



**Minot State**  
**UNIVERSITY**

## ACADEMIC ADVISING NEWSLETTER

**SEPTEMBER 2017**

### 17 – 18 Academic Advising Handbook

The 2017-18 Minot State University Academic Advisor Handbook has been updated and is available online at <http://www.minotstateu.edu/advising/academicadvhndbk2017-18.pdf>. The handbook is designed to provide academic advisors, faculty and staff with the tools they need to be successful advisors. It is to serve as a useful reference for advising-related questions and facilitate continuous, ongoing advisor training. The intent of the handbook is to help advisors articulate policies and procedures; define and practice effective advising; find correct, accurate, concise, and consistent information; locate referral resources; and provide standardized assistance to students.



#### 2017-18 Academic Advisor Handbook



### DATES TO REMEMBER

**Friday, October 6**

Spring Semester graduation applications due to advisor

**Monday, October 16**

Midterm grades

**October 24 – 26**

Spring registration for currently enrolled students

# Advisor Information Sessions

## Using the Academic Success Plan with your Advisees

The Academic Advising Council is holding Advisor Information Sessions this week to assist faculty in advising students who have been admitted with the provision of enhanced advising. One piece of enhanced advising is to develop an Academic Success Plan with first-year advisees. The 30 minute information sessions are scheduled on various dates and times and will be held at several different locations. These sessions are intended for participants to leave with a basic understanding of the first-year admission standards, the process students go through from admission to the removal of provision status, and how the Academic Success Plan booklet can be used in advising sessions. Ideally, these sessions will be small, allowing for more discussion and sharing of ideas. If you are advising students in your department who have been admitted with provision, please plan to attend one of the sessions this week!

---

### Sessions will be held on the following days and times:

#### Wednesday, September 20

Swain Hall, 2nd floor, Conference Room

9 – 9:30 A.M. • 11:30 A.M. – 12 P.M. • 12 – 12:30 P.M.

#### Thursday, September 21

Memorial Hall, 2nd floor, Nelson Room (room 236)

9 – 9:30 A.M. • 1 – 1:30 P.M.

#### Friday, September 22

Old Main, 3rd floor, Slaaten Board Room

10 – 10:30 A.M. • 1 – 1:30 P.M.

---

## Accuplacer Scores Now Available on Unofficial Transcripts

Accuplacer scores for the Writeplacer, Elementary Algebra, and College Level Math tests are now available on a student's unofficial transcript. This allows for academic advisors to access test results for their assigned advisees. Unofficial transcripts can be found for each student under the Advisor Center in Campus Connection. The following charts indicate the scores needed on each exam for placement into specific courses.

### WRITEPLACER (FOR ENGLISH)

Test Score	Course Placement
0-3	ASC 87 College Writing Prep
4	ENGL 110 College Composition I + ASC 88 Composition Lab
5-8	ENGL 110 College Composition

### MATH

Elementary Algebra Test Score	Course Placement
0-59	ASC 94 Beginning Algebra
60-75	ASC 93 Intermediate Algebra
76-120	MATH 103 College Algebra MATH 104 Finite Math MATH 210 Elementary Statistics
College Level Math Test Score	Course Placement
50-85	MATH 103 College Algebra MATH 104 Finite Math MATH 210 Elementary Statistics
86-99	MATH 105 College Trig. MATH 107 Precalculus MATH 146 Applied Calculus
100-120	MATH 165 Calculus I



## Encourage Advisee Attendance at Review Sessions

### Supplemental Instruction (SI)

SI is an academic assistance program that utilizes peer-assisted student sessions, which integrate course content and study skills in a group setting. Fall 2017 SI sessions are offered for the following subjects:

ASC 93 – Intermediate Algebra (Ms. Sherman)

BIOL 220 – Anatomy and Physiology I (Dr. Shabani)

CHEM 115 – Introductory Chemistry (Dr. Schmidt)

CHEM 341 – Organic Chemistry (Dr. Bobylev)

Research has shown that students who attend SI sessions regularly earn higher final course grades, withdraw at a lower rate, and also persist at a higher rate than students who do not attend SI. Session days and times are posted at [AskMSU.com/si](http://AskMSU.com/si).

## Transfer Tidbits

The Registrar's Office acquired a new software system to make equating courses an easier process. The software is called Transfer Evaluation System (TES). TES will allow chairs to equate courses without completing paperwork. Once we have received the information, it will be uploaded into the system and students will have immediate access after approval. This will eliminate any paper forms being sent from office to office. Transfer Evaluation System has a number of equivalencies already built in the system. Please keep in mind this is a working database and will be updated when a course has been approved.

## Responsibilities of Advisee and Advisor

Academic advising is a shared responsibility where both the advisor and the advisee have designated responsibilities to achieve effective advising. The following advisee and advisor responsibilities have been adopted by Minot State University.

### Responsibilities of the advisee include:

- Review and understand university policies and procedures, General Education Requirements, graduation requirements, and the MSU Undergraduate Catalog
- Read MSU email account on a regular basis
- Learn to access and navigate Campus Connection
- Be aware of academic dates and deadlines

- Explore resources to assist in making career and academic decisions
- Schedule and attend advising appointments
- Arrive on time for appointments
- Prepare for advising sessions and bring relevant materials to appointment
- Bring a list of questions to appointments and ask questions if a topic is not understood
- Communicate openly with advisor by clarifying personal values, abilities, goals, and needs
- Be familiar with requirements of selected major(s)/minor(s) and schedule courses in accordance with those requirements
- Recognize that advising is a shared responsibility; however, students must accept final responsibility for all decisions

### Responsibilities of the advisor include:

- Serve as a student advocate
- Exhibit a caring attitude
- Be aware of current university resources and provide students with necessary referrals
- Be available to students through posted office hours, email, and appointment times
- Provide guidance to students as they set academic, career, and personal goals
- Be a responsive listener
- Understand and communicate curriculum, graduation requirements, and university policies and procedures
- Assist students in understanding degree requirements
- Assist students in selecting courses based on individual interests and abilities
- Monitor progress toward career and educational goals by maintaining accurate and up-to-date advising files
- Maintain confidentiality of student records
- Assist students in enhancing decision-making, problem-solving, and communication skills
- Participate in advisor workshops to keep informed and current

## CETL Peer Tutoring is up and Running

Drop-in tutoring for select courses is in full swing for the fall semester. No appointment is necessary, and there is no limit to how many times students may meet with a tutor. Evening hours in some subjects are also available. Students may request a tutor for a course not on the schedule. After three students



have submitted a request for a particular course, CETL will begin the search for a tutor. Tutoring takes place in Old Main 103 and the schedule is available at <http://www.minotstateu.edu/cetl/drop-in-tutoring-schedule-fall-2017-courses7.pdf>. Please encourage your advisees to visit the center early in the semester and to build tutoring into their weekly schedule!

## Transferring of Advising Files to New Departments

One best practice of academic advising is to create and maintain accurate advising files for all advisees and to ensure the contents of advising files follow students as they change majors. 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, Sheila L., ed. GM Advising Handbook. Fairfax, Virginia: Academic Advising Center, George Mason University, 1981.*

Each time a Change of Major/Minor Form is submitted, the department should forward the contents of students’ advising files to the department of their new major.

## Effective Starfish Comments Make a Difference

Academic advisors, coaches and other support staff are better able to assist students when effective comments are

included with the Starfish early alert flag. These comments should include supporting facts that explain the problems the student is having and expectations of what the student should do to resolve the problem. Advisors then have an opportunity to communicate with advisees regarding necessary change and can offer additional resources that support advisees’ learning and goals. A campus resources handout is available at [http://www.minotstateu.edu/advising/\\_documents/campus\\_resources.pdf](http://www.minotstateu.edu/advising/_documents/campus_resources.pdf). Advisors can make notes on actions taken or clear the flag in the system after visiting with the student. A response to the instructor who raised the flag can be generated at this time. Specific instructions on Starfish Early Alert procedures can be found at [http://www.minotstateu.edu/cetl/pages/starfish\\_fast.shtml](http://www.minotstateu.edu/cetl/pages/starfish_fast.shtml). A guide to making effect comments in Starfish is available at <http://www.minotstateu.edu/cetl/pages/guide-to-making-effective-comments-in-starfish2.pdf>.

## Advising at New Student Orientation a Success

Thank you to all who assisted with academic advising at the New Student Orientation sessions last spring and summer! The advisement and registration piece of orientation would not be possible without assistance from many individuals across campus.

## Quote of the Month

“Academic advisors mediate the dissonance between what students expect from the educational environment and what they experience in that environment.”

*Habley, Wes. (1981). ‘Academic Advising: Critical Link in Student Retention.’ NASPA Journal, 28(4):45-50.*

---

### 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