Minot State UNIVERSITY

ACADEMIC ADVISING NEWSLETTER

FEBRUARY 2015

CampusConnection Hold – Financial Aid Warning

Financial Aid Satisfactory Academic Progress (SAP) standards related to grade point average (2.0) and/or rate of successful course completion (67% or higher). The Warning status allows students to receive financial aid for one more semester and gives them the opportunity to use financial aid while they work to improve their financial aid academic standing. Students who fail to meet the minimum SAP Standards at the end of the Warning semester will be placed on Financial Aid Disqualification and will become ineligible for financial aid. Students on Financial Aid Warning should work closely with their academic advisor to make sure their enrollment for the Warning semester is planned to ensure that the student will be able to successfully complete all of the credits that they attempt for the upcoming semester and achieve at least a 2.0 grade point average.

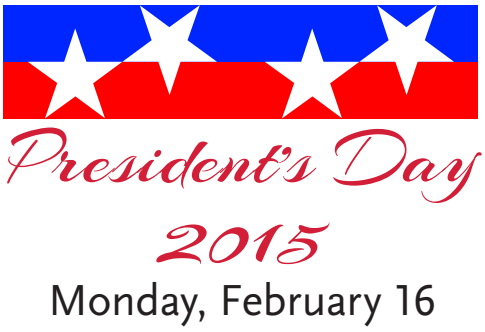
Financial Aid Warning does not have any impact on students' ability to drop or add classes. While on Financial Aid Warning, students are eligible to receive financial aid. Students who are unsure why are they have a financial aid warning hold should contact the Financial Aid Office at 701-858-3375. The Satisfactory Academic Progress Policy is available online at **http://www.minotstateu.edu/finaid/pdf/SAPpolicy1_10_12.pdf.**

DATES TO REMEMBER

Monday, Feb. 16
University closed — no classes

Monday, Feb. 23
Last day to withdraw from all classes and receive a 75% refund.

Tuesday, Mar. 3
Webinar — Advising Strategies for Students on Academic Probation
1 – 2 p.m.
Hartnett Hall, Rm 326W



FERPA Facts

A copy of the Family Educational Rights and Privacy Act of 1974 is on file and available for inspection at the following campus locations:

- Library
- Placement Office
- Academic School Offices
- Registrar's Office
- Director of Student Life
- V.P. of Student Affairs
- Student Association
- Student Development Center

Enrolling in Classes at the Minot Air Force Base (MAFB)

MSU offers courses at the MAFB to help members of the United States Air Force earn their Community College of the Air Force (CCAF) degree. All General Education Requirements are offered on a regular basis. We offer 16 week term and 8 week term, FLEX classes & special "arranged classes" for those with difficult schedule (visit with MSU Base office for more information).

Classes at the Minot Air Force Base are open to the general public, with the exception of international students, as well as military and their dependents.

The deadline for civilians to register for courses at the Minot Air Force Base is the same as the MSU Add/Drop deadline. Civilian and military students register for base classes through Campus Connection. For more information about classes or base access have students call the MSU office on the MAFB at 701-727-9044. The Base Pass Request form is available in the Center for Extended Learning office on the third floor of Administration.

Procedures for Access to the MAFB

Civilian students registering for classes on the Minot Air Force Base are subject to a background check, required and completed by the military. A Base Pass Request Form is required prior to attending class on base. Once you are registered for a Base class, a Base Pass Request form will be emailed to the student. For any questions or concerns, please call the MSU office at Minot Air Force Base at 701-727-9044.

Summer/Fall 2015 CONNECT – Orientation Dates

The Summer/Fall 2015 CONNECT-Orientation dates have been set and are scheduled as follows:

- Friday, April 24
- Monday, June 1
- Thursday and Friday, June 18 and 19
- Thursday and Friday, July 16 and 17
- Monday, August 10
- Friday, August 21 (This session is reserved for out-of-state students and International Students who will not arrive to campus until after August 10.)

Please mark these dates on your calendar! All faculty who advise at CONNECT sessions will be asked to participate in one of the CONNECT Advisor Workshops. More detailed information will be sent closer to the time of the events, including the dates/times for the CONNECT Advisor Workshops which will take place in April.

National Academic Advising Association (NACADA)

The National Academic Advising Association (NACADA) is an association of professional advisors, counselors, faculty, administrators, and students working to enhance the educational development of students. NACADA promotes and supports quality academic advising in institutions of higher education to enhance the educational development of students. NACADA provides a forum for discussion, debate, and the exchange of ideas pertaining to academic advising through numerous activities and publications. NACADA also serves as an advocate for effective academic advising by providing a Consulting and Speaker Service, an Awards Program, and funding for Research related to academic advising.

The National Academic Advising Association evolved from the first National Conference on Academic Advising in 1977 and has over 11,000 members representing all 50 United States, Puerto Rico, Canada, and several other international countries. Members represent higher education institutions across the spectrum of Carnegie classifications and include professional advisors/counselors, faculty, administrators and students whose responsibilities include academic advising.

NACADA functions with volunteer leadership with support from the NACADA Executive Office. Members have full voting rights and elect the national board of directors as well as other leaders within the organization. NACADA is designated by the IRS as a 501(c)3 non-profit educational association incorporated in Kansas.

Region 6 NACADA Conference

The NACADA Region 6 Conference will be held in Fargo, ND May 6-8, 2015. This year's theme for the Regional Conference in May is "Advising for the Winds of Change in Higher Education," providing the opportunity to present on key advising issues related to students' progression throughout their academic career. Potential topics include:

- student retention
- student recruitment
- first year programming
- probationary students
- high achieving students
- special student populations
- assessment, training, development
- other topics of your choice

For those who may be interested in attending, more information regarding the conference can be found at, http://www.nacada.ksu.edu/Events-Programs/Events/Region-Conferences/Region-6.aspx.

Record Keeping Tips – How to Establish Good Documentation

- Write conference notes as soon as possible following a student appointment; memories fade quickly.
- If student traffic makes it impossible to write complete notes immediately following the conference, make notes of salient points on a sticky note for the student folder or keep a running log of student notes.
- When writing notes, remember that it is the student's record too: He or she should have access at any time to the writing in conference notes (FERPA).
- A routine system of abbreviations can save time: for example, OR for orientation/registration appointment, ER for early registration, PA for planning appointment, D/A for drop or add in change of registration, WL for waitlist, R for approved registration, and so forth.
- If using paper conference forms, write legibly, even if it is necessary to print.
- Sign each entry. The advisor is responsible for each advising interaction and subsequent decisions.
- List alternate courses for registration appointments.
- Make sure each entry has a complete set of information and that entries follow sequentially. For example, do not say "approved registration for courses discussed earlier" unless those courses discussed are in fact mentioned by name or number in the previous entry.

Excerpted from "Recordkeeping Policies," Academic Advising Center, The University of Iowa.

Folsom, P. (2007) Record Keeping Tips. In Folsom, P. and Chamberlain, B. (Eds.) The new advisor guidebook: Mastering the art of advising through the first year and beyond (p138). Manhattan, KS: National Academic Advising Association.

Advice for Advisees ...

Do your advisees struggle with note-taking? Are they willing to try new methods for taking notes? Have they used the Mind Map format? The following websites share information on why mind mapping is beneficial and how it works. Please share these sites with your students who may need a new method of note-taking!

http://www.study-habits.com/mind-mapping.html
http://www.mindtools.com/pages/article/newISS_01.htm

NACADA Consultants Visit Campus

The MSU Academic Advising Task Force (ATTF), appointed in spring 2014, was tasked with reviewing MSU's current system of advising and making recommendations to improve advising services. After studying best practice models and gathering information from students, faculty, and professional advising staff, the task force determined having consultants review our current advising program may provide MSU with valuable insight from perspectives outside the institution who are experts in the field of advising. On February 2 and 3, the ATTF was fortunate to have the opportunity to host two NACADA consultants on campus for an advising program review. The intent of their visit, arranged through the NACADA Consultant and Speaker Services, was to review MSU's current academic advising program and to provide a final report with recommendations on how we can further improve the services MSU provides. The consultants both have a great deal of knowledge and expertise in academic advising from their professional work experience, educational background, involvement in NACADA leadership positions, and through the work they have done with the NACADA Consultant and Speaker Services. The consultants were very busy while on campus and had the chance to meet with many individuals including administrators, faculty, staff and students. The task force would like to thank all who were involved in these meetings, as the consultants felt their visit provided them with a greater understanding of the advising services provided at MSU. The consultants will be providing MSU with a final report highlighting their recommendations in early March.

All Welcome to Attend...

ONLINE WEBINAR PRESENTATION

Advising Strategies for Students on Academic Probation
Tuesday, March 3 • 1 – 2 p.m.
Hartnett Hall, Rm 326W

On Tuesday, March 3, several panelists will discuss the good work being done at their institutions to help academically at risk students find their way to successful degree completion. Topics to be addressed include:

- What happens when chronically struggling students are given another chance?
- Maximizing the use of an early alert system through advisor outreach
- Individualizing an academic probation program through institutional partnerships and selective technology systems

Moderator: ***Joy Cox, Chair, NACADA Probation/Dismissal/Reinstatement Issues Interest Group***
Panelists: ***Kristin Lively, Assistant Director of Graduate and Undergraduate Programs, School of Public and Environmental Affairs (SPEA), Indiana University-Purdue University at Indianapolis (IUPUI)***
Kristin Lively started working as an academic advisor for IUPUI in March 2004 and the SPEA in October 2005. In her time at SPEA, she had a hand in creating the Success Skills Seminar, an intervention for first-time probation students. The seminar was launched in 2008 with great results. Kristin became Assistant Director for Graduate and Undergraduate Programs in 2011. In 2012, Kristin worked with James Eckerty and Laura Asbury, new advisors to SPEA, on the "Design Your Own Success" program which allowed first-time probation students to utilize campus resources to improve their academic standing. In 2013, this trio presented Successful Interventions for Students on Probation at IUPUI at the NACADA Annual Conference in Salt Lake City, and their program was selected for Exemplary Practice recognition in the new NACADA Pocket Guide, Advising Students on Academic Probation.

Kelly Reddick, Academic Advisor, East Carolina University
Kelly Reddick works with students who are in academic difficulty (including readmitted students), students who are exploring major options, and intended nursing students. Each spring, Kelly teaches an academic skills and development course for first-year students who are on academic probation. In addition, Kelly assists in the administration and monitoring of ECU's early academic alert system. Over the past year, she and ECU's advising team have focused on maximizing the use of an early academic alert system from an advisor's vantage point to further reach students who may be struggling academically.

Julie Preece, Clinical Professor, Brigham Young University, Cynthia Wong, Educational Psychologist and Assistant Clinical Professor, Brigham Young University
Julie Preece is a clinical professor with a background in counseling psychology. She began her academic life in the Counseling and Career Center at Brigham Young University

(BYU). In 2008, she was asked to serve as the Interim Director and then Director for the Academic Support Office (ASO) at BYU, a position she worked in until 2013 when she returned to a clinical position where she teachers and coordinates university courses and works as a part-time academic advisor for the ASO.

Cynthia Wong is an educational psychologist and assistant clinical professor in the ASO at Brigham Young University. As a learning specialist, her primary role is to assist students who struggle academically. In her work with students, she considers herself to be one part detective, one part efficiency expert, and two parts genius. She also enjoys co-directing a peer coaching program, teaching learning strategies courses and conducting research.

The BYU Academic Support Office works with students facing or returning with academic standings of probation, suspension, or dismissal. Julie, Cynthia, and ASO colleagues have researched the issues which lead to most students' academic demise, including mental health issues, and what appears to make a difference to the success of students who struggle academically. This research led to the creation of a successful Peer Coaching Program and the Option Three Program, which was selected for Exemplary Practice recognition in the new NACADA Pocket Guide, Advising Students on Academic Probation.

Quote of the Month

"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel."

— Maya Angelou

Minot State UNIVERSITY

Center for Engaged Teaching and Learning

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