



A NEWSLETTER FOR ACADEMIC ADVISORS

Summer/Fall Registration

Remember early registration for Summer and Fall classes for currently enrolled students will take place Tuesday, March 19 through Thursday, March 21. Students can check their CampusConnection accounts for their earliest registration date and time.

Advising Resources

Are you looking for advising resources to assist you in your work as an academic advisor? The Center for Engaged Teaching & Learning has a variety of resources that are available to MSU faculty & staff. If you are interested in checking out an advising book, NACADA journal, or view an advising webinar, please contact Heather Martin at heather.martin@minotstateu.edu or 701-858-3265. The following items will give you an idea of is available. If there are topics you are interested in, please let Heather know as additional resources may be available.

Webinars:

Webinars on CD:

- Components of a Successful Faculty Advising Program
- Foundations of Academic Advising: What is Academic Advising?
- Legal Issues in Academic Advising
- College Student Mental Health: Information and Suggestions for Academic Advising
- Save Time and Energy: Utilize Existing Resources for Advisor Training and Development
- Academic Advising's Integral Role in the Academic Success and Persistence of Students
- Webinars (limited one year access):
 - Intrusive Academic Advising: An Effective Strategy To Increase Student Success
 - One Student At A Time: An Overview Of Appreciative Advising

Books:

- Academic Advising: A Comprehensive Handbook, Second Edition
- The New Advisor Guidebook: Mastering the Art of Advising Through the First Year and Beyond (NACADA Monograph Series)
- Advising Training: Exemplary Practices in the Development of Advisor Skills (NACADA Monograph Series)
- What is Academic Advising? (NACADA Pocket Guide Series)
- Components of a Successful Faculty Advising Program (NACADA Pocket Guide Series)

NACADA Journals:

- The Journal of the National Academic Advising Association
Spring 2009 through present

March 2013

Dates to Remember

Thursday, March 21

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

Wednesday, March 27

Student Success Workshop on Major Confusion

March 29-April 1

Easter Break (University closed Friday only)

Friday, April 5

Last day to drop

CONTACT INFORMATION

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How to Determine Developmental Course Placement for Math & English

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 if they do not have ACT/SAT scores or feel their scores are not an accurate measure of their ability.

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

Procedure to Enroll in Developmental Courses with Dakota College at Bottineau

- With the advisor, students should determine if they are required to take a development course.
- Choose the section(s) of developmental course work. These courses are offered on the MSU campus, but are actually offered by Dakota College at Bottineau (DCB). Since they are DCB courses, students must enroll as collaborative students instead of through CampusConnection.

Course #	Course Title	Credits	Class#	Meeting Time	Building/Room	Instructor
ASC 87	College Writing Prep	3	14919	10:00 – 10:50 MWF	Mem 228	Bail, M.
ASC 87	College Writing Prep	3	14991	1:00-2:15 TuTh	Mem 228	Bail, M.
ASC 88	Composition Lab	1	14959	12:00-12:50 M	HHall 316E	Bail, M.
ASC 88	Composition Lab	1	14960	12:00-12:50 W	HHall 316E	Bail, M.
ASC 88	Composition Lab	1	14961	12:00-12:50 F	HHall 316E	Bail, M.
ASC 88	Composition Lab	1	14962	3:00-3:50 Tu	Mem 228	Bail, M.
ASC 88	Composition Lab	1	14821	2:00 – 2:50 W	Mem 228	Bail, M.
ASC 92	Beginning Algebra	3	18498	11:00-12:15 TuTh	Main 106C	Blair, C.
ASC 92	Beginning Algebra	3	18499	10:00 – 10:50 MWF	Main 106C	Blair, C.
ASC 92	Beginning Algebra	3	18500	9:00-9:50 MWF	Main 106C	Blair, C.
ASC 92	Beginning Algebra	3	18501	9:30 – 10:45 TuTh	Main 106C	Blair, C.

- Choose MSU courses. Remember to verify that none of these courses have a time conflict with the developmental course(s).
- Students must complete the Collaborative Request form online at www.minotstateu.edu/online/collaborative.shtml. Read through this form VERY carefully!! It explains what students are agreeing to by registering for this course as a collaborative student.
- If students are requesting ASC 88, print a copy of the submission form and take this to the Registrar's Office. They will enroll students in ENGL 110. Students MUST be enrolled in ENGL 110 in order for the registration for ASC 88 to be completed.

- International Students Only: Complete the Concurrent Enrollment Form online at www.minotstateu.edu/international/pdf/ConcurrentEnrollmentForm20NOV12.pdf and return it to Virginie Vournas in the International Student Center (Student Union, First Floor).

- Use CampusConnection to enroll in other MSU courses.
- View class schedule to verify everything is correct. NOTE: Developmental courses will not appear on schedules at this time. DCB will email a copy of students' DCB schedules with the building/room assignment after enrolled. This email will serve as official verification of enrollment. It may take up to two weeks to receive confirmation. If students wish to view their full schedule (MSU and DCB courses) in CampusConnection after enrolled, they will have to look at a weekly schedule. Their developmental courses will not show on your regular My Class Schedule with your MSU courses.

- If students have any questions about their registration in developmental courses with DCB, please contact Jolina Miller:

Jolina Miller
 Online Program Coordinator
 Administration 358
 701-858-3430
jolina.miller@minotstateu.edu

MSU Academic Advising Handbook

Remember the MSU Academic Advising Handbook is a great resource where you can find the answers to most of your advising related questions! The handbook can be found at <http://www.minotstateu.edu/advising/AcademicAdvisorHandbook.shtml>. The entire handbook is available as a pdf or you can view each section as its own pdf.

Student Success Workshops

Please encourage your advisees to attend the following Student Success Workshops/Events!

MSU Job Fair

Wednesday, March 20 from 10 a.m. – 2 p.m in the Conference Center, 3rd Floor, Student Center

Employers with full-time, part-time and summer employment opportunities, as well as internships, will be waiting to answer your questions, accept your resume and possibly conduct or set up interviews! Bring your resume, dress professionally and use this time to explore careers, network and apply for positions. Open to all MSU students in all majors.

Major Confusion

Wednesday, March 27 from 1 – 2 p.m. in the Westlie Room, 3rd Floor, Student Center

Presented by Lynda Bertsch, Director Student Success Center

Is this who I want to be when I grow up? Am I in the right major program? How can I be sure?

Positive Approaches to Advising

There are several ways for an academic advisor to positively approach their responsibilities. While some of these approaches may seem like common sense, doing these things can enhance the advising relationship and the advising process.

1. Get to know your advisees' names and use them.
2. Post your office hours and keep advising appointments.
3. Prior to an advising appointment, review your notes from previous advising appointments or look up the student's information electronically.
4. During advising meetings, show students you are listening carefully by taking notes, asking clarifying questions and maintaining eye contact.
5. Anticipate student needs and be prepared to address them. Remember that students often don't know what they don't know.
6. Refer students to the appropriate campus resources and follow up on the recommendations and referrals.
7. Prior to the student leaving your office, ask them "Is there anything else that I could do to assist you? Have I answered all of your questions?"

(Noel/Levitz, 1997)

Fall 2013 CONNECT Advisor Information Sessions

All faculty who advise at CONNECT are required to participate in a two hour CONNECT Advisor Information Session in the Student Center, Westlie Room on either Tuesday, April 23 from 2-4pm OR Wednesday, April 24 from 9-11am. The information session will highlight developmental courses, COMPASS testing, First-Year Experience Learning Communities, and other material pertinent to advising at CONNECT sessions. Please contact Heather Martin at heather.martin@minotstateu.edu or 858-3265 with the session you plan to attend!