



A NEWSLETTER FOR ACADEMIC ADVISORS

Family Educational Rights & Privacy Act (FERPA) Quiz

Take this FERPA quiz and check your answers on the last page of the newsletter to see if you are current on FERPA regulations!

1. Faculty have the right to inspect and review the education records of any student.
True or False
2. We should provide data to an accounting firm which asks for a list of all the accounting students who are in the top 10 percent of the senior class.
True or False
3. The FERPA rights of a student begin:
 - a) When the application for admission is received
 - b) When the student is formally admitted
 - c) When the student pays his first tuition bill
 - d) When the student is “in attendance” as defined by the institution
4. To be an “education record”, a piece of information must be:
 - a) Personally identifiable to a student
 - b) Maintained by the institution
 - c) Kept in the Registrar’s Office
 - d) Made available to the law enforcement unit
 - e) a and b only
 - f) a, b, and c only
 - g) a and d only

New General Education Courses

Wellness & Personal Development: Art 130 – Drawing I (3 credits)

Wellness & Personal Development: FIN 251 – Personal Finance (3 credits)

Humanities: SCE 102 – Environments and Humanities (3 credits)

Lab Science: SCE 103 – Environment and Sciences (4 credits)

Social Science: SCE 101 – Environments and Societies (3 credits)

January 2012

Dates to Remember

- Monday, January 16 – University Closed
- Thursday, January 19 – Last day to add a 16 week course
- Thursday, January 19 – Student Workshop
Self Defense from 6 – 7:30 P.M. in Swain Hall, Pedagogy Lab
- Monday, January 23 – Advisor Workshop
Becoming a Veteran ‘Helpful’
Campus from 2 – 3 P.M. in Westlie Room, 3rd floor Student Center
- Thursday, January 26 – Advisor Workshop
Becoming a Veteran ‘Helpful’
Campus from 12:30 – 1:30 P.M. in Westlie Room, 3rd floor Student Center
- Thursday, January 26 – Student Workshop
Top 10 Tips for Terrific Test Taking
from 1 – 1:50 P.M. in Student Center, Missouri Room
- Thursday, January 26 - Student Workshop
Self Defense from 6 – 7:30 P.M. in Swain Hall, Pedagogy Lab

CONTACT INFORMATION

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Student Success Center
2nd floor Student Center
500 University Avenue West
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SAT to ACT Concordance Tables

The ACT and SAT are different tests that measure similar but distinct constructs. The ACT measures achievement related to high school curricula, while the SAT measures general verbal and quantitative reasoning.

ACT and CollegeBoard have completed a concordance study that is designated to examine the relationship between two scores on the ACT and SAT. These concordance tables do not equate scores, but rather provide a tool for finding comparable scores.

Feel free to use these tables, if you are interested in comparing a student's SAT scores to the ACT exam.

Table 1 Concordance between ACT Composite Score and Sum of SAT Critical Reading and Mathematics Scores		
SAT CR+M (Score Range)	ACT Composite Score	SAT CR+M (Single Score)
1600	36	1600
1540–1590	35	1560
1490–1530	34	1510
1440–1480	33	1460
1400–1430	32	1420
1360–1390	31	1380
1330–1350	30	1340
1290–1320	29	1300
1250–1280	28	1260
1210–1240	27	1220
1170–1200	26	1190
1130–1160	25	1150
1090–1120	24	1110
1050–1080	23	1070
1020–1040	22	1030
980–1010	21	990
940–970	20	950
900–930	19	910
860–890	18	870
820–850	17	830
770–810	16	790
720–760	15	740
670–710	14	690
620–660	13	640
560–610	12	590
510–550	11	530

Table 2 Concordance between ACT Combined English/Writing Score and SAT Writing Score		
SAT Writing (Score Range)	ACT English/Writing Score	SAT Writing (Single Score)
800	36	800
800	35	800
770–790	34	770
730–760	33	740
710–720	32	720
690–700	31	690
660–680	30	670
640–650	29	650
620–630	28	630
610	27	610
590–600	26	590
570–580	25	570
550–560	24	550
530–540	23	530
510–520	22	510
480–500	21	490
470	20	470
450–460	19	450
430–440	18	430
410–420	17	420
390–400	16	400
380	15	380
360–370	14	360
340–350	13	340
320–330	12	330
300–310	11	310

Online classes

Are any of your advisees considering taking courses online? Are they wondering if an online course would be a good fit? Are they a first-time user of online learning? Do they understand the difference between an online course and an on-campus course? If so, the Center for Extended Learning has an Online Tutorial to prepare students and their computer for the online learning environment. The tutorial is designed to introduce students to some of the fundamental concepts that are involved in being a successful online student. The last step of the tutorial will introduce students to Blackboard. This gives students an idea of how online courses look and how to use the tools in Blackboard. At the end of the tutorial students should understand the major differences between online learning and traditional learning environments, know the skills that are important to success as an online student, know the basic timeline of the online program, know the technology requirements needed, and understand Blackboard and how it works. The Online Tutorial can be found on the MSU Online website, <http://www.minotstateu.edu/online/>, under Tutorial.

Student Success Workshops

The Spring semester schedule of student success workshops/ events is ready to share with your advisees. Please encourage your students to attend as many as possible and to bring a friend! The schedule is as follows:

- Thursday, January 19 from 6-7:30pm “Self Defense” will be held in Swain Hall, Pedagogy Lab
- Thursday, January 26 from 1-1:50pm “Top 10 Tips for Terrific Test Taking” will be held in the Student Center, Missouri Room
- Thursday, January 26 from 6-7:30pm “Self Defense” will be held in Swain Hall, Pedagogy Lab
- Thursday, February 9 from 1-1:50pm “Minimize Time... Maximize Your Grades” will be held in the Student Center, Missouri Room
- Thursday, February 23 from 12-12:50pm “Dress for Success” will be held in the Student Center, Beaver Dam
- Thursday, March 1 from 12:30-2pm “Resume Clinic Check-Up” will be held in the Student Center, Missouri Room
- Wednesday, March 28 from 10am-2pm “MSU Job Fair” will be held in the Student Center, Conference Room
- Thursday, April 19 from 6-7pm “Jujitsu” will be held in Swain Hall, Pedagogy Lab

January Advisor Development Workshop

Becoming a Veteran ‘Helpful’ Campus

Date & Time: Monday, January 23 from 2-3pm OR Thursday, January 26 from 12:30-1:30pm (lunch will be provided)

Location: Westlie Room, 3rd floor Student Center

Presenter: David Klassy, Director Veterans Center

Veteran students are becoming a larger part of the campus community and we, as faculty and staff, have an opportunity to assist these students in their pursuit and completion of a degree. The process of GI Bill educational benefits will be explained. Veterans are a unique sub-population and have unique challenges. We will discuss some of those challenges and how we can help the student cope or overcome those challenges. Subjects will include Traumatic Brain Injury (TBI) and Post Traumatic Stress Disorder (PTSD). Please contact Heather Martin at heather.martin@minotstateu.edu if you plan to attend by Thursday, January 19. Information from the workshop will be posted on the advising website, <http://www.minotstateu.edu/advising/>, under Advisor Information.

Transfer Tid-bits

Completing General Education through Transfer

General education requirements will be considered met (including general education diversity, but not graduation diversity) if one of the following is met:

- Successful completion of a four-year bachelor’s degree from a regionally accredited degree granting institution.
- Successful completion of Associate of Arts (AA) or Associate of Science (AS) degree from a school within the North Dakota University System. (NDUS Policy Section 403.7)
- Successful completion of general education requirements at any North Dakota University System school will fulfill the North Dakota General Education Transfer Agreement (GERTA). Available for viewing at this website: <http://www.ndus.nodak.edu/employees/articulation-transfer/gerta-guides-request-form/>

The notation is made on the student’s transcript underneath their personal data, saying what type of degree, where it was earned, and the date the degree was awarded. Also, a notation might be made in the Milestones, which can be viewed at the end of the student’s transcript. If any questions arise regarding these requirements, you may contact the Registrar’s Office at 3347.

Service of the Month – Registrar’s Office

The MSU Registrar’s Office will provide courteous, responsive, and respectful service that is accurate and reliable to the public and the university students, faculty, and staff. Knowing who to contact in the Registrar’s Office can be very helpful. A listing of staff, along with contact information, and general duties is found below.

GENERAL QUESTIONS — 858-3345

ADMINISTRATIVE ASSISTANT: KATHY NESHEM



(701) 858-3340 — kathleen.m.neshem@minotstateu.edu

- Answers or refers general questions
- Monitor office budget
- Maintain withdrawal database
- Process graduation applications and correspondence

DEGREE AUDIT AND NCAA ELIGIBILITY SPECIALIST: ERICA SUNDAHL



(701) 858-3349 — erica.sundahl@minotstateu.edu

- Process, maintain, and update Electronic Degree Audit system
- Confirm athletic eligibility according to NCAA/DII guidelines
- Correspond with Athletic Department concerning eligibility
- Process Education Standards & Practices Board (ESPB) documentation requests

TRANSCRIPT RECORDS SPECIALIST

(701) 858-3388 — transcriptrequests@minotstateu.edu

To Order Transcripts: Transcript Request

- Process all transcript requests
- Perform posted degree verifications
- Perform enrollment verifications
- Image/electronically file student records

RECORDS SPECIALIST: MELISSA CANTONE



(701) 858-3152 — melissa.cantone@minotstateu.edu

- Process applications for returning students and historical transcripts
- Process audit, credit by exam requests, and course completion agreements
- Process name, social security, address, advisor, and major/minor changes
- Process grade changes
- Update current and returning student files

TRANSFER STUDENT SPECIALIST: CRYSTAL MICHELS



(701) 858-3347 — crystal.michels@minotstateu.edu

- Correspond with departments on course equivalencies and substitutions
- Evaluate, code, and process all official transcripts
- Process non-degree to degree seeking students
- Perform general education evaluations for current students and faculty

ASSOCIATE REGISTRAR: DEBORAH KINZELL



(701) 858-3684 — deborah.kinzell@minotstateu.edu

- Develop classroom schedule
- Process non-course room reservations
- Maintain term schedule in PeopleSoft
- Print and post term schedules
- Maintain master catalog in PeopleSoft
- Process withdrawal/reinstatements
- Perform degree audits

REGISTRAR: REBECCA PORTER



(701) 858-3126 — rebecca.porter@minotstateu.edu

- Report term enrollments
- Fulfill data requests
- Chair Student Rights and Suspension Committees
- Oversee graduation
- Perform degree audits
- Review security requests for faculty and staff

FERPA Quiz Answers

1. False. In general, faculty’s access to student records is limited to their advisees and grade and class rosters. Faculty also have access to student records when the situation is considered a legitimate educational interest.
2. False. Although potentially beneficial for the student, this information cannot be shared without the student’s permission.
3. D. When a student becomes registered.
4. E.

Quote of the Month

When asked, what do you find important about academic advising, Communication Disorders faculty member, Dr. Ann Beste-Guldborg, replied, “It is the chance to connect and develop relationships with the students to assist them in being as successful as possible at Minot State. I am the information source, the listening ear, and the advocate.”