



A NEWSLETTER FOR ACADEMIC ADVISORS

Degree Audit Training

Registrar's Office staff, Rebecca Porter and Erica Sundahl, will be holding a degree audit training in the Conference Center of the Student Center on October 7th and 8th for MSU faculty, staff and students from 1:00-2:30 p.m. Faculty training will be held from 1:00-1:30pm and student training from 1:30-2:30 p.m. Please encourage your advisees to attend the student training, as well!

Spring Registration

Now is the time to remind your advisees to schedule an appointment to see you, as early registration for the spring semester is right around the corner! Current students can begin registering for the spring semester on their assigned registration time between the dates of October 22-24. Students should determine their assigned registration time in their CampusConnection account under Student Center. It is also important to remind students to take care of any holds they may have on their account, as many holds do prevent registration (ie. Delinquent Account, Advisor, Department, Student Health, etc.).

Transfer Tidbits

Viewing Course Substitutions in Degree Audit

Using the Degree Audit in CampusConnection is a useful tool; however, it is important to know how to view course substitutions in the system. There is a column titled "Notes" where a number may be inputted. To see what the substitution is you will need to click on the 01 in the notes column (see screen shot #1 on the next page). The note will explain which courses are being substituted (see screen shot #2 on the next page).

Quote of the Month

Academic advising is the only structured service on the campus in which all students have the opportunity for on-going, one-to-one contact with a concerned representative of the institution.

Habley, W.R. (1994). Key Concepts in Academic Advising. In Summer Institute on Academic Advising Session Guide (p.10).

October 2013

Dates to Remember

October 4

Last day to withdraw from all classes and receive a 75% refund

October 7 and 8

Degree Audit Training

October 11

Spring semester graduation application due to advisor

October 21

Midterm Grades

October 21 – 25

Student Success Workshops (Personal Growth)

October 22 – 24

Spring registration for currently enrolled students

October 25

Spring semester graduation application due to Registrar's Office

CONTACT INFORMATION

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Screen Shot #1

Management Requirements-CL2295/AR0793

Not Satisfied: Management Requirements-CL2295/AR0793

- Units: 24.00 required, 9.00 taken, 15.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
ACCT 321	Managerial Accounting	3.00				
BADM 303	Human Resource Management	3.00	2012 Spring	C		✓
BADM 304	Entrepreneurship/Small Bus Mgm	3.00				
BADM 307	International Business	3.00				
BADM 416	Operations Management	3.00				
BADM 427	International Marketing	3.00	2012 Summer	C	01	✓
BADM 436	Org Behavior Prin & Practices	3.00	2013 Spring			◆
BADM 465	Strategic Management	3.00				
BADM 489	Entrep & New Venture	3.00				

View All | First 1-9 of 9 Last

Screen Shot #2

Academic Advisement Report Including In-Progress

[Return to Academic Advisement Report Including In-Progress](#)

Note	Description
01	Substitute Badm 427 for Badm 307 both from MSU per Dr. Ross. 1/8/13

[Return to Academic Advisement Report Including In-Progress](#)

Tips for Applying Concepts of Developmental Advising in Practice

Get Personal – Take time to get to know students as individuals before engaging in academic planning. Ask student how things are going for him or her beyond the issue at hand.

Practice Active Listening – Encourage students to explain or clarify the reasoning behind the academic decisions. Be attentive to verbal and nonverbal cues that signal that there may be more to the story.

Treat Advising as an Ongoing Conversation – Take good notes and review them before each subsequent advising appointment. Follow up on previous questions. Take note of continuity and discontinuity in decisions or statements made by the student.

Avoid the Temptation to Decide – Students who have relied on parents or other authority figures to make decisions for them in the past may look to advisors to play a similar role. Advisors can and should help guide students through the decision-making process, but they should avoid the temptation to make decisions for advisees.

Make Silence an Ally – All for periods of silence in advising appointments as students process new information or ponder how much to disclose. Resist the temptation to jump in and fill the silence with more questions or prescriptive advice. Also, allow students the time they need between appointments to follow up on referrals or ponder alternatives. Try to be flexible in establishing timetables for decision making.

Challenge Students' Misconceptions – A student who struggles in an entry-level course in her or his intended major may decide to change majors or even leave school. By challenging students

to examine these decisions further, advisors not only help students make more considered choices but also help them to develop intellectually.

Make Students Active Partners in the Advising Process –

Advising is a process, not a product. Students may require help to understand that advising is not simply a body of information to be imparted but an interactive process between advisor and advisee.

Challenge and Support – Successful advising relationships evolve over time. Students should be encouraged to take increasing responsibility for their own academic planning with varying degrees of advising support. First-year students typically need greater support and more active coaching as they make the transition from high school to college. Likewise, graduating seniors may need additional support as they prepare to make the transition from their undergraduate program to the world of work or graduate school.

Make Meaning out of the Curriculum – A central role of academic advisors is explaining the logic of the curriculum to students. When students understand the reasoning behind degree requirements, they often become less resistant to individual requirements and more invested in courses outside their major or primary field of interest.

Take a Holistic Approach – Although the primary concerns of academic advising are the student’s intellectual and academic development, these should not be the only considerations. A student’s life beyond the classroom (and beyond the campus) provides the context within which intellectual and academic development occurs. By being aware of this context, advisors are better able to understand their students’ actions and to help them make sound academic – and personal- decisions.

Hurley, M. (2007) Tips for Applying Concepts of Developmental Advising in Practice. In Folsom, P. and Chamberlain, B. (Eds.)The new advisor guidebook: Mastering the art of advising through the first year and beyond (pp 39-40). Manhattan, KS: National Academic Advising Association.

How to Determine Developmental Course Placement for Math & English

Students’ ACT/SAT Math and English sub-scores and/or the COMPASS exam are used to determine accurate course placement. Students can call the MSU Testing Center at 858-3990 to schedule a time to take the COMPASS exam if they do not have ACT/SAT scores or feel their scores are not an accurate measure of their ability.

The following chart highlights the required courses based on ACT/SAT scores:

ACT English	SAT Writing	Required Course(s)
13 or less	Less than 430	ASC 087 (taken through DCB)
14-17	NA	ASC 088 and ENGL 110 (ASC taken through DCB)
18+	430 or higher	ENGL 110
ACT Math	SAT Math	Required Course(s)
17 or less	Less than 400	ASC 094 (taken through DCB)
18-21	400 - 510	MATH 102
22+	510 or higher	Refer to Math Placement Guidelines Chart

Procedure to Enroll in Developmental Courses with Dakota College at Bottineau (DCB)

ASC 087, 088, and 094 are offered on the MSU campus, but are actually offered through Dakota College at Bottineau (DCB). Since they are DCB courses, students must enroll as collaborative students using the online Collaborative Request Form instead of through CampusConnection. The following steps will assist students with the enrollment process:

- With the advisor, students should determine if they are required to take a developmental course (ASC 087, 088, 094) through DCB.
- Choose the specific section(s) of developmental course work. DCB spring schedule not released at this time, but will be posted on www.minotstateu.edu/advising under Academic Information.
- Choose MSU courses. Remember to verify that none of these courses have a time conflict with the developmental course(s).
- Students must complete the Collaborative Request Form online at www.minotstateu.edu/online/collaborative.shtml. Read through this form VERY carefully!! It explains what students are agreeing to by registering for this course as a collaborative student.
- If students are requesting ASC 088, they must print a copy of the submission form and take this to the Registrar’s Office. The Registrar’s Office will enroll students in ENGL 110 with an Add Slip and the copy of the submission form. Students MUST be enrolled in ENGL 110 in order for the registration for ASC 088 to be completed as the two courses are co-requisites.
- International Students Only: Complete the Concurrent Enrollment Form (available as a link from the Collaborative Request Form) and return it to Virginie Vournas in the International Student Center (Student Center, First Floor).

- Use CampusConnection to enroll in other MSU courses.
- View class schedule to verify everything is correct.
NOTE: DCB courses will not appear on schedules at this time. DCB will email a copy of students' DCB schedules with the building/room assignment after enrolled. This email will serve as official verification of enrollment. It may take up to two weeks to receive confirmation. If students wish to view their full schedule (MSU and DCB courses) in CampusConnection after enrolled, they will have to look at a weekly schedule. Their developmental courses will not show on the regular My Class Schedule with their MSU courses.
- If students have any questions about their registration in developmental courses with DCB, please contact:
Jolina Miller
Online Program Coordinator
Administration 358
701-858-3430
jolina.miller@minotstateu.edu

Opportunity for Education Students

Do you advise Education majors? Do you have advisees that will be completing their Student Teaching in the Spring semester? If so, they may be able to participate in the AmeriCorps Campus Compact Program where students (must be U.S. citizens) have an opportunity to earn an education award ranging from \$1,175 to \$2,114. The education award can be used to repay qualified student loans or current/future educational expenses (tuition). Students who are Student Teaching in the Spring semester should sign up now! Please encourage your advisees to visit with Heather Martin in the Center for Engaged Teaching & Learning to find out more information about this opportunity! Heather can be reached at 858-3265 or heather.martin@minotstateu.edu.

Midterm Grading – Change in Policy

Faculty members are required to report a midterm grade for each student. Letters will be sent to students with deficient grades. Ds, Fs, and Us are considered deficient grades. Students access their midterm grades in Campus Connection. Students receiving midterm deficiencies are encouraged to seek assistance from their instructors or other support services on the campus available to them. As a last resort, students have the option of dropping the course, following course drop procedures and published deadlines. Note: Midterm grades are not a part of the student's official record, and they will not appear on the student's transcript.

Seeking Student Leaders!

The Center for Engaged Teaching & Learning is seeking motivated individuals for various positions for spring 2014: Peer Tutors, Peer Mentors, and Supplemental Instruction Leaders. All positions are paid and have flexible working hours. Position descriptions, eligibility requirements, and recommendation forms can be found on the CETL website or by contacting Jessica Smestad, CETL Tutoring and Mentoring Coordinator, at 858-4039 or jessica.smestad@minotstateu.edu.

Student Success Workshops

Please encourage your advisees to attend! The Student Success and POWER Centers will again be hosting Student Success Workshops the week of October 21 – 25 with a focus on Personal Growth. All workshops are approximately 50 minutes long and do not require advance registration. The workshop schedule is as follows:

MONDAY, OCTOBER 21

1:00 p.m. Diversity: You are Unique Hartnett Hall, Rm 312E
2:00 p.m. How to Be a Leader..... Main, Rm 106A
4:00 p.m. Major Confusion..... Westlie Room, 2nd floor
Student Center

TUESDAY, OCTOBER 22

11:00 a.m. Branding Yourself for Success Main, Rm 308
1:00 p.m. Major Confusion..... Main, Rm 106A
2:30 p.m. Get Your Academics Back on Track..... Westlie Room,
2nd floor Student Center

WEDNESDAY, OCTOBER 23

12:15 p.m. Get Your Academics Back on Track... Main, Rm 106B
1:00 p.m. "You Don't Say?" Peer to Peer Hartnett Hall,
Communication Rm 312E
3:00 p.m. Stress Management Main, Rm 102

THURSDAY, OCTOBER 24

10:00 a.m. .. How to Be a Leader..... Main, Rm 106A
12:00 p.m. .. Stress Management Main, Rm 102
3:30 p.m. Diversity – You are Unique Main, Rm 104

FRIDAY, OCTOBER 25

10:00 a.m. .. Branding Yourself for Success Main, Rm 106A
12:00 p.m. .. Stress Management Main, Rm 102