



ACADEMIC ADVISING NEWSLETTER

SEPTEMBER 2018

Advising Students with the Provision of Enhanced Advising

What actions should I take as the advisor?

Advisors will meet with new students early in the semester to create an Academic Success Plan, discuss expectations and schedule follow-up advising sessions.

What resources are available?

The Academic Success Plan booklet, https://www.minotstateu.edu/advising/_documents/provisional-advising-booklet.pdf, is a resource for advisors. The Academic Success Plan Form is available in the booklet or as a direct link on the advising website, https://www.minotstateu.edu/advising/_documents/academic-success-plan.pdf.

How are these students flagged?

The Provisional Admission Hold/Service Indicator is placed on students' Campus Connection accounts once admitted to Minot State with the provision of enhanced advising. This hold/service indicator does not impact the students' ability to add/drop classes. After students earn a 2.0 or higher term GPA for two consecutive semesters, the hold/service indicator is removed.

How do I know which of my advisees have this provision?

Initially, orientation advisors are provided with information about each of their students, including which students were admitted with the provision of enhanced advising. *(continued on page 2)*

DATES TO REMEMBER

Friday, September 28

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

Friday, October 5

Spring semester graduation application due to advisor

Monday, October 15

Midterm grades

Friday, October 19

Spring semester graduation application due to Registrar's Office

Sunday, October 28

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

October 30 – November 1

Spring registration for currently enrolled students

Advisors can also view their advisees' holds/service indicators in Campus Connection under the Advisor Center. Lastly, Starfish can be used to filter advisees to determine which advisees have this provision. As students change their major and advisor, it is important for advisors to update their provisional list periodically by running this Starfish filter. The instruction sheet to use the filter in Starfish is available at <https://www.minotstateu.edu/cetl/pages/filter-for-pa-students-word.pdf>. For assistance with using this filter, please contact Tammy Wolf or Heather Martin in the Center for Engaged Teaching and Learning.

Academic Advisor Handbook

The 2018-19 Academic Advisor Handbook has been updated and is available at https://www.minotstateu.edu/advising/academic_info.shtml. The handbook is designed to provide academic advisors, faculty and staff, with the tools they need to help students succeed. It is to serve as a useful reference for advising-related questions and facilitate continuous, ongoing advisor training. The intent of the handbook is 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.

FERPA and Starfish

Starfish data is protected under the Family Education Rights and Privacy Act of 1974 (FERPA). Upon completion of FERPA training, faculty and staff are assigned roles in Starfish which allow specific viewing privileges based on the student relationship. FERPA allows students to view their student record, which includes notes and comments in Starfish. Therefore, notes and comments should not contain opinions or inappropriate language, but should be factual and objective. Additional resources regarding the use of notes and comments are available on the Starfish website, https://www.minotstateu.edu/cetl/pages/starfish_fast.shtml, by clicking on the "Guide to Making Effective Comments in Starfish" link.

Questions about FERPA can be directed to the Registrar's Office at 701-858-3345.

Orientation Advisors Appreciated

Orientation programming over the summer requires assistance from many faculty and staff across the campus. Many of you were involved in the academic advising and registration of our new first-year and transfer students, whether it was meeting with students in person on New Student Orientation days or advising new transfer students over the phone. In any case, we would like to thank all of you who played a role in welcoming our new students and ensuring they are off to a successful start at Minot State!

Quote of the Month

According to Charlie L. Nutt, NACADA Executive Director,

"Academic advising is the very core of successful institutional efforts to educate and retain students. For this reason, academic advising ... should be viewed as the 'hub of the wheel' and not just one of the various isolated services provided for students ... academic advisors offer students the personal connection to the institution that the research indicates is vital to student retention and student success."

Nutt, Charlie L. (2003). Academic advising and student retention and persistence from the NACADA Clearinghouse of Academic Advising Resources Web site
<http://www.nacada.ksu.edu/tabid/3318/articleType/ArticleView/articleId/636/article.aspx>

Simplify the Process of Scheduling Advising Appointments

Are you familiar with the online appointment scheduling feature in Starfish? Have you heard positive feedback from faculty, staff and students who used Starfish last year to schedule advising appointments? Do you know how much time you can save allowing students to schedule appointments online versus sending multiple emails back and forth? Are you aware students receive email confirmations and reminders for scheduled appointments?

The online appointment scheduling feature is a great tool for faculty, staff and students. Advisors designate times they are available for appointments and notify their advisees via email with instructions on how to schedule an appointment. The instructions for students are available at <https://www.minotstateu.edu/cetl/documents/starfish/faculty-staff/starfish-student-appointment-instructions.pdf>. Advisees can then log into Starfish at a convenient time to schedule an appointment. Once an appointment is scheduled, both the advisor and advisee will receive an email confirmation and the appointment can be viewed in their Outlook calendars. Available appointment times can be easily modified at any time. Instructions on setting up appointments in Starfish are available at <https://www.minotstateu.edu/cetl/pages/starfish-appointments.pdf>.

If you are interested in using this feature but have questions or would like assistance, please don't hesitate to contact Tammy Wolf or Heather Martin in the Center for Engaged Teaching & Learning.

Here is what some Minot State faculty and staff have to say about using Starfish for scheduling appointments:

"Starfish has been a lifesaver! It is so easy to use. The students can see my availability and then can make an appointment when it works for them. No more emailing back and forth!"

– Amy Roberts, Professor
Nursing

"I use the Starfish Appointment system to allow students to make appointments for the delivery of their final course project and capstone project oral presentations. The system puts the students in the driver's seat in the sense that they can choose among a large number of available dates and times. They do not have to work with me to arrange a time; they simply pick on that works for them and, in the case of their capstone projects, with their clients. It greatly simplifies the process of making appointments and – here's the great part – it's a lot less work for me! On the down side, it is a bit cumbersome for me to establish my available times but it certainly is functional."

– Dr. Gary Ross, Professor
Business Administration

"I used Starfish scheduling for Spring Semester 2018 registration. The students assigned to me really liked the easy appointment scheduling – I didn't hear one complaint – easy to schedule, reschedule, and/or cancel an appointment."

– Professional Staff Advisor

"The Starfish appointment system worked great! Students did comment that for those who were not familiar with the system, there was a learning curve so perhaps an online tutorial would help them (or help refresh their memories). Some had to ask other students for help. I intend to use that feature in the future."

– Dr. Andy Bertsch, Professor
Business Administration

New Name, Same Location

Disability Services is now called Access Services and is still located in the lower level of Lura Manor (entrance on south side). The northwest entrance is to be used for access to the elevator.

Advisors may find students disclosing their disability and requesting accommodations for their class(es). Please refer the student to Access Services. Evelyn Klimpel, Access Services Coordinator will review their documentation and determine their accommodations. After the initial meeting, Access Services will send faculty an “accommodation letter.” The student is responsible to meet with the instructor to discuss the accommodations listed in the letter.

New Ideas to Share

Are there advising topics you would like to see in the newsletter? Send your articles or ideas to advising@minotstateu.edu.

Advising Teacher Education Majors

Do you have questions about advising teacher education majors? We invite students and faculty to explore our newly updated pages to guide teacher education majors. Click on *Academics > Teacher Education Unit* and then look to left hand side. Our page titled *Admission* contains the changes in the cutoff scores for the Core Academic Skills for Educators test that were recently changed at the state level.

Do you or your students have questions about the clinical experiences? The link for *Clinical Experiences* has updated information on what teacher candidates do in each clinical experience. Are your teacher candidates ready for their methods or student teaching semesters? We have recently added a countdown to graduation that will help teacher candidates keep track of the requirements as they wrap up their degrees.

If you have more questions, please contact Deb Kinzell or Kathy Hintz.

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