



**Minot State**  
**UNIVERSITY**

## ACADEMIC ADVISING NEWSLETTER

SEPTEMBER 2016

### 16-17 Academic Advising Handbook

The Minot State University Academic Advisor Handbook is designed to provide academic advisors, faculty and staff with the tools they need to be successful advisors. It is to serve as a useful reference for advising-related questions and facilitate continuous, ongoing advisor training. The handbook is intended to help advisors articulate policies and procedures; define and practice effective advising; find correct, accurate, concise, and consistent information; locate referral resources; and provide standardized assistance to students. The 2016-17 Academic Advisor Handbook is available at <http://www.minotstateu.edu/advising/AcademicAdvisorHandbook.shtml>.

### How Repeat Classes Work with Financial Aid

Students may receive Title IV Federal Student Aid (Federal Grants, Work Study, and Student Loans) to repeat a class they have previously passed only one time after receiving a passing grade. For purposes of this regulation, a D grade is considered a passing grade regardless of individual school policy that may require a better grade for graduation or admission to a specific program. For example, if a student takes ASC 93 in the fall and receives a D grade, then chooses to repeat the course in the spring and receives another D grade, then registers for ASC 93 a third time, the student will not be eligible to receive Title IV Federal Student Aid for that course for the third or any future attempts.

### Transfer Tidbits

If a student is transferring in a 4-year bachelor's degree from a regionally accredited university they are considered general education complete. This includes all components of General Education Requirements – Core Requirements, Foundational Content, and Developmental Content.

### DATES TO REMEMBER

#### Wednesday, September 7

Financial Aid Disbursement and Fall Tuition Due

#### Friday, October 7

Spring semester graduation application due to advisor

### Quote of the Month

*“According to Cuseo (2012), “an advisor is also someone who, through effective questioning and dialogic techniques conducted in a personalized context, helps students become more self-aware of their distinctive interests, talents, values, and priorities; who enables students to see the connection between their present academic experience and their future life plans; who helps students discover their potential, purpose, and passion; who broadens students’ perspectives with respect to their life choices, and sharpens their cognitive skills for making these choices, such as effective problem-solving, critical thinking, and effective decision-making”.*

—Cuseo, J. (2012). Academic advisement and student retention: Empirical connections & systemic interventions. Retrieved from [http://uwc.edu/sites/uwc.edu/files/imce/uploads/employees/academic-resources/esfy/\\_files/academic\\_advisement\\_and\\_student\\_retention.pdf](http://uwc.edu/sites/uwc.edu/files/imce/uploads/employees/academic-resources/esfy/_files/academic_advisement_and_student_retention.pdf).

## First Year Advising

### DON'T FORGET ... NOW IS THE TIME TO SHARE CSI RESULTS WITH ADVISEES

The College Student Inventory (CSI) is an assessment given to first year students which identifies the strengths these students have, the challenges they may face in their first year, and their receptivity to interventions. The purpose of the CSI is to help students connect with the university and identify those services students may need. One responsibility in advising first year students is to share the results of the CSI with first year advisees. Administrative Assistants have access to print both the Student and the Advisor/Counselor Reports. Academic advisors should contact first year advisees and set up a meeting to discuss their results, preferably in the first few weeks of the semester. During the meeting please spend time talking about the students' educational background and their strengths and weaknesses. Make sure to include information about available resources on campus and in the community and ensure the students that you, as their academic advisor, will be there to provide support throughout their academic career at Minot State. Attached is a **CSI Advisor's Guide and a campus resource handout**. This guide is designed to assist advisors with understanding the purpose of the CSI and how to use this tool when working with first year advisees. Should questions arise regarding the use of the CSI, please contact Heather Martin at ext. 3265 or [heather.martin@minotstateu.edu](mailto:heather.martin@minotstateu.edu).

## Updated Material for CONNECT Advisor Manuals

New Math and English placement guides have been created to incorporate the new cut off scores for the new SAT exam. The new SAT exam was implemented in March 2016. Please contact Heather Martin if you have a CONNECT Advisor Manual that has the outdated information. New placement guides are also available on the advising website at <http://www.minotstateu.edu/advising/MathEnglishPlacementGuidelines.shtml>.

## Tutoring Updates in CETL

The Center for Engaged Teaching & Learning welcomed Tammy Wolf as the new Tutoring Coordinator at the start of the fall semester. In addition, the Math Clinic is now a part of CETL's drop in tutoring program located in Old Main, Rm 103. More information, including the Fall 2016 tutoring

schedule, can be found at [http://www.minotstateu.edu/cetl/peer\\_tutoring.shtml](http://www.minotstateu.edu/cetl/peer_tutoring.shtml).

## Completing General Education Requirements through Transfer

Students' General Education Requirements (Required Core, Foundational Content and Developmental Content) will be considered complete if one of the following is met:

- Successful completion of a four-year bachelor's degree from a regionally accredited degree granting institution.
- Successful completion of Associate of Arts (AA) or Associate of Science (AS) degree from a school within the North Dakota University System. (NDUS Policy Section 403.7)
- Successful completion of General Education Requirements at any North Dakota University System school will fulfill the North Dakota General Education Transfer Agreement (GERTA). For more detailed information, the 2016 GERTA Guide is available at, <http://www.ndus.nodak.edu/uploads/resources/6730/2016-gerta-guide.pdf>.

The GERTA Guide is also used to determine how General Education courses completed at other NDUS schools will count toward the General Education Requirements at MSU. The GERTA Guide includes a list of all courses from each of the NDUS schools that have been approved to fulfill certain General Education Requirements at any GERTA institution, such as MSU. Courses have been approved in one of ten categories. The guide highlights how the classes in the various ND:CATEGORIES will be accepted at other NDUS schools. The following breakdown of MSU's General Education Requirements, specifically the Required Core and Foundational Content, indicates which category will meet the specified General Education areas.

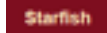




- I. COMMUNICATION (9 credits: 6 credits English and 3 credits Speech)  
Any course marked ND:ENGL may apply to the 6 credit English requirement. Any course marked ND:COMM may apply to the Speech requirement.
- II. HUMANITIES (6 credits)  
Any course marked ND:HUM.

- III. HISTORY (3 credits)  
Any course marked ND:HIST.
- IV. MATHEMATICS (4 credits)  
Any course marked ND:MATH that is College Algebra or higher.
- V. SCIENCE (8 credits)  
Any course marked ND:LABSC. This is a laboratory science requirement. Courses marked ND:SCI do not apply.
- VI. SOCIAL SCIENCE (6 credits)  
Any course marked ND:SS.

## Starfish Early Alert

### WHAT IS MY ROLE IN STARFISH EARLY ALERT AS AN ACADEMIC ADVISOR?


Advisors are notified daily through automated email messages (MSUEarlyAlert@minotstateu.edu) when advisees receive academic or attendance concerns or kudos. Academic advisors are encouraged to take action in working with advisees who receive concerns. It is important for advisors to understand the process of accessing flags, communicating with advisees, and clearing the flags. The following steps will assist advisors in using Starfish to handle early alerts for their advisees.

1. How to Access Early Alert Flags for your Advisees
  - Login to your Starfish Early Alert portal
    - o Go to MSU Home Page – Academics – Blackboard Login
    - o Login to Blackboard using your Campus Connection login and password
  - Click on the following tabs/icons to view flags for advisees
    - o Select Starfish Tab  (upper right corner)
    - o Select the Students Tab  (upper left corner)
    - o Select the Tracking Tab  (below the Student Tab)
    - o Hover over the flag icon  and click details  to view flag history
    - o Click the plus icon to view flag comments (only available if comments were submitted)  
Please note: If students have multiple advisors, flags may have previously been resolved and cleared by another advisor.


2. How to Correspond with Advisees who have Active Flags
  - Reach out to advisees through emails and/or phone calls to provide guidance and support
    - o Phone numbers and emails are available in Starfish when viewing students' flag history
      1. Option to send messages in Starfish and request copies of the messages to be emailed to yourself, as well
    - o Provide advisees with appropriate on- or off-campus referrals based on concerns
      1. A quick listing of campus resources is available at [http://www.minotstateu.edu/advising/campus\\_resources.shtml](http://www.minotstateu.edu/advising/campus_resources.shtml)
3. How to Clear the Flag
  - Hover over the flag icon and click clear
  - To resolve a flag, complete one of the following options:
    - o Complete the 1st Comment box and click submit (no email is sent to flag raiser)

Comment:  
Add comments indicating why the flag is being marked as cleared.

OR

- o Complete the 2nd Close the Loop box and click submit  (email is sent to flag raiser to notify him/her the issue has been resolved)

Close the Loop:

Write a message in the field below to the person who created the flag (  ) to let them know that the flag is being marked as cleared and why. If this field is left blank, no message will be sent.

Please note: The flag is immediately removed from the student's view in Starfish; however, comments remain visible to the advisor/instructor.

A Quick Look for Advisors guide outlining the above process is available at [http://www.minotstateu.edu/center/documents/starfish\\_advisors\\_quick\\_look.pdf](http://www.minotstateu.edu/center/documents/starfish_advisors_quick_look.pdf). Starfish questions can be directed to Linda Cresap or Daniel Clayton, faculty representatives who serve on the Faculty Senate Ad Hoc Starfish Team.

## What to Know About Advising International and Canadian Students

Per federal regulations, international undergraduate students in F-1 visa status are required to complete a minimum of 12 credit hours in both the fall and spring semesters and may take only one online or distance education course per semester to count toward full time enrollment. Undergraduate students in F-1 status must complete at least 9 credits face-to-face on campus. Once the 12 credit hours requirement has been reached, they may take as many additional online credit hours as they wish. If an international student in F-1 status needs only one course to finish his or her program of study, it cannot be taken through online/distance education and they must receive a reduced course load authorization by the international coordinator. There must be a physical presence requirement for the course.

International graduate students are required to complete at least 9 credit hours and 6 must be face-to-face on campus courses. They can only take one three credit hour class online towards the required nine credit hours. Once the nine credit hours requirement has been reached, they may take as many additional online credit hours as they wish.

Students in F-1 visa status may not drop below the full-time requirement when failing a course. Dropping below full-course is a serious violation of F-1 visa regulations.

International students in F-1 status may take a course from another university or college only with prior permission from the International Student Coordinator. International students are allowed to take courses in the summer with no specific minimum credit load required.

Both graduate and undergraduate students need to maintain normal academic progress within their degree program. They need to take classes related to their major and to their level of study.

International students are not allowed to take classes at any of MSU's satellite locations, including the Minot Air Force Base, Bismarck, Fargo or Williston.

If a student needs additional classes after the expected graduation date indicated on the I-20 (non-immigrant document), a letter from the academic advisor must be submitted to the International Student Coordinator that explains the reason why additional time is needed to complete the degree program BEFORE the program end date listed on the I-20 (for example: they might have decided to double major or they might have changed their major since they first arrived at MSU). The Office of International Programs will also need to be informed of the new expected graduation date.

## CONNECT Thank you

A huge thank you to all who assisted with academic advising at the summer CONNECT/Orientation sessions! The advisement and registration piece of the program would not be possible without assistance from many individuals across campus. We look forward to your participation in the Spring CONNECT sessions which will be held, Friday, December 16 and Friday, January 6.



## ACADEMIC ADVISING COUNCIL

### COLLEGE OF ARTS AND SCIENCES:

Joseph Jastrzembki, Christopher Keller, and Melissa Spelchen

### COLLEGE OF BUSINESS:

Tracey Mays, Eileen Solberg and Lori Willoughby

### COLLEGE OF EDUCATION AND HEALTH SCIENCES:

Kathy Hintz and Linda Schaefer

### ATHLETICS:

Steven Swenson

### CENTER FOR ENGAGED TEACHING AND LEARNING:

Heather Martin

### CENTER FOR EXTENDED LEARNING:

Trisha Nelson