



Minot State
UNIVERSITY

ACADEMIC ADVISING NEWSLETTER

NOVEMBER 2017

Transfer Tidbits

Once a student is accepted, transfer credits are evaluated and posted in the order in which they are received. Students are contacted via email after their transcripts are posted. An evaluation of courses and MSU equivalents are available for review in Campus Connection.

Courses that have been equated to 100 + general education letter code (i.e. 100HU = humanities) are considered to meet general education requirements, but have no specific course equivalency.

TRNSFR 100, 200, 300, and 400 courses are coded as such because they either do not have an equivalency, or it is not known what the equivalency should be, a course description or course syllabus needs to be taken to the corresponding department to determine what the course equivalent should be.

Current Have your Advisees Registered?

USE STARFISH TO FIND OUT

Do you know if your advisees have registered for the spring semester? Starfish allows you to filter your advisees to see which have or have not enrolled by following the steps below:

1. Click the Students tab.



DATES TO REMEMBER

December 11 – 15

Final Exams

Monday, January 8

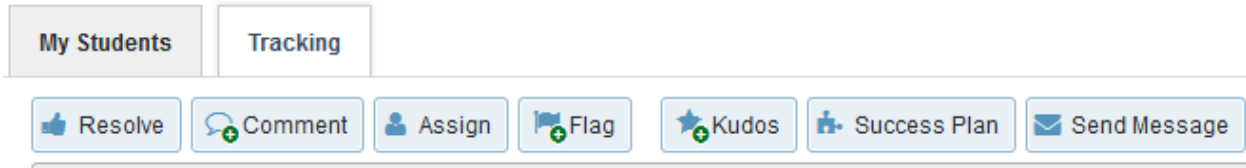
Classes begin after 4 P.M.

Tuesday, January 9

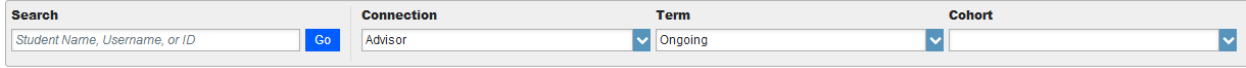
Classes begin



- Click the My Students tab.



- First, set the Term to Ongoing. Next, set the Connection to Advisor.



- You will see one of the following on your screen.

Illustration A: Click the X next to Edit Filters (this will remove current filters). Then, click Add Filters.



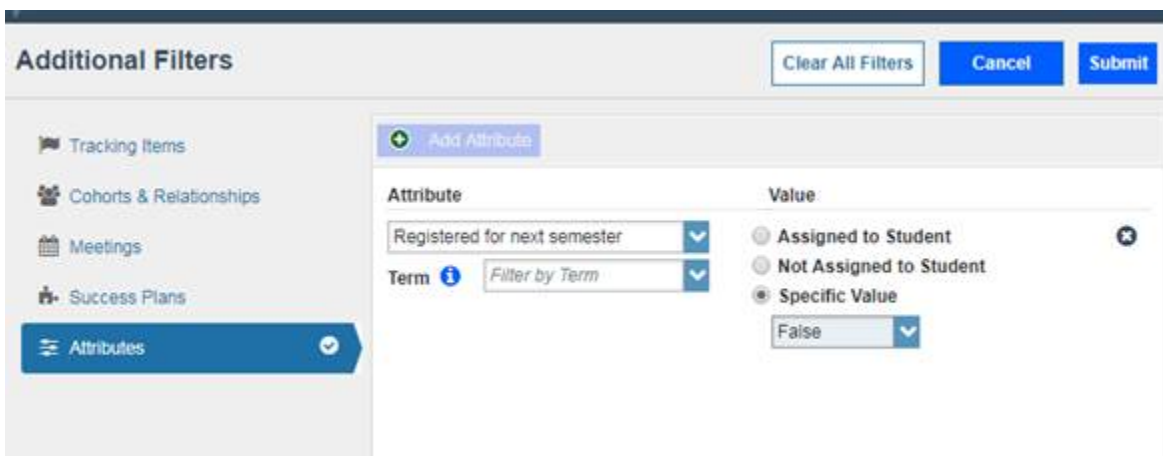
Illustration B: Click Add Filters.



- Click Attributes, then click Add Attribute.



- In the Attribute drop down choose Registered for next semester. DO NOT select a Term. Select Specific Value and select False (or true) in the drop down. False will show those students not registered for next semester, while true will show those students who are registered for next semester. Click Submit.



Via Starfish, it is possible to send an email reminding students to meet with you and register for next semester. Simply select the students you wish to communicate with and click on the Message box. This message will be sent to their MSU email. Please note, this list will include students who are planning to graduate at the end of the fall semester. You may want to exclude them from your communication!

New Student Emergency Fund Available to Help Students Stay in School

We know students sometimes encounter unforeseen catastrophic events which can create financial emergencies. In response, thanks to a generous donor, Minot State University has created the Student Emergency Fund to assist students by providing assistance funds in times of crisis. These funds do not need to be repaid and are intended to help students meet unforeseen financial emergencies that might otherwise prevent them from continuing their education.

We understand that every student's situation is unique and each request will be considered carefully and confidentially. Generally, funds will be within an average range of \$50 to \$500 per request and will be added to the student's university account for disbursement. The number of students who can be served by the Student Emergency Fund depends on the availability of funds and the urgency of the situation.

Types of expenses generally covered by the Student Emergency Fund, including but not limited to:

- Replacement of books or other essential academic equipment due to theft, fire, or other disaster
- Travel related costs related to death or illness in immediate family
- Costs related to medication or health care
- Sudden loss of income

Expenses generally NOT covered by the Student Emergency Fund:

- Tuition, fees, study abroad, insurance
- Parking tickets or other fines
- Entertainment, recreation, non-emergency travel
- Non-essential household or personal expenses

ELIGIBILITY CRITERIA:

- Be enrolled at Minot State University at the time of application for emergency funds
- Applicant must have an immediate financial hardship resulting from an emergency, accident or other unexpected event

If you are aware of a student who has encountered an unforeseen financial emergency, encourage them to submit a Student Emergency Fund Application. Students can apply for

funds using the application form found at www.minotstateu.edu/financialaid/pages/Student%20Emergency%20Fund.shtml. Contact Laurie Weber at the Financial Aid Office with any questions at 858-3875 or laurie.weber@minotstateu.edu.

New Feature in Starfish: Appointment Scheduling

We now have the ability to use Starfish to assist in scheduling appointments with our advisees. Currently, we are piloting the system with PTO (Priority Transfer Orientation) advisors and we are hoping it will be available to all advisors next semester. You would have the option to use the appointment scheduling with your advisees throughout the whole semester or during busy advising times, such as prior to and during the early registration period. The Academic Advising Council will be holding information sessions next semester for those advisors who are interested in learning more about this feature. Watch for more details regarding dates and times of information sessions early next semester!

Do you have advisees who are in distress?

The Behavioral Intervention Team (BIT) has developed several practical tools for the MSU community. The intention of these resources is to link students of concern to campus and community resources.

- Assisting the Distressed Student Manual, http://www.minotstateu.edu/health/_documents/manual_assisting_distressed.pdf
- Steps for Addressing Students of Concern (a quick one-page guide), http://www.minotstateu.edu/health/_documents/bit_steps_addressing_students_concerns.pdf
- Report a Student Concern, <https://form.jotform.com/72855204305957>

See something. Say something. Do something.

Spring 2018 ASC Courses Offered via DCB

The following table includes the ASC course offerings with Dakota College at Bottineau for the upcoming semester:

COURSE #	COURSE TITLE	CREDITS	CLASS #	MEETING TIME	BUILDING/ ROOM
ASC 87	College Writing Prep	3	17297	MWF ... 10 – 10:50 A.M.	Hartnett 312E
ASC 88	Composition Lab	1	17298	M 2 – 2:50 P.M.	Main 314
ASC 88	Composition Lab	1	17299	W 12 – 12:50 P.M.	Main 314
ASC 88	Composition Lab	1	17467	F 12 – 12:50 P.M.	Main 314
ASC 94	Beginning Algebra	3	17454	MWF 1 – 1:50 P.M.	Main 106A
ASC 94	Beginning Algebra	3	17293	MWF ... 10 – 10:50 A.M.	Hartnett 303E

Students needing to complete any of the above courses will need to review the collaborative course information and submit the online collaborative course request form, <http://www.minotstateu.edu/online/collaborative.shtml>.

Those students needing to complete ASC 88 and ENGL 110, will also need to follow the steps below to enroll in ENGL 110:

- Submit online collaborative request for ASC 88
- Print the page verifying the form was submitted
- Fill out an Add Slip for an open section of ENGL 110 (no signature/stamp required)
- Take both the ASC 88 enrollment verification and ENGL 110 Add Slip to the Registrar's Office

Don't forget, student athletes should take the above classes, if required, in their first year as the classes will count toward their athletic eligibility!

Spring 2018 New Student Orientation

For those who will be advising at Spring 2018 New Student Orientation, the sessions will be held on Friday, December 15 and Friday, January 5. Advising will begin with announcements at 10:15am and end around 3:45pm. The morning advising session will run until 12:30pm and the afternoon session will begin at 1:45pm and run until approximately 3:45pm. If you haven't already, please let Heather Martin know if you will be advising for your department/division.

Quote of the Month

"The fundamental purpose of academic advising is to help students become effective agents for their own lifelong learning and personal development. Our relationships with students the questions we raise, the perspectives we share, the resources we suggest, the short-term decisions and long-range plans we help them think through all should aim to increase their capacity to take charge of their own existence."

—Chickering, A. W. (1994). *Empowering lifelong self-development*. *NACADA Journal*, 14 (2), 50-53.

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