



Minot State
UNIVERSITY

ACADEMIC ADVISING NEWSLETTER

CampusConnection Hold – Delinquent Account

A **Delinquent Account Hold** is applied to student accounts in CampusConnection with balances past due and/or accounts considered delinquent or written off due to non-payment. This hold will prevent students from registering for future classes, adding classes to a current term, or obtaining transcripts. Students must pay the outstanding balance in full prior to the removal of the hold. Holds are removed within 24 business hours after payment has been applied to the student account.

ASC Spring 2015 Class Schedule

The Spring 2015 Class Schedule for ASC courses available to MSU students through Dakota College Bottineau will be available soon! You will be able to find the schedule on the MSU Advising website, under Academic Information, http://www.minotstateu.edu/advising/academic_info.shtml. Students needing to enroll into one of the ASC courses will not use CampusConnection to enroll, instead, they will review the collaborative course information and submit the online collaborative request form found at <http://www.minotstateu.edu/online/collaborative.shtml>.

OCTOBER 2014

DATES TO REMEMBER

Friday, October 3

Last day to withdraw from all classes and receive a 75% refund

Friday, October 10

Spring semester graduation application due to advisor

Monday, October 20

Midterm grades due

October 21-23

Spring registration for currently enrolled students

Friday, October 24

Spring semester graduation application due to Registrar's Office

October 28-31

Student Success Workshops

Academic Advising Meeting

There is no one right way to conduct an academic advising meeting; it often depends upon the reason for the meeting (i.e. registration advising, class concerns, deciding upon a major). It is important for advisors to maintain an advising file for each advisee with proper documentation from the meeting. The scenario below offers general guidelines and suggestions for conducting a productive advising meeting.

1. **Opening.** Greet students by name, be relaxed and warm. Open with a question e.g., “How are things going?” or “How can I help?”
2. **Phrasing Questions.** Conversational flow will be cut off if questions are asked so that a yes or no reply is required. A good question might be, “What have you thought about taking next semester?” or “What are some things that have made you think about business as a career?”
3. **Out-Talking the Student.** Good advising is effective listening. Listening is more than the absence of talking. Identify the fine shades of feelings behind the words.
4. **Accepting the Student’s Attitudes and Feelings.** A student may fear that the advisor won’t approve of what he/she says. Advisors must convey their acceptance of these feelings and attitudes in a non-judgmental way. Cardinal principle: If the student thinks it is a problem, the advisor does too.
5. **Cross-Examining.** Do not fire questions at the student or put the student on the defensive.
6. **Silence in the Interview.** Most people are embarrassed if no conversation is taking place. The student may be groping for words or ideas so let them have some time to think about what they want to say.
7. **Reflecting the Student’s Feelings.** Try to understand what the student is saying. For example, it is better to say, “You feel that professor is unfair to you.” rather than “Sometimes everyone has trouble getting along with professors.”
8. **Admitting Your Ignorance.** If a student asks a question regarding facts that you do not have, admit it. Go to your resources for the information immediately or call/email the student back with the information.
9. **Setting Limits on the Interview.** It is better if the advisor and the student realize from the beginning that the interview lasts for a fixed length of time.
10. **Ending the Interview.** Once limits have been set, it is best to end the interview at the agreed time. A comfortable phrase might be, “Do you think we have done all we can for today?” or “Let’s make another appointment so that we can go into this further.”



Crockett, David S. *Advising Skills, Techniques, and Resource*. Iowa City, Iowa: The American College Testing Program, 1988.

Spring First-Year Experience Learning Communities

It is almost time for students to register for their spring courses! Many students have pre-registered for a spring first-year learning community. These students recently received an email reminder from the Center for Engaged Teaching & Learning letting them know which learning community they will be enrolled in for spring. This email included the title with a list of specific courses included in the learning

community, in addition to the dates/times and instructors for each course. Learning community courses will be added to students’ schedules prior to the start of early registration. If the classes are not on schedules in CampusConnection, students should immediately contact CETL. As the INT 110 is a requirement in the general education curriculum, students are required to complete a first-year learning community. A list of learning communities offered in the spring semester can be found at <http://www.minotstateu.edu/cetl/LearningCommunities.shtml>. If students need to make

changes to their learning community or enroll in a spring learning community, please have them contact the Center for Engaged Teaching and Learning (CETL) office in Old Main 101 or by email at beth.odahlen@minotstateu.edu. There are limited spaces for spring learning communities so changes should be completed as soon as possible.

Do your Advisees know Tutoring is Available On-Campus?

Now is the time in the semester when students often begin realizing they could use additional academic support. Are you familiar with the various options for tutoring? The Math Clinic, Peer Tutoring Program, Supplemental Instruction, and Writing Center are all great options you can share with your advisees. MSU's Student Support Services website, <http://www.minotstateu.edu/services.shtml>, includes links for each of the tutoring options where more specific information can be found, including schedules for each. Remember there is no additional fee for tutoring services!

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.

COURSE LISTING FOR NEW GENERAL EDUCATION MODEL

To view the most up-to-date listing of General Education courses, you will want to visit the General Education website at <http://www.minotstateu.edu/ge/>. The "General Education Fall 2014 Advising Workshop" link will direct you to a pdf of all courses which satisfy the Required Core and Foundational Content. The "Developmental Model Section" link will direct you to a pdf of all courses which satisfy the Developmental Content. The pdf files will be updated and linked to this website as the Registrar's Office receives the required paperwork on newly approved courses. Make sure you check these links frequently to confirm you are using the most accurate list of courses when advising your students.

Spring Registration

Are you Ready to Register for Spring Semester Classes?

- Determine who is assigned as your Academic Advisor**
 - Log in to [CampusConnection](#) and click on Student Center
 - Your advisor name and phone number is located on the right side of screen under Advisor
 - Click on details and then on the advisor's name to determine your advisor's e-mail. If no advisor is listed, contact your department Administrative Assistant.
- Determine when you are eligible to register for Spring semester classes**
 - Log in to [CampusConnection](#) and click on Student Center
 - Your enrollment date is located on the right side of screen under Enrollment Dates
 - Click on details to view the earliest registration date and time
 - Early registration takes place on October 21-23
- Determine if you have Holds on your account**
 - Log in to [CampusConnection](#) and click on Student Center
 - Your holds are located on the right side of screen under Holds
 - Click on details to view more information on your hold
 - Click on each individual hold item to view instructions on how hold can be removed
 - Some holds may prevent registration (ex. Advisor/Department Hold, MMR/Student Health Hold, Business Office/Delinquent Account Hold, Financial Obligation Agreement Hold)
 - Take care of holds as soon as possible so they won't delay the registration process
- Schedule an appointment with your assigned Academic Advisor**
 - Check your MSU e-mail account for an e-mail from your advisor
 - Send your advisor an e-mail to see how he/she prefers an appointment is scheduled
 - Call your advisor (phone number can be found in your [CampusConnection](#) account)
 - Schedule your appointment well in advance of early registration to guarantee you will be ready to register during early registration
- Prepare for your advising appointment**
 - Review the General Education Requirements, <http://www.minotstateu.edu/ge/>
 - Review your Major/Minor/Concentration requirements
 - Review the Undergraduate Catalog, http://www.minotstateu.edu/catalog_sj.pdf
 - Read course descriptions in the Undergraduate Catalog
 - Write down questions you have for your advisor
- Check out [CampusConnection](#) student training materials**
 - Refresh your [CampusConnection](#) skills at <http://www.minotstateu.edu/cc/>

You are now Ready to Register for Spring classes!

Now is the time to remind your advisees to schedule an appointment to see you, as early registration for the spring semester is right around the corner! Current students can begin registering for the spring semester on their assigned registration

time between the dates of October 21-23. Students should determine their assigned registration time in their [CampusConnection](#) account under Student Center. It is also important to remind students to take care of any holds they may have on their account, as many holds do prevent registration (ie. Delinquent Account, Advisor, Department, Student Health, etc.). Please post the attached flyer, "Are you Ready to Register for Spring Semester Classes?", in your Department/Division and share with students you work with to promote and encourage early registration for next semester!

Advising Enhanced Success Program (ESP) students

Based on students' acceptance to Minot State University, some students may be required to participate in the Enhanced Success Program (ESP) during their first year at MSU. The Enhanced Success Program is a collaborative program with services provided by:

- Center for Engaged Teaching and Learning (CETL)
- POWER Center
- Student Success Center

Key foundational components of the ESP program include:

- Individualized academic advising to discuss academic expectations, resources, and support services
- Enrolling in a First-Year Learning Community
- Participation in Student Success Workshops
- 15 credit limit in the first semester

ESP students will be advised by Heather Martin in CETL during their first year. After the first year, advising files are sent to the appropriate Department/Division based on the students' majors. Students are then re-assigned to a faculty advisor within their planned field of study.

Limitations of Advising

Hardee (1959) and Brown (1972) indicate that faculty advisors cannot be all things to all advisees because of the vast differences among students. Faculty advisors must recognize their limitations as counselors. Some of the restrictions impeding the effectiveness of faculty advisors are:

1. A faculty advisor cannot make decisions for an advisee but he/she can be a sympathetic listener and even offer various possible solutions to the student's problem.
2. A faculty advisor cannot increase the native ability of an advisee, but he/she can encourage the maximum use of the ability that the student has.
3. A faculty advisor cannot reduce the academic or employment load of a floundering advisee, but he/she can make recommendations that such adjustments be made.
4. A faculty advisor should not criticize a fellow faculty member to a student, but he/she can make a friendly approach to any teacher if that teacher is involved in the student's problem.

5. A faculty advisor should not tell an advisee his raw scores on psychological tests, but he/she can indicate areas in which the student seems weak or strong by discussing centiles derived from local norms.
6. A faculty advisor should not betray a student's confidence on matters of a personal nature, but he/she can seek appropriate professional assistance in helping a student with minor personal or social adjustment problems (Brown, 1972, pp. 94-95).
7. A faculty advisor should not attempt to handle cases of emotional disturbances which fall outside the behavioral pattern of students adjudged reasonably normal. When complex problems arise concerning financial aid, mental or physical health, or personal-social counseling, faculty should refer students to professional personnel through the Dean of Students Office (The American College Testing Program, 1979a, p. 4.149).

Example Advising Handbook [Electronic version].

Retrieved from the NACADA Clearinghouse of Academic Advising Resource Web site: http://www.nacada.ksu.edu/clearinghouse/advisingissues/Example_Univ_Handbook.pdf

Quote of the Month

"Advising cannot be done in isolation. This process must be integrated among all constituents of the institution."

Grites, T. (1979). Academic advising: Getting Us through the Eighties. In D. Crockett (Ed.) Advising skills, techniques, and resources: A compilation of materials related to the organization and delivery of advising services (pp. 5-7). Iowa City, IA: ACT.

Do you Have Advisees Interested in Music Ensemble Participation?

Various music ensembles are available to all campus students and are comprised of Music majors, Music minors and participants from across the entire campus. Each group is led by one of MSU's outstanding faculty musicians and offers a regular schedule of public performances. Instrument rental is available. For questions, students can contact the Division of Music at 858-3185. The following ensembles with a list of instructors, are available for all students:

- Musc 105 Women's Chorus Lukas Graf
- Musc 115..... Opera Production..... Lukas Graf
- Musc 120 Concert Choir Dr. Ken Bowles
- Musc 127 MSU Singers Dr. Ken Bowles
- Musc 130 Brass Ensemble..... Dr. Devin Otto
- Musc 135 Woodwind Ensemble Dr. James Fusik
- Musc 140 String Ensemble Dr. Erik Anderson
- Musc 145 Percussion Ensemble Avis Veikley
- Musc 150 Symphony Orchestra..... Dr. Scott Seaton
- Musc 160 Concert/Marching Band.... Dr. Devin Otto
- Musc 165 Jazz Ensemble..... Dr. Devin Otto



Student Success Workshops will be held October 28-31. Some of the presentations include Major Confusion, Make Your Time Count, Seven Habits of Highly Effective Students, and Did Your Mid-Term Grades Scare You. Please see the attached document for the complete schedule of workshops and share with your advisees!



Center for Engaged Teaching and Learning

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