



## Are you and your advisees ready for summer and fall early registration?

Is it really time to start thinking about early registration? Believe it or not, early registration will take place March 26-28. Contact your advisees soon so you have time to meet and discuss course selection. Students' early registration appointment times will be available in Campus Connection in early March. Students should also check their holds in Campus Connection and take care of holds impacting registration prior to March 26. Make sure your advisees are prepared for early registration!

## NEW Math & English ACCUPLACER Exams

New ACCUPLACER exams are being used for both math and English placement. The new ACCUPLACER tests include the Next Generation Advanced Algebra and the Next Generation Writing. We will no longer be offering the Elementary Algebra or College Level Math; however, scores are still valid for students who previously took these exams. The updated placement charts are available on the advising website at

<https://www.minotstateu.edu/advising/pages/english-math-placement.shtml>.

## DATES TO REMEMBER

### February 26, February 28 & March 1

Advisor Workshop

### March 1 – 29

Advisor Award nominations accepted

### March 22

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

### March 26 - 28

Summer and Fall registration for currently enrolled students

### April 8 – May 3

Priority Transfer Orientation

### April 5

Last day to drop

### April 26

New Student Orientation

## Center for Engaged Teaching & Learning

Minot State University

500 University Ave W

Minot, ND 58707

701-858-3265

[advising@minotstateu.edu](mailto:advising@minotstateu.edu)

[MinotStateU.edu](http://MinotStateU.edu)

Be seen. Be heard. Belong.



## Using Starfish to Communicate with Advisees

Did you know you can easily access your list of advisees in Starfish? Are you aware you can send emails to all students on your advisee list or you can send individual emails to select advisees while in Starfish? After fall/summer registration begins, you can also use Starfish to filter your advisees to quickly determine which of your advisees have or have not registered for the upcoming semester. Using this filter, allows advisors to continuously monitor which of their advisees still need to enroll in classes and send email reminders accordingly!

To use the filter in Starfish, follow these steps:

1. Click the three bars next to Starfish, then click Students and click on the My Students tab.
2. First, set the Term to Ongoing. Next, set the Connection to Advisor.
3. You will see one of the following:
  - a. Click the X next to Edit Filters to remove current filters. Then, click Add Filters.
  - b. Click Add Filters.
4. Click Attributes, then click Add Attribute.
5. In the Attribute drop down choose Registered for next semester. DO NOT select a Term. Select Specific Value and select False (or true) in the drop down. False will show those students not registered for next semester, while true will show those students who are registered for next semester. Click Submit.

Please contact Tammy Wolf or Heather Martin if you have questions accessing your advisee list, sending communication, or using the filter in Starfish.

## Academic Advisor Awards

Beginning on March 1, the Academic Advising Council will be seeking nominations for the 2018-19 Minot State University Outstanding Academic Advisor Awards. These awards are designed to highlight the importance of academic advising and bring recognition to academic advisors at MSU who have made significant contributions to academic advising and student success.

More information regarding the award categories, selection criteria, eligibility, nomination procedure, selection process, and recognition will be available March 1 on the advising website, <https://www.minotstateu.edu/advising/>, under Advisor Award.

Nominations will be due by Friday, March 29 at 4:30 p.m. Questions regarding these awards or the nomination process should be addressed to Amy Roberts or Heather Martin, co-chairs of the Academic Advising Council.

## How can I access an updated list of my advisees who require enhanced advising?

The filter feature in Starfish is available for advisors to quickly determine which of their advisees were admitted with the provision of enhanced advising. Instructions are available at <https://www.minotstateu.edu/cetl/document/starfish/filter-for-pa-students-word.pdf>. If assistance is needed when using this filter, please contact Tammy Wolf or Heather Martin.

Advisor resources which can be used when advising students who need enhanced advising include the Academic Success Plan booklet and Academic Success Plan form, which are both available on the advising website, [https://www.minotstateu.edu/advising/academic\\_info.shtml](https://www.minotstateu.edu/advising/academic_info.shtml).

## Advisor Workshop

What's new in advising? Are you prepared for early registration? Attend an upcoming advisor workshop, sponsored by the Academic Advising Council, to learn about the recent changes in Math and English placement, a new resource - the advising syllabus, features in Starfish to enhance advising, and other tips and reminders to prepare advisors for the upcoming registration period. All sessions will be held in Old Main, room 405, on the following dates and times:

- Tuesday, February 26 – 11:00-11:50am
- Thursday, February 28 – 8:30-9:20am
- Friday, March 1 – 12:00-12:50pm

We hope to see you at one of the sessions!

## Advising Quote

Advising should be woven into the fabric of the freshman year in ways that promote student development and that provide clear, consistent, and accurate information that is easily accessible to students. It should reflect the best professional knowledge of the day. Quite simply, good advising should not be left to chance.

Tinto, Vincent.(1999). Taking Retention Seriously: Rethinking the First Year of College. *NACADA Journal*, 19(2): 9.

## Updates coming soon... New Student Orientation (NSO) Advisor Manuals

The Center for Engaged Teaching and Learning (CETL) will begin updating information for the NSO Advisor Manuals very soon! If you have a manual from last year, please be watching for new information which will be sent prior to the April orientation. For those who are interested in getting a manual, please email Heather Martin.

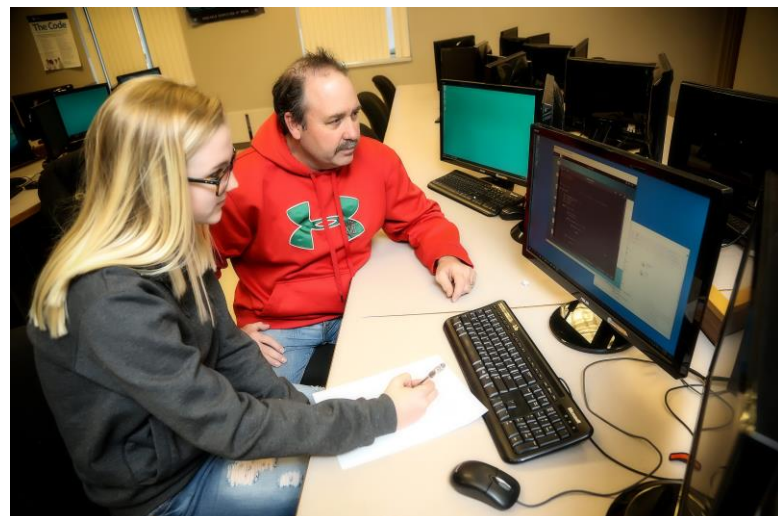
## Meet Your Advisor Cards

All departments/divisions are encouraged to distribute "Meet Your Advisor Cards" at New Student Orientation beginning in April and throughout the summer. These cards are also available as a PDF file, so they can also be sent electronically when a new advisor is assigned – for both new and current students. Please contact Amanda Francis in Publications & Design Services, if:

- Changes to existing cards are needed.
- Cards need to be created for new faculty/staff advisors.
- Additional cards need to be ordered.
  - The cost is minimal and is covered by the Academic Advising Council.

## MSU New Tuition Model Effective Fall 2019

- Tuition will be charged on a per credit basis up to 12 credits for all modalities.
- A single-tuition rate will be charged for 12-18 credits regardless of the modality.
  - Distance education classes (except dual credit) are now included in this rate.
- Overload charges are to be assessed beyond 18 credits.
- All Class, Course and Program fees are to be eliminated except for Nursing fees, Music lesson fees and selected pass-through fees.
- MSU will maintain its "GROW ND" model
  - All students pay the in-state tuition rate, regardless of residency status.





## 2019 Orientation Information

Orientation is required for all new Minot State students. To meet the needs of our new students, there are several types of orientation available throughout the spring and summer. The structure of academic advising varies for each orientation.

### Types of Orientation

#### **PRIORITY TRANSFER ORIENTATION**

*April 8 – May 3*

Priority Transfer Orientation allows transfer students with more than 24 transferable credits to visit with an advisor and enroll in classes without attending an on-campus orientation.

#### **SUMMER SEMESTER ORIENTATION**

*April 8 – May 29*

Summer Semester Orientation allows new freshmen and transfers to visit with an advisor and enroll in classes prior to the start of the summer term. Transfer students are not required to attend an on-campus orientation session. New freshmen will attend a half day orientation session prior to the start of the fall semester.

#### **TRANSFER STUDENT ORIENTATION**

*July 8 - 18*

Transfer students will have another opportunity to visit with an advisor and enroll in classes in July. Students are not required to attend an on-campus orientation program.

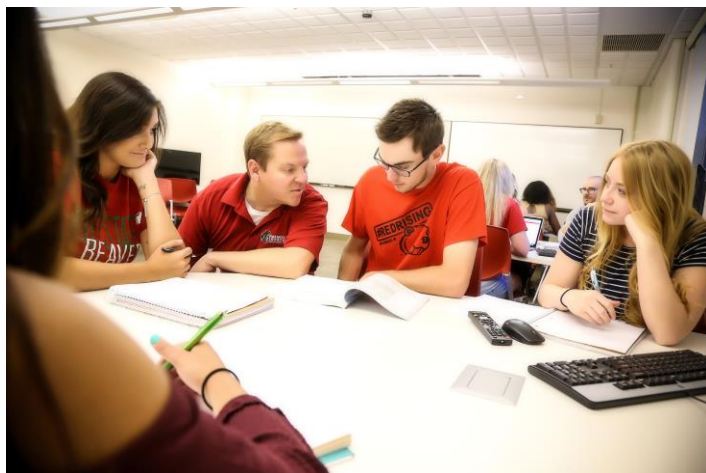
#### **NEW STUDENT ORIENTATION**

All new first-year students are required to attend an on-campus New Student Orientation session. Transfer students who do not complete one of the above orientations are also required to attend. A portion of the day consists of meeting with an academic advisor and enrolling in classes. The 2019 dates include:

<i>April 26</i>	<i>May 30</i>	<i>May 31</i>
<i>June 28</i>	<i>July 19</i>	<i>August 22</i>

### **New Student Orientation Advisor Information Sessions**

The Academic Advising Council and Orientation Advisory Team will be holding information sessions to prepare advisors for orientation. All faculty and staff who assist are asked to attend one of the sessions, which will include an update of fall first-year experience learning communities, information regarding the new ACCUPLACER test, updated Math/English placement guidelines, and additional information to assist with advising at orientation. More information will be sent this spring to faculty/staff who will be advising at NSO.



## ACADEMIC ADVISING COUNCIL

### **COLLEGE OF ARTS AND SCIENCES:**

Scott Kast, Christopher Keller, and David Rolandson

### **COLLEGE OF BUSINESS:**

James Ondracek, Jan Repnow, and Eileen Solberg

### **COLLEGE OF EDUCATION AND HEALTH SCIENCES:**

Leisa Harmon, Kathy Hintz, and Amy Roberts

### **CENTER FOR ENGAGED TEACHING AND LEARNING:**

Heather Martin

### **ASSISTANT VICE PRESIDENT FOR ACADEMIC AFFAIRS:**

Erik Kana