



Minot State
UNIVERSITY

ACADEMIC ADVISING NEWSLETTER

Assisting Students in Preparing for Summer/ Fall Registration

Early registration for the Summer and Fall semesters will be here soon! Students can begin registering for classes on their assigned registration date and time during early registration, which is scheduled for March 24 – 26. Start contacting your advisees now to remind them of the early registration period and help them prepare for registration!

Advisors can log in to CampusConnection to view early registration dates and holds of assigned advisees. This information is found in the Advisor Center under My Advisees. The information below can be e-mailed to your advisees to assist them with the process of preparing for registration.

- #1. Determine who is assigned as your Academic Advisor
 - Log in to CampusConnection
 - Your advisor name and phone number is located on the right side of screen under Advisor
 - Click on details and then on the advisor's name to send your advisor an e-mail
- #2. Determine when you are eligible to register for Summer/Fall semester classes
 - Log in to CampusConnection
 - Your enrollment date is located on the right side of screen under Enrollment Dates
 - Click on details to view your earliest registration date & time
 - **Early registration will take place on March 24 – 26**
- #3. Determine if you have Holds on your account
 - Log in to CampusConnection

MARCH 2015

DATES TO REMEMBER

Tuesday, March 3

Webinar: Advising Strategies for Students on Academic Probation, 1 – 2 P.M., Hartnett Hall, Rm 326W

Friday, March 6

Fall and Summer semester graduation applications due to advisor

Monday, March 9

Midterm grades

March 16 – 20

Spring Break

Monday, March 23

Fall and summer semester graduation applications due to Registrar's Office

March 24 – 26

Summer and Fall registration for currently enrolled students

- Holds are located on the right side of screen under Holds
- Click on details to view more information on specific holds
- Click on each individual hold item to view instructions on how hold can be removed
- Some holds may prevent registration (ex. Financial Obligation Agreement, Advisor/Department Hold, MMR/Student Health Hold, Business Office/Delinquent Account Hold)
- Take care of holds as soon as possible so they won't delay your registration process

#4. Schedule an appointment with your assigned Academic Advisor

- Send your advisor an e-mail to see how he/she prefers an appointment is scheduled
- Call your advisor (phone number can be found in your CampusConnection account)
- Schedule your appointment well in advance of early registration to guarantee you will be ready to register during early registration – remember Spring Break is March 16-20!

#5. Prepare for your advising appointment

- Review the General Education Requirements, <http://www.minotstateu.edu/ge/>
- Review your Major/Minor/Concentration requirements
- Review the Undergraduate Catalog
- Read course descriptions in the Undergraduate Catalog
- Write down questions you have for your advisor

#6. Check out CampusConnection student training materials

- Refresh your CampusConnection skills at <http://www.minotstateu.edu/cc/>

You are now Ready to Register for Summer and/or Fall classes!!

Emailing your Advisees

Contacting your advisees via email is a quick and easy process! In your Advisor Center in CampusConnection, after selecting “My Advisees”, you will see a list of your assigned advisees. At this point, you can send a message to selected advisees by clicking the box under “Notify” for each student and then scrolling to the bottom and select “notify selected advisees”. Or, you can send a message to all advisees

by scrolling to the bottom of your list and select “notify all advisees”. CampusConnection will send the notification from your MSU email account directly to your advisee's MSU email account. When sending a mass email, student email accounts are automatically sent as a blind carbon copy, protecting the confidentiality of your advisees.

All Welcome to Attend...

ONLINE WEBINAR PRESENTATION

Advising Strategies for Students on Academic Probation Tuesday, March 3

1:00 – 2:00 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 teaches 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.

CampusConnection Holds

Do your advisees ever have questions concerning their holds in CampusConnection? Are you aware some of your advisees may have holds from other NDUS institutions? Do you know how to respond when an advisee contacts you the first day of registration and indicates concerns about not being able to register due to holds on his/her account? Do you know how to view holds in CampusConnection for your advisees? What is your first step?

In CampusConnection, when viewing your advisee list in the Advisor Center under "My Advisees", you have the ability to view the "Student Center" for each of your advisees. In the "Student Center" you can view holds and click on "details" to view more specific information about each of the holds. It is important to look at the institution to see which campus has placed the hold, as holds from other NDUS schools are visible but do not impact registration at MSU. Students who have applied, been accepted, or attended other NDUS institutions may have holds in CampusConnection placed by those institutions. Clicking on the "Hold Item" allows you to view even more details about each hold, including instructions on the necessary action for the hold to be removed.

Do you have advisees who are not familiar with the process to apply for summer financial aid?

Summer is considered the end of the preceding academic year for Federal Pell Grant and Federal Student Loan limit purposes. Students planning to apply for financial aid for summer term should complete a MSU Summer Financial Aid Application, which is available at www.minotstateu.edu/

financial aid beginning in late March each year. Students will be notified by email when their summer financial aid application is processed. For additional information, please contact the MSU Financial Aid Office at 858-3375.

Five C's of the Skilled Academic Advisor

The most concise way to clearly define tasks of academic advisors would be through the following five C's of a skilled academic advisor. The skills and competencies needed to establish a quality ongoing relationship with an advisee are:

- **Competence** – Knowledge of the academic discipline, the institutional policies, and the application of degree plans, course content, transferability, and degree planning are at the center of the information component of advising.
- **Confidence-building** – Through effective questioning, skillful reflection, and modeling appropriate behaviors, the advisor should assist students in gaining both confidence and understanding of self within the academic environment.
- **Cordial** – The ability to act cordially and with a modicum of kindness to students is a foundation on which trust and confidence begin to build.
- **Credible** – Advisors must continually work to be well informed, connected to key personnel on campus, and respected for their work as an advisor. Faculty advisors must recognize that their role as advisors must parallel their academic role in credibility.
- **Creative** – Finding ways to assist students in exploring issues previously not considered, to attempt actions that were previously too scary to attempt, and to link students to resources and personnel that are new and unknown, requires that advisors be clever, quick, creative, and always exploring new ways of assisting students.

Fox, R. (2008). Delivering One-to-One Advising: Skills and Competencies. In V. Gordon, W. Habley, and T. Grites (Eds.) *Academic advising: A Comprehensive handbook* (2nd edition), (pp. 349-350). San Francisco: Jossey-Bass.

FERPA Facts

CONFIDENTIALITY OF STUDENT RECORDS

All employees of Minot State University are required to abide by the policies governing review and release of student educational records. The Family Education Rights and Privacy Act (FERPA) of 1974 mandates that information contained in a student's educational records must be kept confidential.

Please be aware that confidential information includes, but is not limited to the following:

- Student's class schedule
- Academic progress in a particular course
- Grades (Transcripts)
- GPA information
- Student ID number—may not be posted in any manner
- Social security number—may not be posted in any manner Confidential information should only be given to students in person, with proper identification.

Confidential information should not be given over the telephone.

Confidential information should not be given to the parent of any student unless he/she verifies with the Registrar's Office that the student has provided written permission.

In part, the policy states that officials of the University may be given access to student education records on a "need-to-know" basis and that such access must be limited to job-related, legitimate educational interests. The information contained in a student's educational record may not be released to a third party without the written consent of the student. The only exception would be directory information defined by FERPA. Minot State University has defined the following information as directory information:

- Name, campus address, home address, telephone listing, and campus email address;
- Photograph;
- Gender and marital status;
- Name and address of parent(s);
- Student's major(s) and the department, division, and college in which the student is enrolled;
- Classification as a first year student (freshman), sophomore, junior, senior, graduate student, or other special classification;

- Participation in officially recognized activities and sports;
- Weight and height of athletic team members;
- Dates of attendance at Minot State University;
- Degrees and honors received, including selection to the President's Honor Roll, honorary organizations, and graduation with honors;
- Grade point average (available to campus professional and social organizations);
- The most recent education agency or institution attended by the student.

Students may request to prevent the release of directory information to third party individuals by notifying the MSU Registrar's Office or completing the Student Rights to Privacy form on the Registrar's Office website. Failure to notify the Registrar's Office as outlined above indicates implied consent to release directory information.

On Campus Testing Services - Student Development Center

The Student Development Center, located in Lura Manor, administers a variety of exams to MSU students who qualify for testing accommodations, for MSU students who are required to complete an admission test, and/or for MSU students as well as community members who are looking for proctoring services. The following tests are currently available at the Student Development Center:

- Disability Testing: Students who need accommodations during testing.
- Test of Essential Academic Skills (TEAS): Administered for the Nursing Department
- Miller Analogy Test (MAT): Graduate School Admission Test
- ACT: College admission test
- Law School Admission Test (LSAT)
- Graduate Record Examinations (GRE): Subject exams only

Contact the MSU Testing Coordinator, Melanie Moore, at 701-858-4233 or melanie.moore@minotstateu.edu for more specific testing information.

Quote of the Month

“An excellent advisor does the same for the student’s entire curriculum that the excellent teacher does for one course.”

—Lowenstein, M. “If Advising is Teaching What Do Advisors Teach?” *NACADA Journal* 25.2 (2005): 65-73.



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Center for Engaged Teaching and Learning

Heather Martin, Advising Coordinator
Center for Engaged Teaching and Learning
Old Main, Room 101
500 University Avenue West
Minot, ND 58707
heather.martin@minotstateu.edu
msu.advising@minotstateu.edu
858-3265