



**A NEWSLETTER FOR ACADEMIC ADVISORS**

**Academic Information**

**MISSED CLASS POLICY**

University-sanctioned activities include events that are required or encouraged by a class, program, club or athletic team. When a student has a scheduled absence due to a university-sanctioned activity, it is the student's responsibility to communicate with the faculty member prior to his or her absence. Faculty members should have a procedure for student absences in each syllabus that details the method and advance time for students to communicate their absence. If a student notifies the professor in accordance with the faculty member's policy, students should be allowed to complete class work. The student and faculty member must discuss a timeline for completion of work. If a student does not communicate with the faculty member in advance of the absence, it is up to the faculty member's discretion whether to allow the student to complete the work. If disputes arise with this policy within the semester, students should contact, in progressive order, the faculty member, department chair, dean, and VPAA.

**Math Advising Guidelines**

There have been several changes in MSU's General Education Math placement and requirements in the past year.

1. A Math ACT of 22, or Math SAT of 520, is now required for students to enroll in Math 103, 104, 240, or 201H.
2. Math 240, Applied Statistics, now satisfies the Math category of General Education Requirements.
3. A grade of C or higher is required for students to progress to the next level of Math course.
4. Math 102 is a developmental course that does not grant credit toward graduation; however, the course counts toward a student's full-time course load. If Math 102 is necessary for a student athlete, it is very important for the student to take Math 102 in his/her first year. If taken in the first year, the course will count toward athletic eligibility

Attached is a handout to assist advisors with appropriate Math placement guidelines and math course descriptions. Information regarding the COMPASS Placement Test is also included on the attachment.

**Spring First-Year Experience Opportunities**

When working with your advisees in planning schedules for the Spring semester, don't forget to share information about the Spring Learning Communities! Learning Communities are available to ALL first-year students. Students who participate in the First-Year Experience register for three courses that are connected by a theme. The same students register for all three connected courses to form a learning community. Class sizes are restricted to approximately 20 students with some exceptions. Instructors work together to create meaningful assignments around the theme and across the courses.

**October 2011**

**Spring Semester  
Registration**

Early registration for the Spring 2012 semester is October 25-27. Students can check their CampusConnection accounts to view their earliest registration date and time. All MSU students are required to visit with their assigned academic advisor at least once per semester. If you plan to use Advisor Holds and would like assistance with placing and/or removing holds, please contact the Registrar's Office at 3345 or Student Success Center at 3362.

**CONTACT INFORMATION**

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A list of Spring Learning Communities is available at <http://www.minotstateu.edu/cetl/LearningCommunities.shtml>. Students can register for a Spring Learning Community in one of three ways:

1. Students could sign up for Spring 2012 learning communities during the CONNECT sessions. Students will be informed that they have signed up for a specific learning Community. Advisors should ask students if they have registered for a spring learning community during their advising appointments with first-year students.
2. If students are interested in registering for a learning community prior to early registration in October, the student can email Beth Odahlen in the Center for Engaged Teaching and Learning, indicating that they would like to enroll in a specific Spring 2012 learning community. If students elect this way of registration, students should inform their academic advisor that they have enrolled in this learning community during their advising appointment. Advisors may want to ask students if they have registered for a spring learning community when meeting with first-year students.
3. Advisors can assist students in selecting a first-year learning community for Spring 2012. Priority will be given to students who have not already participated in a learning community. After the advisor and student agree on a learning community that will fit the student's academic needs, the student and advisor can email Beth Odahlen to enroll in the spring learning community.

## Fall Advisor Development Workshops

The Advisor Developmental Workshops will allow faculty and staff advisors the chance to share advising techniques, discuss challenging situations, learn about university resources/services, improve advising techniques, and receive updates on new policies and university requirements. All workshops will be held in the Westlie Room, 3rd floor of the Student Center. Attend at least two of the workshops and you will receive a **FREE Minot State University Advising shirt!**

## Advisor Tips from the Center for Extended Learning

### WHAT IS A COLLABORATIVE STUDENT?

Have you worked with a student who may need to take a course through another NDUS institution while taking courses at MSU? For example, do any of your students need to take a Math refresher prior to enrolling in Math 102? If so, they can take a Math refresher course through Dakota College Bottineau as a collaborative student. The NDUS has a collaborative process that allows students from MSU to register for courses

at other NDUS institutions. In order to be approved for a collaborative registration, students must meet the criteria and follow certain guidelines. Come learn how you can assist your students who may need a course through another NDUS institution!

## WHAT SHOULD ADVISORS KNOW ABOUT ONLINE COURSES?

Are you familiar with the online courses taught at MSU? Do you know what full degree programs are available online? Does Financial Aid cover the cost of online courses? How much do online courses cost? Attend this workshop to learn the answers to these questions and many more!

**Date:** Tuesday, November 8

**Time:** 12:30-1:30pm

**Presenters:** Jolina Miller, Mark Timbrook & Sherie Saltveit – Center for Extended Learning

*Lunch will be provided (Must RSVP by Tuesday, November 1)*

## Disability Support Services

Students with disabilities are represented in every department and field of study in colleges and universities throughout the nation. With this steady increase in numbers, chances are that you, as an advisor, will be faced with some decisions regarding how to handle a student's disability-related issues. This informational session will give you an understanding of your responsibilities as well as the institution in providing students with disabilities "equal access" to their education.

**Date:** Friday, December 2

**Time:** 9-10am

**Presenter:** Evelyn Klimpel, Disability Services Coordinator  
*Breakfast will be provided (Must RSVP by Monday, November 28)*

Please contact Heather Martin at [heather.martin@minotstateu.edu](mailto:heather.martin@minotstateu.edu) with the dates of the sessions you plan to attend, so presenters can plan accordingly. Information from the workshops will be posted on the advising website, <http://www.minotstateu.edu/advising/>, under Advisor Information.

## Transfer Tid-bits

### TRANSFER CREDIT CHALLENGE PROCEDURES: COURSE SUBSTITUTION

When a student petitions to substitute a different course (transferred or not) in lieu of a required course to complete his/her degree. Substitutions are issued by the academic department on a case by case basis and are only good for the current student requesting the substitution(s). Course substitution forms are received by and imputed into the student's Academic Advisement report in their Campus Connection. It is maintained as a part of the student's file in the Registrar's Office.

## COURSE EQUIVALENCY

When a student transfers in a course from another college or university and wants that course to be equal to one that Minot State offers. Once the transferring course has a Minot State equivalency assigned to it by either bringing in a course description or course syllabus to the corresponding department, this course will then be equivalent for other students coming from the same college or university. Course equivalency forms are processed and maintained by the Registrar's Office.

For access to the forms, stop in the Registrar's office or go to the website: <http://www.minotstateu.edu/records/transfer.shtml#03>

## MSU Early Alert

The POWER and Student Success Center contacted 150 faculty members as an effort to help identify and determine what services and resources would benefit the POWER and Enhanced Success Program (ESP) students. Faculty teaching 256 classes and 10 First-Year Learning Communities were asked to complete the MSU Early Alert form to provide feedback on a specific group of students as well as any students they felt were at-risk academically or socially.

As of October 7th, 286 responses have been submitted allowing the POWER and Student Success Center to assist students in seeking out resources and areas of campus support.

If you feel there are other students at-risk you may also complete a form to report their progress. Please click on the following link and submit your feedback electronically <https://docs.google.com/spreadsheets/viewform?formkey=dEpKaGROZ0VLWtOTktjQkRrZTNTcUE6MQ>.

## Advising Tip of the Month

### ADVISING STUDENT ATHLETES

When advising student athletes for the upcoming semester, please keep in mind the following:

1. Each student-athlete must be enrolled full-time, which is a minimum of 12 credits, at all times during the semester.
2. Each student-athlete must successfully complete at least 24 credits towards his/her designated degree program during the fall, spring and summer to be eligible next year. A minimum of 18 credits must be earned during the regular academic year.
3. Each student-athlete must pass at least 6 credit hours towards his or her designated degree program each semester to be eligible.
4. Each student-athlete must designate a degree by the beginning of his/her fifth full-time semester (typically the third year of enrollment).

Please note that the university CANNOT count elective credits unless electives are designated as part of the degree in the MSU catalog.

## Service of the Month— Communication Disorders Clinic

Minot State University Communication Disorders Clinic provides free services to students, faculty, staff and their immediate family members. These services include assessment and treatment of speech, language and communication skills. Hearing assessments are also available. In addition, MSU Communication Disorders Clinic provides these services to the entire community for a nominal fee. The clinic is located on the first floor of Memorial Hall. Appointments can be made by calling 858-3030.

## Quote of the Month

Proper, accurate, timely and most importantly caring advising is really an integral part of a student's success. It is also the link between a positive experience at our institution, and self marketing for future students. For myself, it is the most rewarding part of my employment, because it allows and challenges me to really understand the goals and motivations of each student; teaches me how to bring out each student's best; and when the degree is handed to them, gives me a sense of pride that I assisted in one of their greatest accomplishments in their life.

—Melissa Spelchen, Criminal Justice

## Student Event Workshops

An assortment of student workshops have already taken place this semester; however, there are still a wide variety of student workshops remaining this fall. Please encourage your advisees to attend and share the information listed below! For questions on these workshops, please call the POWER Center at 858-4047 or the Student Success Center at 858-3362.

### Bouncing Back... Skills for Beating Stress

Thursday, Oct. 20th 1:00-1:50p.m. Missouri Room

### Major Confusion

Thursday, Nov. 17th 1:00-1:50p.m. Missouri Room

### Gifts on a Budget (Financial Literacy)

Thursday, Dec. 8th 1:00-1:50p.m. Missouri Room

## You are invited...

Attention Academic Advisors! Please join the Student Success Center at monthly advising discussions held on the third Tuesday of each month from 12:30-1:30pm in the Jones Room, 3rd floor Administration Building. We will gather on October 18 and November 22 for informal discussions regarding academic advising on our campus. Please feel free to bring your lunch...drinks and dessert will be provided!

## Dates to Remember

Monday, October 17 .....	Midterm Grades due
Tuesday, October 25 – Thursday, October 27.....	Spring registration
Friday, October 28 .....	Spring semester graduation application due to Registrar's Office
Thursday, November 8 .....	Advisor Workshop in Westlie Room from 12:30-1:30pm (lunch provided) - Advisor Tips from the Center from the Center for Extended Learning
Thursday, November 10.....	Last day to drop
Friday, November 11 .....	Veterans Day, University closed
Thursday, November 24 .....	Thanksgiving Day, University closed
Friday, November 25.....	No classes
Friday, December 2.....	Advisor Workshop from 9-10am – Disability Support Services
Monday, December 12 – Friday, December 16 .....	Final exams
Friday, December 16 .....	Spring CONNECT/Orientation
Monday, December 19 .....	Grades entered by 12pm