, 858-3485
- Math Clinic, Model Hall, 858-3160
- Multicultural Services, 858-3365
- Multicultural Center, 1st Floor Student Center
- Native American Center, 3rd Floor Student Center (west)
- Office of International Programs, 2nd Floor Student Center, 858-4155
- Registrar's Office, 2nd Floor Administration, 858-3345
- Student Health and Development Center, Lower Level of Lura Manor – south door, 858-3371
- Counseling, Nancy Mickelson
- Disability Services, Evelyn Klimpel
- Peer Tutoring Program, Evelyn Klimpel
- Student Health Center
- Writing Center, Lower Level Gordon Olson Library, 858-3060

## Assessment Day Advisor Training

### LEARN HOW TO WORK WITH ADVISEES WHO ARE RECEIVING MIDTERM DEFICIENCIES

Are you concerned about the number of your advisees who are receiving midterm deficiencies? Do you struggle with finding ways to reach out to these students? Would you like to find ways to help students who have received midterm deficiencies? **On Assessment Day, Thursday, March 25, the Effective Advising Advocacy Committee (EAAC) will be holding training for all academic advisors.** The focus of the session will be to assist advisors who are working with their advisees who have received mid-term deficiencies. An e-mail will be sent later this month which will include the time and location and more information about the session. Mark your calendars now to attend this exciting and informative training session!