



### A NEWSLETTER FOR ACADEMIC ADVISORS

## Academic Information — Waitlisting Courses

Academic advisors should be aware of the waitlist option in CampusConnection and share this option with their advisees. The waitlist option allows students to indicate interest in a course that is presently full. Students can check “Ok to Waitlist” during the enrollment process in CampusConnection. The course will appear on the student’s schedule as “waiting” which indicates the potential for enrollment, not actual enrollment. If a seat becomes available in the class, the first eligible student on the waitlist will be automatically enrolled in the course. Students must make sure they have met the necessary pre- or co-requisites and are not enrolled in other courses that would cause a time conflict, as CampusConnection will not allow enrollment into the class with one of these conflicts. The student is responsible for monitoring his/her schedule in CampusConnection to confirm enrollment since CampusConnection does not send the student notification of enrollment. Students who no longer want to wait for an opening in a course must drop themselves from the waitlist through CampusConnection. The last day to waitlist is the fourth class day of the regular 16 week session in the fall/spring semester. A student may be moved from the waitlist to enrolled status through the sixth day of a regular 16 week session in the fall/spring semester. A student will be dropped from multiple waitlists if he/she is on the waitlist for multiple sections of the same course and is successfully enrolled in one of the sections. A student will not be added to a course off a waitlist if he/she is already enrolled in an available section of the same course. If you or any of the students you work with have questions on the waitlist feature in CampusConnection, please contact the Registrar’s Office or an advisor in the Student Success Center.

## You are Invited ...

The retention and graduation of at-risk students has become a priority on many college and university campuses; therefore, the Student Affairs office invites you to attend an online Webinar presentation sponsored by the National Academic Advising Association (NACADA) titled, **Academic Advising for Student Retention and Persistence: Cultivating the Potential At-Risk Students**. The Webinar will be held on **Wednesday, December 15 from 1-2:30 p.m.** in the Westlie Room, 3rd floor of the Student Center. In this Webinar, incoming NACADA Multicultural Concerns Commission Chair Blane Harding and NACADA Assistant Director Marsha Miller will help broaden and clarify our understanding of what is meant by at-risk students, identify general group characteristics, provide strategies in which advisors can enhance their effectiveness in helping this population reach their potential, and discuss student responsibilities in this process. Key points in this process are advising strategies that foster student self-authorship and thus moves students from the periphery to the center of campus life. Please notify Heather Martin at [heather.martin@minotstateu.edu](mailto:heather.martin@minotstateu.edu) or 858-3265 by December 13 if you plan to attend.

December 2010

## Advising Resource of the Month

A minimum of 38 credits are necessary to complete the Minot State University General Education Requirements (GER). A listing of General Education courses, along with the General Education Worksheet and General Education Evaluation Request Form, is available at <http://www.minotstateu.edu/ge/>. The GER worksheet is a great tool for both advisors and students to keep track of student progress with GER coursework. The General Education Evaluation Request Form, is also available for students, faculty, and staff who would like to have a transcript evaluated for general education progress or completion.

### CONTACT INFORMATION

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## Removal of Advisor Holds

Please do not remove Advisor Holds, other than your own, unless you have received approval from the advisor who placed the hold. First year advisors may need to visit with the student, in addition to the student meeting with the faculty advisor to discuss schedule planning. If a faculty advisor would like to let the student's first year advisor know they visited about schedule planning for the upcoming term, the first year advisor will determine if it is necessary they visit or if the hold can be removed.

## Advising Tip of the Month

In general, to maintain Financial Aid Satisfactory Academic Progress, students must maintain progress in three areas:

1. Grade Point Average-Undergraduate students must maintain a minimum cumulative GPA of 2.0. Graduate students must maintain a cumulative GPA of 3.0.
2. All students must maintain a minimum cumulative rate of completion of 66.667% of all attempted credits. Attempted credits include all credits students are enrolled in as of the semester financial aid census date which is the last day to drop a full semester class and received a 100% tuition/fee refund. Credits dropped, failed, or withdrawn from after the census date are considered unsuccessful attempts.
3. Students must complete their degree within 150% of the credits needed to complete their program of study. A maximum of 192 attempted credits is the limit for most undergraduate programs ( $128 \text{ cr} \times 150\% = 192$ ).

Students will receive notice of being placed on Financial Aid Warning if they have attempted 125% of the maximum number of attempted credits allowed for their program or if after a student's first term of attendance their cumulative GPA is below 1.50. This is only a notice and does not affect their eligibility to receive financial aid or their eligibility to register for classes. A "Financial Aid Warning" hold will be placed on the student's Campus Connection portal.

Students who fail to maintain a 1.75 cumulative grade point average after the second term of attendance or who fail to complete 66% of their attempted credits after each term of attendance will receive a "Financial Aid Probation" hold indicator on their Campus Connection portal. This is only a notice and does not affect their eligibility to receive financial aid or their eligibility to register for classes. While on Financial Aid Probation, no appeal for aid is necessary.

Students who fail to maintain the minimum financial aid satisfactory progress standards will be placed on financial aid disqualification. One additional situation that will cause a student to be placed on financial disqualification occurs when a student receives all failing grades (all Fs) for one semester. Students placed on financial aid disqualification are ineligible for federal aid programs, including federal student loans, federal grants, state grants, and campus based aid programs.

Students may reestablish financial aid eligibility by making up the completion rate and/or GPA deficiencies by successfully completing courses without the receipt of federal aid.

Students who have been placed on financial aid disqualification may appeal their status if they experienced an extenuating circumstance. Extenuating circumstances are situations truly beyond the student's control that impacted their ability to successfully complete their courses. The appeal form is available at the Financial Aid Office website and it must be submitted along with supporting documentation and a letter of explanation from the student to the Financial Aid Office.

When working with Advisees who may be at risk of being placed on Financial Aid warning, probation, or disqualification, it is always best to refer the student to visit with a representative in the Financial Aid Office, 2nd floor Administration, 858-3375.

## Did you know ...

Math 102 is a letter graded course; however, the course does not count in a student's GPA.

## Transfer Tid-bits

### FREQUENTLY ASKED QUESTIONS

#### *What credits will transfer?*

All credits will transfer into one of three categories: general education requirements, credits toward major/minor, and elective credits (those that are not equivalent to anything from Minot State University). There are two exceptions to this rule: any credits from the Community College of the Air Force with class numbers higher than 3000, as these credits are considered work experience and any class lower than 100 are considered remedial. These credits are not counted towards the GPA and also do not count towards the required credits for graduation.

#### *Which credits will be counted toward general education requirements?*

A list of schools which have courses equivalent to Minot State University courses is located at [www.minotstateu.edu/records/transfer.shtml](http://www.minotstateu.edu/records/transfer.shtml). If the student is from a North Dakota school that is a part of GERTA, the student can also go to [www.ndus.nodak.edu/students/ccn/gerta](http://www.ndus.nodak.edu/students/ccn/gerta) to see which course are covered under the transfer agreement.

#### *The student has applied to Minot State University and his/her transcripts have been received. Which classes were equated to a Minot State University course?*

The student can see which courses were equated by logging onto Campus Connection and clicking on "Student Center." After clicking on Student Center, click on the drop down box "Other Academics" and then "Transfer Credit: Report." Listed will be each course that transferred in, along with the equivalent Minot State course.

### ***What are Minot State University's General Education Requirements?***

A list of General Education Requirements can be found at [www.minotstateu.edu/ge/](http://www.minotstateu.edu/ge/).

### ***Which courses do I need for my major?***

A list of majors can be found at [www.minotstateu.edu/academics.html](http://www.minotstateu.edu/academics.html). The coursework for each major can be found by clicking on the major of choice or, for more specific advising, each department can be reached by calling 1-800-777-0750 or 858-3000 and asking for that specific department.

## **Service of the Month**

“What should I write about?” “Am I doing this right?”  
“What does my professor want?” “Does my paper make sense?”

These are questions many students have about papers they write for their classes. The tutors at the Minot State University Writing Center can help students find the answers.

Writing is a messy and complex process, and most writers benefit from help and feedback along the way. The Writing Center tutors help students by engaging them in a conversation about their paper, by asking questions, and by offering constructive and nonjudgmental feedback. Tutors are not proofreaders or editors; rather the tutors work with students to help them improve their papers.

At the MSU Writing Center, tutors work with students in all stages of the writing process. Tutors can help students come up with ideas for writing assignments. Tutors can help students flesh out a rough draft by asking questions, pointing out sections that need development, and helping students clarify their main idea. Additionally, tutors can help students in the final stages of revision by demonstrating strategies for finding and addressing problems in grammar or mechanics and helping students cite sources correctly. Tutoring is a collaboration, which means that students should be present for the sessions; they cannot simply drop off their paper for tutors to read.

Because of the complex nature of writing, especially in the academic field, Writing Center tutors are most effective when students bring their papers by early in the writing process, rather than waiting until the day before an assignment is due. This allows tutors to address issues of content and organization first, giving students time to make changes before addressing grammatical or format issues. Trying to address too many concerns in one session is overwhelming for both tutor and student. Students benefit most by repeated visits.

As a rule, tutoring sessions run 30 or 50 minutes. If students have extremely long papers or projects, they may make a longer appointment (up to 2 hours) or bring a different section of the paper each time they come in.

The Writing Center tutors are MSU students who have at least a 3.0 grade point average and have completed English 110 and English 120. Tutors receive training by taking English

318, Writing Tutor Training, a one credit course taught every semester by the Writing Center Director, Dr. Patti J. Kurtz. Prospective tutors also observe tutors in the Center before tutoring on their own.

The Writing Center's tutoring is free for MSU students. The Writing Center is located on the lower level of Gordon B. Olson Library, across from the micro-computing lab. The Center is open Monday through Friday, but the hours vary each day. Students may simply drop in, but making an appointment is best.

To make an appointment, students need to register for WCOOnline, the Center's appointment service. To do this, students should visit <http://www.rich35.com/minot> and click on the “register” link. They can then create a user name and password and log into the system. To make an appointment, students then just click on a white space on the schedule and fill out the form.

Face to face tutoring is the most effective way for students to get help with their papers. However, for students who don't live locally and for on line students, the Center offers e tutoring. These students should create an account in WCOOnline and then click on the link for e-tutoring to submit their paper. Students should allow 48-72 hours, not including weekends, for a response.

Writing Center tutors are available for brief presentations to classes throughout the semester to promote the center. The Center is also always in need of tutors from any major field. Hours are flexible and tutoring is an excellent credential for a student's resume.

For more information about the MSU Writing Center's services, please contact Dr. Patti J. Kurtz at 858-3073 or via e mail at [patti.kurtz@minotstateu.edu](mailto:patti.kurtz@minotstateu.edu). More resources can be found on the Writing Center's web site: <http://www.minotstateu.edu/writingcenter/>.

## **New MSU Courses**

**INT 299 Special Topics: A Mighty Long Way** — This 1 credit discussion-based class will be offered to students Spring of 2011. This course is in conjunction with the Speaker, Carlotta Walls LaNier, who will be speaking at Minot State on February 1, 2011. The required reading for this course will be the book, *A Might Long Way*, written by Ms. LaNier. Numerous faculty from across campus will lead a discussion that will tie an idea from their academic expertise to the book. The course will meet for the first eight weeks of the semester, on Tuesdays and Thursdays from 12:00-12:50. The course will be graded and the students will receive a grade based on attendance to the course, attending the event in which Ms. LaNier will be speaking, and short reflection papers that students will need to turn in after each discussion. I would invite you to encourage all of your students to sign up for this one credit course. For further questions, please contact Beth Odahlen, [beth.odahlen@minotstateu.edu](mailto:beth.odahlen@minotstateu.edu).

Effective Fall 2010, Hist 211 — World Civilizations to 1500 counts as a General Education diversity course within the history category. Other new courses for the Spring semester include **Psy 495 — Service Learning**, and **Swk 402 — Native American Children & Adolescents**.

## Quote of the Month

It is the people who come face-to-face with students on a regular basis who provide the positive growth experiences for students that enable them to identify their goals and talents and learn how to put them to use. The caring attitude of college personnel is viewed as the most potent retention force on a campus. — *Noel-Levitz*

## Dates to Remember

December 13-17..... Fall semester final exams  
Friday, December 17 ..... Spring CONNECT Orientation  
Monday, December 20..... Grades entered by 12 p.m.  
Friday, January 7 ..... Spring CONNECT Orientation  
Monday, January 10 ..... Spring classes begin after 4 p.m.  
Monday, January 17 ..... Martin Luther King Day  
university closed  
Thursday, January 20..... Last day to add  
Thursday, January 20..... Last day to drop a class or withdraw  
from all classes and receive a 100% refund