



Minot State
UNIVERSITY

ACADEMIC ADVISING NEWSLETTER

CampusConnection Hold – Housing Hold

The Residence Life Office will place Housing Holds on students' CampusConnection accounts for a small variety of reasons. Some examples of when this hold may be placed include, but are not limited to, the following:

- A hold will be placed on students' accounts for new incoming freshmen if the Residence Life Office has not received the Housing Application or the Request for Exemption from the MSU Freshman Housing Policy form. The Freshman Housing Policy requires undergraduate students who have earned fewer than 24 credits and are under 20 years of age prior to the first day of the current semester to live on campus. Students who don't plan to live on campus must submit this exemption form to indicate the extenuating circumstance preventing them from living on campus.
- A hold will be placed on students' accounts, if they have an outstanding balance for room and/or board.
- A hold will be placed on students' accounts if found in violation of a policy and the assigned sanction has not been completed by the indicated deadline.

A Housing Hold will prevent students from adding or dropping courses. In situations when students are unclear as to why they have the hold, they should call the Residence Life Office at 701-858-3363.

First-Year Experience Learning Communities

First-year students, new freshmen and transfers with less than 24 credits, are required to enroll in a First-Year Learning Community as part of the new General Education Requirements. More information about the spring learning communities can be found at <http://www.minotstateu.edu/cetl/LearningCommunities.shtml>. Questions regarding learning community enrollment can be directed to the Center for Engaged Teaching & Learning at 858-4040.

NOVEMBER 2014

DATES TO REMEMBER

Sunday, November 2

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

Tuesday, November 11

Veteran's Day, University closed

Friday, November 14

Last day to drop a full-term course

November 27 & 28

Thanksgiving vacation, University closed

Thursday, December 15-19

Final exams

Friday, December 19

CONNECT/Orientation

Monday, December 22

Grades entered by 12 P.M.

Friday, January 9

CONNECT/Orientation

Academic Advising Sample Visit Questions

Depending on the purpose of your advising meeting, listed below are some questions that might be helpful in building rapport and getting to know your advisee. An advisor likely would not ask all of these questions; rather, he or she would pick and choose the most appropriate or helpful questions.

Identifying Areas of Interest and Preparation

1. What are the three courses (high school or college) you have most enjoyed?
2. In which academic areas do you feel you are most thoroughly prepared?
3. In which courses are you likely to earn your highest grades because of what you already know or have experienced?
4. Which of your academic skills are your strongest?
5. What do you look forward to in college?
6. What do you consider the two most interesting books you have ever read?
7. What academic/school project has given you the greatest pride?
8. What aspect of the world around you would you most like to better understand?

Identifying Student Strengths and Talents

1. What do you feel your academic and personal strengths are?
2. What do you do well enough that you could teach someone else?
3. What kind of things make you feel most fulfilled?
4. When you are not in school or working, how do you like to spend your time?

5. What part of your educational plan do you feel best about?
6. What part of your educational plan do you feel most concerned about?
7. Upon graduation from college, what will make you feel most satisfied?
8. Ten years after college, what will make you feel fulfilled and successful?

Identifying Time Commitments

1. If you plan to work this term, how many hours per week do you plan to work?
2. In what school activities do you wish to be involved? How many hours per week?
3. In what non-school activities do you wish to be involved? How many hours per week?
4. What family and/or child care commitments will you have this term?
5. Will you have any other scheduled commitments of your time this term?

Identifying Career Interests and Goals for Life After College

1. What academic areas are you currently considering? What do you like about these areas?
2. What occupations are you considering? What about these attract you?
3. How do your strengths/skills fit the tasks necessary to succeed in these areas?
4. Will these occupations provide the rewards and satisfactions you want for your life? Why?
5. What are the differences among the majors/occupations you are considering? The similarities?
6. Who has influenced your ideas about these alternatives?
7. In what kind of work environment do you picture yourself five years after you have finished school?



FERPA Facts

Q: A student has a right to inspect information in his or her file in the registrar's office and in his or her major department/division.

A: True. The student has the right to inspect any university file that contains any type of information about that student.

CLEP Tests

Are you familiar with the College-Level Examination Program (CLEP)? CLEP is the most widely accepted credit-by-examination program in the country. You may encounter a situation when an advisee will ask for information about taking a CLEP exam or you may want to suggest an advisee look into the possibility of taking a CLEP exam. Detailed information on MSU's CLEP policy, the CLEP registration process, CLEP for military personnel, and CLEP exam preparation can be found at <http://www.minotstateu.edu/cel/CLEPTesting.shtml>. For more information on CLEP testing, contact Minot State University's CLEP Test Administrator, Jennifer Beneke, at (701) 858-3990. MSU's Academic Testing Center is located in the Administration Building, Room 361.

Waitlisting Courses

Academic advisors should be aware of the waitlist option in CampusConnection and share this option with their advisees. The waitlist option allows students to indicate interest in a course that is presently full. When searching for classes, students must uncheck the "Show Open Classes Only" box to view all open, closed and waitlisted sections of the course. Students can check "Ok to Waitlist" during the enrollment process in CampusConnection. The course will appear on the student's schedule as "waiting" which indicates the potential for enrollment, not actual enrollment. If a seat becomes available in the class, the first eligible student on the waitlist will be automatically enrolled in the course. Students must make sure they have met the necessary pre- or co-requisites and are not enrolled in other courses that would cause a time conflict, as CampusConnection will not allow enrollment into the class with one of these conflicts. The student is responsible for monitoring his/her schedule in CampusConnection to confirm enrollment; however, the student will receive an email with notification of enrollment. Students who no longer want to

wait for an opening in a course must drop themselves from the waitlist through CampusConnection. If you or any of the students you work with have questions on the waitlist feature in CampusConnection, please contact the Registrar's Office.

Advising Honors Program Students

The Honors Program allows students the opportunity to take a series of courses leading to a concentration. The Honors Program distinction is also placed on students' transcripts and diplomas. Students take the sequence of Honors courses as part of their undergraduate program. Some courses may overlap with General Education or major requirements. The Honors Program Director works with students on the requirements of this program and is assigned as the secondary advisor for all Honors Program students.

December and January CONNECT Dates

Please mark your calendars, as the dates have been set for the Spring 2014 CONNECT sessions! Once again, faculty from all departments/divisions will be asked to assist with academic advising on these dates. Academic advising will take place from 12:30 P.M. until approximately 4:30 P.M. Both transfers and freshmen will be invited to attend either of the following dates: **Friday, December 19 or Friday, January 9**

Chairs will be asked to notify Heather Martin by Monday, December 1 with the names of the faculty who will be assisting at each session. If you are interested in advising at these events, please contact the chair of your department. A CONNECT Advisor Manual, consisting of a variety of materials to assist advisors in the advising process, will be provided at each CONNECT session. For those who wish to review this manual in advance, contents are available on the advising website at <http://www.minotstateu.edu/advising/CONNECTAdvisorManual.shtml>.

Did you know ...

There is a new pre-requisite for BIOL 150, Introduction to Cellular Biology. Students must complete either CHEM 115 or CHEM 121 before enrolling in this course.

ASC Course Schedule for Spring Semester

The Spring 2015 Class Schedule for collaborative courses available to MSU students through Dakota College Bottineau is listed in the table below. Students requesting enrollment into one of these sections must review the collaborative course information and submit the online collaborative request form found at <http://www.minotstateu.edu/online/collaborative.shtml>.

| COURSE # | COURSE TITLE | CREDITS | CLASS # | MEETING TIME | BUILDING/ROOM |
|----------|----------------------|---------|---------|-----------------|---------------|
| ASC 87 | College Writing Prep | 3 | 22135 | 10-10:50am, MWF | HHall 303E |
| ASC 88 | Composition Lab | 1 | 22133 | 11-11:50am, W | TBD |
| ASC 88 | Composition Lab | 1 | 22134 | 12-12:50pm, F | HHall 316E |
| ASC 88 | Composition Lab | 1 | 22040 | 2-2:50pm, M | HHall 316E |
| ASC 94 | Beginning Algebra | 3 | 22127 | 11-12:15, TuTh | Main 312 |
| ASC 94 | Beginning Algebra | 3 | 21954 | 10-10:50am, MWF | Mem 228 |

Quote of the Month

“A major factor in increasing student retention rates is the establishment of advising systems which take into account the developmental and academic needs of the students as well as career counseling.”

Clark, E. (1989). The importance of a comprehensive advising system in improving student retention and graduation rates. *Australian Universities' Review* No. 1 1989 p 27



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