



Minot State
UNIVERSITY

ACADEMIC ADVISING NEWSLETTER

OCTOBER 2015

Starfish Early Alert Update

Raising Flags throughout the Semester

The 3rd and 6th week Early Alert Reports have been completed and we greatly appreciate the efforts of our faculty in submitting early alerts. We know, however, that concerns may arise throughout the semester or faculty may want to give a kudos to an outstanding student at a time other than the official 3rd and 6th week reporting periods. Please be aware that faculty may flag a student manually at any time throughout the semester by following the instructions below:

1. Go to the Students tab
2. Choose from the Connection drop down whether you want to see all students or choose a particular class list
3. Check the box in front of the student's name
4. Select the Flag button in the menu
5. Choose which type of flag from the drop down menu
6. Select the course from the next drop down menu (if applicable)
7. Place any comments in the box
8. Click save

When an academic, attendance, or kudos flag is submitted manually, academic advisors will receive an email notification (daily or weekly, depending on how permissions are set on personal profile pages) from MSU Early Alert. Advisors are asked to reach out to the student to offer support and guidance, as they do throughout the 3rd and 6th week reporting periods. Once necessary action has been taken, advisors can clear the flag/close the loop in the Starfish Early Alert portal.

Thank you to our faculty and academic advisors, as it is a team effort in helping our students succeed.

—MSU Early Alert Team

DATES TO REMEMBER

Friday, October 2

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

Friday, October 9

Spring semester graduation application due to advisor

Monday, October 19

Midterm Grades

Tuesday, October 20 – Thursday, October 22

Spring registration for currently enrolled students

Friday, October 23

Spring semester graduation application due to Registrar's Office

Sunday, November 1

Last day to withdraw from all classes and receive a 50% refund

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 20–22. 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, Financial Obligation Agreement, Student Health, etc.). Please post the attached flyer, “Are you Ready to Register for Spring Semester Classes?”, in your Department/Division and share with students you work with to promote and encourage early registration for next semester!



Remember to give your advisee an “I've Been ADVISED” sticker following your advising session!

Spring First-Year Experience Learning Communities

It is almost time for students to register for their spring courses! Many students have pre-registered for a spring first-year learning community. These students will receive an email reminder from the Center for Engaged Teaching & Learning letting them know which learning community they will be enrolled in for spring. This email included the title with a list of specific courses included in the learning community, in addition to the dates/times and instructors for each course. Learning community courses will be added to students' schedules prior to the start of early registration. If the classes are not on schedules in CampusConnection, students should immediately contact CETL.

As the UNIV 110 is a requirement in the general education curriculum, students are required to complete a first-year learning community. A list of learning communities offered in the spring semester can be found at <http://www.minotstateu.edu/cetl/LearningCommunities.shtml>.

If students need to make changes to their learning community or enroll in a spring learning community, please have them contact the Center for Engaged Teaching and Learning (CETL) office in Old Main 101 or by email at beth.odahlen@minotstateu.edu. There are limited spaces for spring learning communities so changes should be completed as soon as possible.

What should I know about Satisfactory and Unsatisfactory Grading?

Grades of Satisfactory or Unsatisfactory, rather than the traditional grades of A through F, are used in some courses at the University. A grade of “S” grants credit toward graduation but does not affect a student's grade point average. A grade of “U” also does not affect the grade point average and does not grant credit toward graduation. The grading basis for all courses, including those offered strictly on an S/U basis, are available in CampusConnection by selecting the icon for additional course details.

Elective S/U Grading - Students may request to take a course on an S/U basis that is normally letter graded (A-F). The request must be made before the last day to drop a course for that particular session (full term, first eight weeks, and second eight weeks).

The S/U option is open to all students in good academic standing who have achieved junior-year status with 60 or more semester hours. Students on Academic Warning or Academic Probation are prohibited from pursuing this option.

No more than fifteen semester hours of elective S/U course work can be applied toward a baccalaureate degree. The S/U option may not be used in those courses to be applied to the student's major, minor, General Education requirements, or the professional education sequence. However, one S/U course may be applied to each area of concentration.

Additional S/U Grading - The S/U grading option is used to transcript nationally recognized academic tests such as the College Level Examination Program (CLEP), Advanced Placement (AP), and the American Council on Education (ACE). While individual test scores may be transcribed at the University, it is the responsibility of the student to ensure fulfillment of a program requirement through the department/division chair.

Satisfactory/Unsatisfactory grading is also used to record graduate level professional development activities numbered 500 on the transcript, indicating workshop credit.

ASC Spring 2016 Class Schedule

The Spring 2016 Class Schedule for ASC courses available to MSU students through Dakota College Bottineau will be available soon! You will be able to find the schedule on the MSU Advising website, under Academic Information, http://www.minotstateu.edu/advising/academic_info.shtml. Students needing to enroll into one of the ASC courses will not use CampusConnection to enroll, instead, they will review the collaborative course information and submit the online collaborative request form found at <http://www.minotstateu.edu/online/collaborative.shtml>.

Do you have an advisee who needs to retake the UNIV 110?

Spring Stand-Alone UNIV 110

In spring 2016, a stand-alone UNIV 110 course will be offered for students who did not successfully complete their initial attempt at the INT/UNIV 110 course.

This course (UNIV 110—Dream, Learn, Do: Discovering the Leader in You) is designed to introduce students to the basic components of leadership theory and development. Through activities, assignments, and discussions, students will enhance their leadership skills and community involvement. The goal of this course is to prepare students to become leaders through a greater understanding of themselves and others. Students can register for this course through CampusConnection. Please contact Jessica Smestad at jessica.smestad@minotstateu.edu or 858-4039 with any questions.

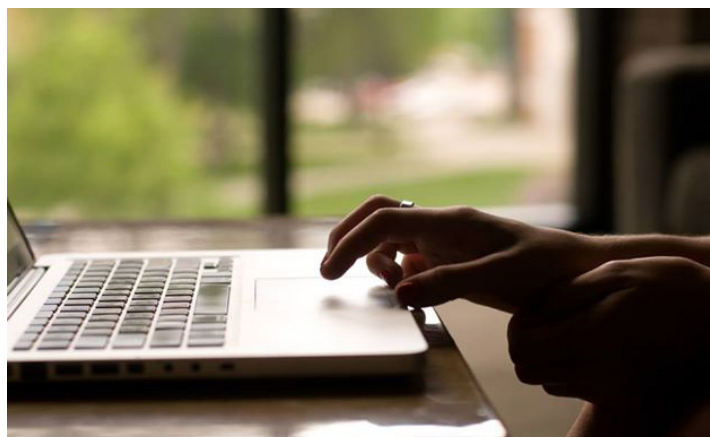
Advisor Skills – Communication

An obvious set of skills relates to advisors' abilities to understand the messages students are communicating and to respond in a way that connotes a personal interest and willingness to help. Advisors must be able to demonstrate their ability to relate to individuals and groups of students through the use of communication techniques, helping (counseling) skills, such as active listening, providing acceptance and support, and feeling empathy, are critical parts of communicating. Because communication skills are used in many settings (i.e., one-on-one, group advising) and with various technologies (e.g., telephone, email), advisors must adapt them to the context in which they are used. Effective communication skills are at the heart of helping students solve the problems they bring to the advising exchange. They are critical in helping students make academic decisions that will influence their success as students.

—Gordon, V. (2003). *Advisor Training and the Future. In Advisor Training: Exemplary Practices in the Development of Advisor Skills* (p. 118). (National Academic Advising Association Monograph Series, no. 9). Manhattan, KS: National Academic Advising Association.

Student CampusConnection Training

Student CampusConnection training will be held Tuesday, October 6 from 1 to 2 p.m. in Hartnett 316. Students will learn how to use their Academic Advisement Report and Planner, how to search by requirements and more. Questions can be directed to Deb Kinzell in the Registrar's Office.





Engagement Honor Roll – Fall Semester Deadline Approaching

The Engagement Honor Roll is an opportunity for MSU students to receive recognition for the engagement activities they participate in while a student at MSU, through inclusion of this distinction on their transcripts. Qualifying activities include community service (volunteerism), civic engagement, service learning, community-based problem-solving, and leadership development; other activities that do not fit in the above categories will also be considered. Students must complete a minimum of 50 hours, verified by supervisors, in any combination of engagement activities. Hours may be accumulated over several semesters; however, recognition for engagement activities will only be awarded for the semester in which the reported activities total 50 hours. Students may earn a place on the Engagement Honor Roll every term they reach a total of 50 reported and verified hours. Students can only submit hours that they have already completed; they cannot submit hours that they expect to complete by the end of the term. Students must complete the Engagement Honor Roll form by November 15 to be recognized as an Engagement Honor Roll awardee for the fall semester. More information regarding the Engagement Honor Roll can be found at <http://www.minotstateu.edu/cetl/EngagementHonorRoll.shtml>.

Quote of the Month

“Academic advising is a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted, and the responsibility of both student and advisor. The advisor serves as a facilitator of communication, a coordinator of learning experiences through course and career planning and academic progress review, and an agent of referral to other campus agencies as necessary.”

— Winston, Jr. R. B., Enders, S. C., & Miller, T. K. (Eds.) (March 1982). Developmental approaches to academic advising. *New Directions for Student Services*, 17.

ACADEMIC ADVISING COUNCIL

Laurie Geller, Mathematics & Computer Science
Jacob Sowers, Social Science

Melissa Spelchen, Criminal Justice/Honors Program

Jeanne MacDonald, Business Administration & Bismarck programs

Lori Willoughby, Business Information Technology

Don Burke, Addiction Studies, Psychology & Social Work

Linda Schaefer, Nursing

Heather Martin, Center for Engaged Teaching & Learning

Trisha Nelson, Center for Extended Learning

Eileen Solberg, College of Business

Steven Swenson, Athletics

