



### A NEWSLETTER FOR ACADEMIC ADVISORS

## Family EFERPA Quiz

Take this FERPA quiz and then check your answers on the last page of the newsletter!

1. 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.  
True or False
2. An institution must release any information identified as directory information by the institution to anyone upon request.  
True or False
3. A former student has the same right to inspect and review his record as a student who is currently attending the institution.  
True or False
4. A faculty member comes into your office and asks one of the staff for the names of all of the graduates in his program since its beginning in 1980. Which of the following statements is true?
  - a) The faculty member can legally obtain this information under FERPA as long as he has written permission from the dean of designee.
  - b) The faculty member cannot legally obtain this information since it is excluded from FERPA.
  - c) The faculty member must provide a valid reason before obtaining the information.
  - d) The faculty member is not entitled to all of the information since FERPA does not permit release of this information on students not currently attending the institution.
5. FERPA Rights
  - a) Pass from parents to student when the student attains the age of 18
  - b) Pass from parents to student when the student begins attending an institution of higher education
  - c) Are equally shared by parents and student at the higher education level
  - d) Apply only to parents of students attending colleges and universities
  - e) Apply only to students attending institutions of higher education
  - f) a and b only
  - g) a and e only
  - h) b and e only

## February 2012

### Quote of the Month

MSU Nursing faculty, Mary Smith, shares her views on the importance of academic advising and tips for new advisors.

“It’s important to build a professional, friendly relationship, assist the student in identifying an appropriate plan of study, and offer support by identifying resources across campus as specific questions/needs arise. Be organized, review transcript before meeting with advisee, give timely feedback (for example, reply to a phone call message within 24 to 48 hours), and meet with advisee in person.”

### CONTACT INFORMATION

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## Spring Supplemental Instruction (SI) – Another program to enhance student success!

The POWER Center (TRiO Student Support Services), along with the Center for Engaged Teaching and Learning (CETL) are currently providing sections of Supplemental Instruction (SI) for the spring 2012 semester. Unlike other forms of assistance, SI targets high risk courses rather than high risk students. ALL students are encouraged to attend SI sessions because the courses being targeted have shown to have historically high D/F/W rates for a large number of Minot State University students. The ultimate goal is to provide every individual in the targeted course the opportunity to develop proper study skills, learn material with and through peers, and go beyond the lectures to focus on content relevancy. SI will not replace classroom instruction. Students will still be expected to attend every class session, take notes, and actively participate in class discussions. SI teaches students how to learn while teaching them what to learn. Instead of teaching students study skills in isolation from content material, SI sessions are focused

on using study strategies during sessions. Students are then able to transfer those learning capabilities to other disciplines.

SI is an academic assistance program that utilizes peer-assisted study sessions. SI sessions are regularly-scheduled, informal review sessions in which students compare notes, discuss readings, develop organizational tools, and predict test items. Students learn how to integrate course content and study skills while working together. The sessions are facilitated by SI leaders; students who have previously done well in the course and who attend many class lectures, take notes, and help students meet the expectations for the course.

Research validated by the U.S. Department of Education shows that students who participate in SI earn higher final course grades, withdraw at a lower rate, and also persist at a higher rate than students who do not attend SI.

### Spring 2012 SI Courses

#### **MATH 102**

Mr. Goodman  
SI Leader: Stephanie Mortenson  
Monday  
Location: Model 328  
11:00 a.m. – 12:00 p.m.  
Wednesday  
Location: Model 213  
3:00 – 4:00 p.m.

#### **BIOLOGY 111**

Dr. Lepp  
SI Leader: Haley McClure  
Location: Cyril Moore  
Monday – Moore 231  
3:30 – 4:30 p.m.  
Wednesday – Moore 210  
1:00 – 2:00 p.m.

#### **CHEMISTRY 342**

Dr. Bobylev  
SI Leader: Brady Burckhard  
Location: Cyril Moore 231  
Monday and Tuesday  
7:00 – 8:00 p.m.  
Wednesday  
3:00 – 4:00 p.m.

#### **Math 103**

Mrs. Fricke  
SI Leader: Kelsey  
MacNaughton  
Location: Model 205  
Tuesday  
11:00 a.m. – 12:00 p.m.

#### **MATH 102**

Mrs. Fricke  
SI Leader: Mike DeLorme  
Location: Model 328  
Tuesday  
11:00 a.m. – 12:00 p.m.  
Thursday  
11:00 a.m. – 12:00 p.m.

Please note that SI session times can change throughout the semester based on student and leader availability. Announcements are made during class and the SI webpage will be updated if any changes are made. <http://www.minotstateu.edu/power/si.shtml>

### SI Leader Office Hours

If there are students who are unable to attend the SI sessions but would still be interested in obtaining handouts that were used during the sessions, they are welcome to visit with the SI leader during his/her office hours. These office hours are also designated for students who have additional questions about the class or SI sessions.

The SI leader office is located inside the CETL Tutoring Center (Main 103). SI leaders have their various hours posted inside the Tutoring Center.

## Events/Workshops to Share with Advisees

The following events/workshops are available for all MSU students in the month of February. Please encourage your advisees to attend!

- Thursday, February 9 from 1-1:50pm “Minimize Time... Maximize Your Grades” will be held in the Student Center, Missouri Room
- Thursday, February 23 from 12-12:50pm “Dress for Success” will be held in the Student Center, Beaver Dam

## Spring Advisor Development Workshop

### Advisor Role in CampusConnection

Date & Time: Thursday, February 23 from 1-2pm OR Friday, February 24 from 1-2pm

Location: Westlie Room, 3rd floor Student Center

Presenter: Rebecca Porter, Registrar

Are you using CampusConnection to its maximum potential? Do you know how to save links in CampusConnection under your favorites? Do you know how to view specific information on your advisees under your advisor center (ie. address, phone, email, class schedule, midterm grades, final grades, holds, enrollment dates, advisor, planner, shopping cart, transfer credit, etc.)? Do you know how to add or remove advisor holds? Attend this workshop to learn more about the features available to you in CampusConnection!

## Early Alert

The Early Alert Program provides assistance to students experiencing academic and/or behavioral difficulties. With the success of last term’s early reporting for the pilot group, reporting is being expanded to all students. We are requesting assistance in reporting any student academic or behavioral concerns you have observed.

Early Alert reports are defined as occurring within the first four weeks of coursework. However, this link will remain available at all times, so feel free to utilize it any time you are concerned. On any given day, any student could be at risk.

Faculty awareness of potential problems constitutes the backbone of the Early Alert Program. To report any concerns, go <http://www.minotstateu.edu/faculty.shtml> (Faculty and Staff webpage) and click on Early Alert Program.

Approximately the fifth week into the term, the POWER and/or Student Success Center will request feedback on specific students similar to what occurred fall 2011 with the pilot group.

Early Alert reporting does not replace the mandatory attendance reporting required by NDUS policy. In addition,

Early Alert reporting does not constitute a FERPA violation since it is within a faculty’s normal job duties to help a student succeed in their course. For questions, contact 858-3996 or [lynda.beretsch@minotstateu.edu](mailto:lynda.beretsch@minotstateu.edu).

## Transfer Tid-bits

### Limitations on Transcript Credit

Religion Course Credit - No more than six semester credits in doctrinal religion will be accepted in transfer. Doctrinal religion courses that are accepted can be used as electives only.

## Resource of the Month – Student Government and Student Activities

The transition from high school to college or even from another college is never easy. One positive way for students to feel more at ease is to find a “sense of place” here at Minot State University. Getting engaged in campus life is one of the easiest ways to find that sense of belonging.

The Minot State Student Government Association is responsible for establishing a student government that promotes the general welfare of the students as well as increasing student involvement through the Student Activities Committee (SAC). The goal of SAC is to ensure there is a sense of place for students. The Student Activities Committee works to provide a wide variety of campus entertainment. Activities include dances, musicians, comedians, free food, games and other speakers.

In conjunction with regularly scheduled entertainment activities, MSU After Dark hosts late night programming options. MSU After Dark is a late night programming initiative to provide alternative opportunities for students to engage in various evening entertainment activities. MSU After Dark events are most successful when clubs and organizations propose a program that will be entertain campus wide. Events are regularly held during later evening hours and typically occur on Thursday or Friday evenings. Events include fleece tie-blanket or other craft nights, speed dating, movie nights and glow in the dark games.

Lastly, if a student is interested in starting a club or organization on campus, has a proposal for an entertainment activity or simply wants to get involved with the planning committee for these events, have them stop by the Student Government Office! Whether a student is looking for a way to get involved in coordination of activities or wishes to just attend events—student activities will help fulfill that sense of place.

Questions regarding student activities and Student Government Association can be directed towards [sga@minotstateu.edu](mailto:sga@minotstateu.edu). The Student Activities Coordinator, Aaron Hughes, can be reached at 858-3987 and her office is located in the Student Center, 2nd floor (across from the Beaver Dam - in the Student Success Center).

## Study Tables

The POWER Center is providing a quiet study environment where students can study effectively with little distractions and guidance when needed. There will be at least one POWER staff member present at each session that will answer questions and offer referrals when necessary.

Tuesday 8:00 – 10:00 a.m. – POWER Center

Tuesday 6:00 – 8:00 p.m. – Old Main 106

If you have any questions please contact the POWER Center at 701-858-4047.

## FERPA Quiz Answers

1. True. The student has the right to inspect any university file that contains any type of information about that student.
2. False. FERPA gives permission for the university to release information designated as directory. It is not required. The operative word is “may”.
3. True.
4. C. Graduation information is not considered directory information. If the faculty member provides reasons relating to legitimate educational interest to the university, he may be allowed this information.
5. F. Even if a student is under 18 when they begin at the university, they still hold FERPA rights, not the parent.

## Dates to Remember

Thursday, February 9 – Student Workshop – Minimize Time...Maximize Your Grades from 1-1:50pm in Missouri Room, Student Center

Monday, February 20 – University Closed

Thursday, February 23 - Advisor Workshop – CampusConnection Advisor Role from 1-2pm in Westlie Room, 3rd floor Student Center

Thursday, February 23 – Dress for Success from 12-12:50pm in Beaver Dam, Student Center

Friday, February 24 - Advisor Workshop – CampusConnection Advisor Role from 1-2pm in Westlie Room, 3rd floor Student Center

Friday, March 2 – Fall & Summer semester graduation application due to advisor

Monday, March 5 – Midterm Grades