



A NEWSLETTER FOR ACADEMIC ADVISORS

First-Year Experience at MSU

First-year students entering Minot State University this fall will have an engaging and wonderful opportunity to participate in a First-Year Learning Community, as part of the First-Year Experience at Minot State University. By participating in a Learning Community, students will take three linked courses that are taught by faculty who have attended workshops which assist in integrating engaged teaching and learning, peer mentoring, civic or community engagement, and student support services into a first-year experience that aids in overall student success. The Center for Engaged Teaching and Learning and Minot State University was awarded a Title III Grant from the Department of Education to assist in retention and graduation rates. By offering first-year students an opportunity to take a set of classes with the same individuals and courses taught by faculty who are informed and aware of the challenges that first-year students face, CETL hopes that these students will be more engaged in the classroom, as well as in the Minot State Community, ultimately leading to higher retention and graduation rates. This fall, ten learning communities have been organized. Six learning communities are planned for Spring 2011 and eighteen are planned for Fall 2011. Participation in the learning communities is voluntary for these dates, but CETL will take the necessary steps to integrate this program so that all first-year students will be required to participate by 2012. For more questions about the first-year experience or if you are interested in teaching in a learning community, please contact Beth Odahlen, 858-3177, beth.odahlen@minotstateu.edu.

Service of the Month...Student Life & Housing

Living on campus can be such a wonderful experience for students! The Student Life & Housing Office is located on the bottom floor of Dakota Hall and is accessed through the South Entrance (University Ave. side). Please send students our way if they are expressing concerns with their living environment, having roommate issues, or need advice about living situations. We also welcome any faculty or staff concerns about students and can sometimes be a resource for checking in and making contact with a student. If a student needs to drop a class but is worried about falling below the 12 credit minimum to stay on campus, please advise them to come and speak with us. Contact Pat, Lisa, or Amber with questions at 701-858-3363!

Announcing the “Student Success Center”

The Career Services area has changed its name to the Student Success Center. The name change encompasses a variety of services available in the office area – Advising, Career Services, Orientation, and Student Activities. Offices continue to be located on the 2nd floor of the Student Center, across from the Beaver Dam. The Student Success Center will provide students with a central place on campus where they can make connections

May 2010

What is Developmental Advising?

According to Burns Crookston, “developmental advising is concerned not only with a specific personal or vocational decision but also with facilitating the student’s rational processes, environmental and interpersonal interactions, behavioral awareness, and problem-solving, decision-making, and evaluating skills. Not only are these advising functions but...they are essentially teaching functions as well” (p.5).

*Crookston, B.B. (1994).
A Developmental View of Academic
Advising as Teaching. NACADA
Journal, 14(2), 5-9*

CONTACT INFORMATION

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through available services, resources, and referrals. Through our services, we hope to provide students with the support they need to be successful!

As many of you may know, Debra Chandler, Student Services Advisor, will be leaving Minot State University. Debra and her family will be moving to New Mexico in early June. We thank Debra for her hard work and dedication to our students and wish the Chandler family well!

Tammy Wolf, Career Services Administrative Assistant, has been promoted to the Student Services Advisor position. We know Tammy will use her knowledge and talents to assist our new students as they transition to the university.

The Student Success Center offices are open and services are available throughout the summer, so please let us know if you have any questions or would like to refer students our way! The main office can be reached at 858-3362. We look forward to working with you as we prepare for the upcoming semesters and finding ways to best serve our students!



Effective Advising Advocacy Committee (EAAC)

The Effective Advising Advocacy Committee has been hard at work this spring! The committee would like to share the new mission statement and definition for advising at MSU.

ADVISING MISSION STATEMENT

Academic advising at Minot State University is committed to student success and promoting growth and development of all students through life-long learning, engagement, and advancement of knowledge.

DEFINITION OF ADVISING

Academic advising is a personalized, interactive, and intentional process in which the advisor helps the student set and achieve academic, career, and personal goals. The student will acquire

relevant information and services and make responsible decisions consistent with interests, goals, abilities, and degree requirements. The desired result is that the student will feel a sense of connection with the advisor and a sense of guidance, while realizing personal responsibility for exploring options and making decisions.

First-Year Student Advising Plan ACADEMIC ADVISING FOR FIRST-YEAR STUDENTS IN FALL 2010

Beginning in the Fall 2010 semester, academic advising will be mandatory for all first-year students. All first-year students will be assigned a Professional Staff Advisor and a Faculty Advisor. Professional Staff Advisors are located in the Student Success Center (formerly Career Services) and Old Main 307 (declared College of Business majors).

During a student's first year Professional Staff Advisors are responsible for:

- Discussing the results of the College Student Inventory
- Visiting with students who have received midterm deficiencies
- Schedule planning (*see below)

During a student's first year Faculty Advisors are responsible for:

- Career mentoring (career/internship/volunteer opportunities)
- Discussing academic program requirements and policies

Faculty Advisors will be assigned based on a student's declared major in CampusConnection by department/division Administrative Assistants. The Registrar's Office will send Administrative Assistants a list of students who have registered but do not have a Faculty Advisor assigned. Students participating in the Honors Program will also be assigned to work with Lynne Rumney. Professional Staff Advisors will place Advisor Holds on all first-year students, which should only be removed by Student Success Center staff. In the sophomore through senior years, students will work solely with their assigned Faculty Advisor, unless they are undecided. All undecided students will continue to work with their Professional Staff Advisor in the Student Success Center until a major is declared.

***The staff of the Student Success Center are working closely with the Chair of each department/division to obtain the necessary curriculum information to advise first-year students.** Please direct questions to Heather Martin, 858-3265, heather.martin@minotstateu.edu.

Academic Policy Update — Math 102

A new policy SBHE policy 403.9 defines developmental courses — Developmental courses are basic academic skills courses designed to prepare students to complete regular academic degree-credit courses. Effective with the Fall 2010 term, all NDUS courses numbered less than 100 and English 100 and Math 101 and 102 are developmental courses. Developmental courses may count toward a student's full-time course load. Math 102 may be used to meet degree credit requirements in certificate, diploma and A.A.S. programs.

What does this mean for Minot State? Any student registering for Math 102 beginning Fall 2010 will not be permitted to count the 4 credits earned for Math 102 toward their graduation requirements, however, students who have taken the course prior to Fall 2010 will still be able to. The credits will count toward a student's full-time load.

Procedure Change to Streamline Major/Minor Changes

An electronic process has been developed in an attempt to streamline the major/minor changes. The procedure is as follows:

1. Student submits major/minor change request online at Current Students > Registrar's Office > Forms > Major/Minor Change Form (https://www.minotstateu.edu/secure_pages/registrar/maj_min_change.shtml)
2. The student record is updated in CampusConnection.
3. The Registrar's Office notifies the Administrative Assistant of all department/division's involved of the changes via email.
 - a. The former department/division removes the student hold and transfers the student file.
 - b. The new department/division updates the student's advisor in CampusConnection and notifies the new advisor.
4. The Registrar's Office notifies the student via email
 - a. The student is instructed to check their Student Center in CampusConnection for their new advisor assignment within two business days.

Advising Tip of the Month

Is online advising available for distance degree seeking students at MSU? Yes, it is! Trisha Nelson is MSU's Online Degree Advisor and serves as a liaison with faculty and administration when students have questions or concerns. Students can expect

assistance with their program, answers to their questions, or referrals to appropriate resources. Trisha will assist students in understanding General Education and major requirements, which will in turn assist students in making academic decisions and registering for the appropriate courses. Phone advising appointments are available and email inquiries are addressed within 24 hours of submission. Keep in mind, the Online Degree Advisor neither grants nor denies administrative approval for particular academic actions or transfer course substitutions. Decisions for academic actions or transfer course substitutions are made by the Chairperson of the Department for which the action or course is being substituted. Trisha Nelson can be reached via email at trisha.nelson@minotstateu.edu or by phone at 1-800-777-0750, ext. 4422 or 701-858-4422.

Advising Resource of the Month

Do any of your advisees want to take an online course this fall in addition to the courses they will be taking on-campus? Are you working with an advisee who will not be living in the Minot area, but would like to take a course or two this summer? Suggest an online course through MSU! The Online Catalog, found at <http://www.minotstateu.edu/online/pdf/MSUOnlineCatalog2009.pdf>, is a great resource for academic advisors! Take a look at the number of courses that are available online. Some students may want to complete their degree online, while others might want to enroll in one of their General Education Requirements online. It is important to review this document, so advisors are aware of the many opportunities available to our students!

Transfer Tid-bits

Diversity Requirements for Transfer and Returning Students: Returning students are expected to meet the requirements under the catalogue for which they most recently enrolled at Minot State University. Students who have successfully completed a course prior to that course being approved at Minot State University as diverse, will have fulfilled the diversity requirements.

Transfer students who have successfully completed a course from another institution that is approved at Minot State University as diverse, will have fulfilled the diversity requirements if credits have been approved as equivalent by the department. If a course is not approved as equivalent by a department or not offered at Minot State University, the student may submit to the CDCCC for approval using the appropriate form. The student's advisor can submit the form to the Registrar on behalf of the student when appropriate. Please access the Transfer Credit for Diversity Requirement Request Form at, http://www.minotstateu.edu/academic/pdf/Diversity_Requirement_Form1Ruthrevision.pdf.

Dates to Remember

May 7 & 8	CONNECT	August 9	Grades entered by 12pm
May 10-14.....	Spring semester final exams	August 16 & 17.....	New Faculty Orientation
May 14.....	Commencement	August 18.....	Convocation
May 17.....	Grades entered by 12pm	August 19.....	Convocation Mini-Sessions (Topics: Advising, CETL, Degree Audit, Department of Education Presentation of Video)
June 1	Summer classes begin	August 18.....	MSU Fall Kick-Off (at the Roosevelt Park Zoo)
June 3 & 4	CONNECT	August 19.....	Move-in day for freshman, 12-8pm
June 5	Last day to add summer course(s)	August 19 & 20	CONNECT
June 24 & 25	CONNECT	August 22	All Residence Halls open, 12pm
July 5	Federal holiday, University closed		
July 9	Last day to drop summer course(s)		
July 22 & 23	CONNECT		
July 27	Last day of summer classes		
July 28-29	Summer final exams		