



**Minot State**  
**UNIVERSITY**

## ACADEMIC ADVISING NEWSLETTER

**MARCH 2018**

### **Nominations Sought for Outstanding Academic Advisor Awards**

The Academic Advising Council is seeking nominations for the 2017-18 Minot State University Outstanding Academic Advisor Awards. These awards are designed to highlight the importance of academic advising and bring recognition to academic advisors at MSU who have made significant contributions to academic advising and student success. More information regarding the award categories, selection criteria, eligibility, nomination procedure, selection process, and recognition can be found at <http://www.minotstateu.edu/advising/awards.shtml>.

**Nominations are due by Thursday, March 29 at 4:30 P.M.** Questions regarding these awards or the nomination process should be addressed to Dr. Lori Willoughby or Heather Martin, co-chairs of the Academic Advising Council.

### **Priority Transfer Orientation (PTO) Advisor Information Sessions**

Priority Transfer Orientation (PTO) allows transfer students starting in the summer or fall of 2018 to meet with an advisor and enroll in classes without attending an on-campus orientation. PTO will take place from April 1 – May 4. From July 9 – 19 transfer students will have another opportunity to visit with an advisor, following the same process as the April PTO. The Academic Advising Council and Orientation Advisory Team will be holding PTO Advisor Information Sessions, on the following dates and times.

#### **DATES TO REMEMBER**

**Friday, March 2**

Summer and Fall semester graduation applications due to advisor

**Monday, March 5**

Midterm grades

**March 12-16**

Spring Break

**March 20-22**

Summer and Fall registration for currently enrolled students

**March 26, 27, & 28**

PTO Advisor Information Sessions

**Thursday, March 22**

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

**Friday, March 23**

Summer and Fall semester graduation applications due to Registrar's Office

**March 30 – April 2**

Easter Break (University closed Friday only)

Monday, March 26 – 11 A.M.-12 P.M., Swain Hall, room 109  
Tuesday, March 27 – 12:30-1:30 P.M., Old Main, room 405  
Wednesday, March 28 – 12-1 P.M., Old Main, room 405

Updates to the PTO advising process will be shared, in addition to, a Starfish appointment scheduling demonstration. All faculty and staff who will be assisting with PTO advising are asked to attend one of the above sessions.

## What's new with FERPA?

### New FERPA Form & Process to Release Information

The FERPA form is now available as an electronic form and the process for releasing information has changed, as well. The FERPA release still shows in Campus Connection under the Service Indicators. When viewing the Service Indicator, in the Comments section, there will be a question and answer provided by the student. In addition to the question and answer, the name(s) of whom the student has granted access to his/her record(s) will be listed.

When faculty or staff are contacted and information about a student is requested, it is important to read the question in the Comments section and confirm it is answered correctly. The individual requesting information must be listed in the Comments, as well. If the information provided does not match, information about the student cannot be released.

There may be situations where an advisee has not submitted the new electronic form and the only information under Comments are the name(s) of whom the student previously gave access to his/her record. It is beneficial for students to update who can access their information by submitting the new electronic form. The Consent to Release Information Electronic Form is available at [http://www.minotstateu.edu/records/right\\_to\\_privacy.shtml](http://www.minotstateu.edu/records/right_to_privacy.shtml). Students need to input their MSU credentials to access the form. If students

choose not to submit a new form, then all requests for student information needs to be in writing. Information will not be sent via email or over the phone.

Faculty and staff advisors can view the FERPA Service Indicators and Comments for their advisees by following these steps:

- Log in to Campus Connection.
- Go to Self Service > Advisor Center > My Advisees
- Click View Student Details next to the student from which you wish to view the FERPA Service Indicator.
- Choose the general info tab at the top.
- Click on the appropriate FERPA Release (All, Academic, or Financial). If no FERPA Release is listed, the student did not submit the electronic form, so no information can be shared.
- Under Comments read the question/answer and the name(s) provided.

Questions about FERPA can be directed to the Registrar's Office at 701-858-3345.

## Featured Advising Article

Survival in the Face of Stress and Fear: How the Advisor Can Respond to Fight or Flight in Student Behavior

<https://www.nacada.ksu.edu/Resources/Academic-Advising-Today/View-Articles/Survival-in-the-Face-of-Stress-and-Fear-How-the-Advisor-Can-Respond-to-Fight-or-Flight-in-Student-Behavior.aspx>

## Fall & Summer Early Registration

Early registration is almost here! Contact your advisees now to help them prepare for early registration, which is scheduled for March 20 – 22. Appointment times will be available in Campus Connection in early August. Students should also check their holds in Campus Connection and take care of any registration holds prior to March 20.

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## Quote of the Month

“Academic advising has moved toward providing guidance to students that focuses on meeting their learning and developmental needs.”

*Pizzolato, J. E. (2008). Advisor, teacher, partner: Using the learning partnerships model to reshape academic advising. About Campus, 13(1), 18-25.*

# Are you ready to REGISTER for FALL Semester Classes?



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Log in to Campus Connection: [minotstateu.edu/cc/](http://minotstateu.edu/cc/)

- 1 Determine who is assigned as your Academic Advisor**
  - Log in to **Campus Connection** and click on **Student Center**
  - Your advisor's name and phone number is located on the right side of screen under **Advisor**
  - Click on **details**, then on the advisor's name to determine your advisor's e-mail. If no advisor is listed, contact your department Administrative Assistant.
- 2 Determine when you are eligible to register for Fall semester classes**
  - Log in to **Campus Connection** and click on **Student Center**
  - Your enrollment date is 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 March 20 – 22
- 3 Determine if you have Holds on your account**
  - Log in to **Campus Connection** 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 the 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 your registration
- 4 Schedule an appointment with your assigned Academic Advisor**
  - Check your MSU e-mail account for an e-mail from your advisor
  - E-mail your advisor to ask how they prefer an appointment is scheduled
  - Call your advisor (phone number can be found in your **Campus Connection**)
  - Schedule your appointment well in advance of early registration to guarantee you will be ready to register during early registration
- 5 Prepare for your advising appointment**
  - Review the General Education Requirements: [minotstateu.edu/ge/](http://minotstateu.edu/ge/)
  - Review your Major/Minor/Concentration requirements
  - Review the Undergraduate Catalog: [catalog.minotstateu.edu/undergraduate/](http://catalog.minotstateu.edu/undergraduate/)
  - Read course descriptions in the Undergraduate Catalog
  - Write down questions you have for your advisor
- 6 Check out **Campus Connection** training materials**
  - Refresh your **Campus Connection** skills at [minotstateu.edu/cc/](http://minotstateu.edu/cc/)

*You are now ready to register for Fall classes!*

## Online Scheduling for Advising Appointments

Are you interested in using a new system to ease the process of scheduling appointments with your advisees? Do you find it time consuming to email back and forth multiple times until you find a time that works for both you and your advisee? Do you want to incorporate technology into the way you schedule appointments with your students versus the sign-up sheet on your office door? Do you have students who forget about their scheduled appointments and don't you wish they could receive an automated email reminding them of an advising appointment? Do you want an email reminder of your appointments? Do you schedule individual meetings/appointments with students enrolled in one of your classes – not just your advisees?

If you answered “yes” to any of these questions, the Academic Advising Council and Starfish Team has a user friendly solution for you! We would be glad to help you simplify the process of scheduling appointments and walk you through scheduling advisee/student appointments in Starfish. Feel free to contact one of the following Academic Advising Council or Starfish Team members for more information:

- Kathy Hintz, Teacher Education
- Heather Martin, Center for Engaged Teaching & Learning
- Amy Roberts, Nursing
- Lori Willoughby, Business Information Technology
- Tammy Wolf, Center for Engaged Teaching & Learning

## AP/CLEP/DSST Course Equivalencies

Course equivalencies for Advanced Placement (AP), College Level Examination Program (CLEP), and DSST (formerly DAN TES Subject Standardized Tests) are now accessible in the Transfer Evaluation System (TES). The link to TES is available on the Registrar's Office website under Transfer Student Information, <http://www.minotstateu.edu/records/transfer.shtml>.

AP and CLEP equivalencies are found under The College Board. Either enter “The College Board” in the “Find Transfer College by Name” search box or click on the “T” in the Alphabetical Index and select The College Board. The required score for each AP exam is either listed immediately following the title of the exam or by clicking on the Note icon corresponding with each exam.

The DSST equivalencies are found by searching “DSST” in the “Find Transfer College by Name” search box or click on the “D” in the Alphabetical Index and select DSST Program Exams. The required score for each exam is available by clicking on the Note icon corresponding with each exam.

## Maintenance and Transferring of Advising Files

It is important for departments to create and maintain accurate advising files for all advisees within the department. Each department should determine the appropriate materials to include in the advising file. “The advisor should record information in the advisees’ files which may be helpful in future advising sessions with the students and for possible use by other advisors in case of referral or change of major. The advisor should also keep a record of those courses which the students were advised to take and a record of the students’ final selections” (Craig, 1981, p. 10). When students change majors, it is important to send the contents of students’ advising files to the department of the new major.

—*Craig, Sheila L., ed. GM Advising Handbook. Fairfax, Virginia: Academic Advising Center, George Mason University, 1981.*

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### ACADEMIC ADVISING COUNCIL

#### COLLEGE OF ARTS AND SCIENCES:

Christopher Keller, David Rolandson and Melissa Spelchen

#### COLLEGE OF BUSINESS:

Jennifer Malachowski, James Ondracek, Eileen Solberg  
and Lori Willoughby

#### COLLEGE OF EDUCATION AND HEALTH SCIENCES:

Kathy Hintz and Amy Roberts

#### ATHLETICS:

Steven Swenson

#### CENTER FOR ENGAGED TEACHING AND LEARNING:

Heather Martin