



A NEWSLETTER FOR ACADEMIC ADVISORS

Advising Outcomes

Through the academic advising experiences at Minot State University students will,

- Develop an educational plan to successfully achieve their academic, career, and personal goals
- Understand university policies and procedures
- Determine and utilize the necessary resources and services to support their goals
- Demonstrate knowledge in using CampusConnection
- Understand the value of General Education requirements
- Exhibit an understanding of their degree requirements
- Select courses each semester to progress toward completing their educational plan
- Demonstrate the ability to make effective decisions, enhance problem-solving skills, and communicate effectively
- Understand the relationship between classroom experiences and their academic, career, and personal goals
- Understand the importance of including experiences outside of the classroom in their educational plan
- Graduate in a timely manner based on their educational plan

Developed by the MSU Effective Advising Advocacy Committee (EAAC)

Dakota College at Bottineau Developmental Courses on the MSU campus

Several developmental courses will be offered through Dakota College Bottineau (DCB) on the Minot State University Campus again in the Spring semester. These classes include: ASC 087 – Writing Skills, 088 – Composition Lab, and 092 – Beginning Algebra. Please note that these ASC courses are pre-requisites for Math 102 and Engl 110. Students' ACT/SAT Math and English sub-scores and/or the COMPASS exam are used to determine accurate course placement. Students can call the MSU Testing Center at 858-3990 to schedule a time to take the COMPASS exam.

The following chart highlights the required courses based on ACT/SAT scores:

ACT English	SAT Writing	Required Course(s)
13 or less	Less than 430	ASC 087 (taken through DCB)
14-17	NA	ASC 088 and ENGL 110 (ASC taken through DCB)
18+	430 or higher	ENGL 110

ACT Math	SAT Math	Required Course(s)
17 or less	Less than 400	ASC 092 (taken through DCB)
18-21	400 - 510	MATH 102
22+	520 or higher	Refer to Math Placement Guidelines Chart

November 2012

Advising Mission Statement

Academic advising at Minot State University is committed to student success and promoting growth and development of all students through life-long learning, engagement, and advancement of knowledge.

CONTACT INFORMATION

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When students place into an ASC course, students must enroll collaboratively through DCB. The collaborative form is available at <http://www.minotstateu.edu/online/collaborative.shtml>. The following chart includes DCB's projected course schedule for the Spring semester: Developmental Courses

Class	Course Title	Credits	Meeting Time	Building/Room	Instructor
ASC 087	Writing Skills	3	10-10:50am MWF	Mem 228	Bail
ASC 088	Comp Lab	1	11-11:50am W	Swain 118	Bail
ASC 088	Comp Lab	1	12-12:50pm F	Hartnett 312	Bail
ASC 088	Comp Lab	1	2-2:50pm M	Mem 228	Bail
ASC 092	Beg Algebra	3	10-10:50am MWF	Hartnett 316E	Blair
ASC 092	Beg Algebra	3	11am-12:15pm TuTh	Admin 364	Blair

Gathering for Undeclared Advisors

All faculty who advise undeclared students are encouraged to gather for an informal discussion in regards to advising undeclared students on one of the following dates:

Tuesday, November 27 OR Wednesday, November 28

We will meet in the Administration Building, Jones Room from 8:30-9:30am. This is a chance for you to share your ideas with what is working well and to ask questions to improve your advising skills! You do not need to attend the entire hour, please feel free to come and go as your schedule permits!

Are you using your Advisor Center in CampusConnection?

The Advisor Center allows academic advisors access to academic information on students that have been assigned to them as an advisee. These students will remain on this list until the student changes his/her major and is assigned to a new academic advisor, the student's record has been discontinued by the Registrar's Office or the student has graduated. To access your advisor center, please follow the steps below:

View Advisee Roster

- Click on:
 - Self-Service
 - Advisor Center
 - My Advisees

The following student information can be viewed/obtained in your Advisor Center:

Notify Advisee(s) from Advisee Roster via E-mail

- Open Advisee Roster
- Place a check mark in the box next to the student(s) to be contacted and click on the box "Notify Selected Advisees" OR
- Click on the box "Notify All Advisees"
- Enter information into the subject and message text box provided
- Click "Send Notification"

View Advisee's Bio-Demo Information

- Open Advisee Roster
- Click "View Student Details" link to the right of a particular student
- The Student Center will display the student's home address, phone and e-mail address
- To view additional bio-demo information, click the General Info Tab in the menu at the top of the page
- Choose appropriate link from list provided

View Advisee's FERPA Restrictions

- Open Advisee Roster
- Click "View Student Details" link to the right of a particular student
- Click the General Info Tab in the menu at the top of the page
- Click "Service Indicators" from the list
- Indicates what is releasable: Academic Records, Financial Records, or All
- Click on the link to view whom the information can be released to

View Advisee's FERPA Directory Information

- Open Advisee Roster
- Click "View Student Details" link to the right of a particular student
- Click the Student Center tab
- Click the window shade icon (upper/right side of screen)
- Any information shown in the Bio/Demo data box can be released. If marked, restricted, the information will not be displayed

View Advisee's To-Do List

- Open Advisee Roster
- Click "View Student Details" link to the right of a particular student
- Click the Student Center Tab in the menu at the top of the page
- Click "Details" under the To Do List
- An Item List is displayed, which provides the due date, institution, and department/division that applied the to-do item
- Click on the "To Do Item" to view further details

View Advisee's Holds

- Open Advisee Roster
- Click "View Student Details" link to the right of a particular student
- Click the Student Center Tab in the menu at the top of the page
- Click "Details" under the Holds
- An Item List is displayed, which indicates the type of hold that has been placed, the institution/department/division who placed the hold, and for what start term
- Click on the "Hold Item" to view further instructions

View Advisee's Registration Appointment

- Open Advisee Roster
- Click “View Student Details” link to the right of a particular student
- Click the Student Center Tab in the menu at the top of the page
- Click “Details” under the Enrollment Dates
- View the specific date and time under “Appointment Begins”

View Advisee's Program of Study

- Open Advisee Roster
- Click “View Student Details” link to the right of a particular student
- Click the Academics Tab in the menu at the top of the page

View Advisee's Student Groups

- Open Advisee Roster
- Click “View Student Details” link to the right of a particular student
- Click the General Info Tab in the menu at the top of the page
- Choose “Student Groups” link
- Indicates if student is in the POWER program, an International Student, required to participate in the Enhanced Success Program (ESP), etc.

View Advisee's Class Schedule

- Open Advisee Roster
- Click “View Student Details” link to the right of a particular student
- Click the Student Center Tab in the menu at the top of the page
- Found under Academics, the class schedule shows only enrolled classes that have started
- To view all classes regardless of start date, click on the “My Class Schedule” link

View Advisee's Unofficial Transcript

- Open Advisee Roster
- Click “View Student Details” link to the right of a particular student
- Click the Student Center Tab in the menu at the top of the page
- Select “Transcript: View Unofficial” from the drop-down menu
- Click the box
- Select Minot State University for the Academic Institution
- Select Unofficial XML Transcript for the Report Type
- Click “View Report”

View Academic Requirements Report (Electronic Degree Audit)

- Open Advisee Roster
- Click “View Student Details” link to the right of a particular student
- Click the Student Center Tab in the menu at the top of the page
- Under Academics, select “Academic Requirements” from the drop-down menu
- Click the box

Transfer Tidbits **Procedures for Course Substitution and Equivalency**

Course substitution is when students petition to substitute a different course (transferred or not) in lieu of a required course to complete their degree. Substitutions are issued by the academic department/division on a case by case basis and are only good for the current student requesting the substitution(s). Course substitution forms are found on the Registrar's Office website and maintained as a part of the student's file in the Registrar's Office.

Course equivalency is when students transfer in a course from another college or university and want 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/division, this course will then be equivalent for other students coming from the same college or university. Once a course is approved as equivalent by a department/division, its equivalency is guaranteed for four years from when the course was approved and taken. Course equivalency forms are available on the Registrar's Office website.

Please note that Substitution cannot override pre-requisites. Substitution forms cannot be used for Diversity courses. If a student changes their major the substitution does not carry over to the new major.

November Student Success Workshops

Please encourage your advisees to attend the following November Student Success Workshops:

- Tuesday, November 6 from 12-12:50 P.M. – Yoga – Stretch Your Mind & Body – Pedagogy Lab, 2nd floor Swain Hall
- Tuesday, November 13 from 1-1:50 P.M. – Online Classes – Jones Room, 3rd floor Administration
- Tuesday, November 27 from 2-2:50 P.M. – Leadership Style – Slaaten Learning Center, 3rd floor Old Main
- Thursday, November 29 from 1:30-3:00 P.M. – Resume “Check-Up” – Conference Center, 3rd floor Student Center – Students must PRE-REGISTER by Wednesday,

November 21 by contacting the Student Success Center located on the 2nd floor of the Student Center, call 858-3362 or email msujobs@minotstateu.edu.

Campus Resources

Study Abroad Through MSU: the Basics

Study Abroad programs and other international experiences, such as internship, work and travel abroad, offer students an opportunity to significantly enhance professional and personal competencies. Experience abroad expands one's knowledge of international affairs, provides a deeper understanding of other cultures, and offers new perspectives on subject matter that students have already been exposed to in the classroom. In addition, time spent in a foreign country can increase a student's career opportunities by providing direct, hand-on experience developing the skills necessary for success in an increasingly diverse and globally interdependent workforce.

The MSU Office of International Programs can assist students in identifying a program that perfectly fits their individual academic needs and personal interests. Students will find options that are affordable, marketable, and rewarding. The following education abroad options are available to MSU students:

Affiliate Programs

Affiliate programs are third-party study abroad providers that have been thoroughly researched and pre-approved by the MSU International Advisory Committee. MSU affiliate programs have been chosen specifically for the quality and credibility of their academic offerings, affordability, and the level of service provided to participants. Students can choose from a wide array of locations, program lengths and fields of study through MSU affiliate providers. Current MSU affiliate programs are: ISA (International Studies Abroad), Semester at Sea, and GlobaLinks.

Faculty-led study tours

Study tours are a great way for Minot State students to experience the world. Travel is organized by an MSU professor who relates course objectives with local culture, customs, famous sites and history. These programs also give students a chance to develop deep relationships with others in their academic field. Study tour programs vary from year to year and course credit offered will differ depending on the nature of the program and the faculty member leading the program.

Exchange programs with partner institutions

Minot State has developed partnerships with institutions around the world, offering MSU students the opportunity to participate in reciprocal exchanges. Students benefit from existing institutional relationships and departmental familiarity of academic programs and course offerings when they choose to

study at a partner institution. Current exchange partners include locations in Norway, Sweden, Denmark and South Korea.

Study Abroad advising sessions with the Office of International Programs will provide students with information regarding educational opportunities abroad, program selection and financial aid. In addition, the office offers support services such as pre-departure orientations, advising on credit transfer and how to request approval for course equivalencies, assistance with the visa application process, and general cultural guidance once a student is on program.

Please encourage your students to stop by the Office of International Programs on the 1st floor of the Student Center in the Multicultural Center to set up an advising session to learn about the exciting opportunities to explore the world with Minot State University!

Are you familiar with Hist 230— Test Preparation?

This course, typically taught in the summer, has been designed to help students across the Minot State University campus who plan to take exams needed in order to complete major/minor requirements, for students who plan to pursue graduate work, and/or for students struggling with these types of exams. The class is aimed primarily at education majors who are required to take the Praxis series exams (PPST, PLT, and Praxis II) and at students preparing for graduate work. This is not to say, though, that the course is only for education or history majors. It is open to all students who have or will take these kinds of exams. Some of the exams, for example, that are open to exploration in the class include not only the Praxis series, but also the MCAT, LSAT, and GRE.

During the first part of the class time the entire class will meet as a group to discuss common test-taking issues and how to overcome those issues, such as anxiety, weaknesses in reading, and over thinking. In several sessions guest speakers will guide the discussion. In the second part of the class students will break out into sessions or groups where they will take practice exams, work on writing and answering questions, and work with individuals in various areas across the campus on content.

Dates to Remember

November 6: Student Workshop from 12–12:50 P.M. - Yoga

November 9: Last day to drop

November 12: Veterans Day, University closed

November 13: Student Workshop from 1–1:50 P.M. – Online Classes

November 22: Thanksgiving, University closed

November 27: Student Workshop from 2–2:50 P.M. –

Leadership Style

November 29: Student Workshop from 1:30–3:30 P.M. –

Resume “Check-Up”