



Academic Advising Newsletter

April 2020

New Electronic Processes in the Registrar's Office

The Registrar's Office has developed an electronic process for their paper form processing, which will be used during the COVID-19 crisis. **All emails must be sent via the Minot State email account.** Emails can be sent to any of the Registrar's Office staff.

Add form (to be used after April 7 for fall and summer):

1. The student emails the request to add to the instructor. The email must include the class subject, catalog #, class #, and credits.
2. The instructor forwards the student's email with their approval of the request to the chair.
3. The chair forwards the instructor's email with their approval to the Registrar's Office.

Overload form (to be used after April 7 for fall and summer):

1. The student emails the request to overload to their advisor. The email must include the class subject, catalog #, class #, and credits.
2. The advisor forwards the student's email with their approval of the request to the chair.
3. The chair confirms the student's cumulative GPA is above 3.0 and forwards email with their approval to the Registrar's Office.
4. If there are pre-requisites that are not met or other enrollment issues, the chair forwards the email to the corresponding chair to approve the override into the course.

Drop form (to be used after April 9):

1. The student emails the request to drop to the instructor. The email must include the class subject, catalog #, and class #.
2. The instructor forwards the student's email with their approval of the request to the chair.
3. The chair forwards the instructor's email with their approval to the Registrar's Office.

Course Completion Agreement (due when grades are due):

1. The student and faculty discuss the I grade option and assignments left to be completed, agree on the date, and grade to change to if work is not completed.
2. The student emails the request for an I grade to the instructor. The email must include the class subject, catalog #, class #, assignments to be completed, date by which the work must be completed, and the grade to change to if work is not completed.
3. The instructor forwards the student's email with their approval of the request to the Registrar's Office.

Substitution Form:

1. The chair emails the student name; ID number; program area the substitution is to be applied to (major, minor, or concentration); institution of the course being subbed (either transfer school or MSU); substitution class subject, catalog #, and name; and the MSU class subject, catalog #, and name.
2. If the substitution is for Required Core or Foundational Content course, the request is emailed to the corresponding chair. That chair forwards the email with their approval to the Registrar's Office.

Early Registration – April 7-9

Early registration is almost here! Contact your advisees now to schedule a time to meet virtually to discuss plans for summer/fall semester! Encourage students to complete the following tasks prior to your appointment:

- a. View [Enrollment Date/Time](#)
- b. Review and take care of [Holds](#)
- c. Complete [Financial Obligation Agreement](#)

Please take a look at the **Guide to Virtual Advising**, found on the last page of this newsletter. This document includes resources to assist you in our new online environment.

DATES TO REMEMBER

Friday, April 3

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

April 7 - 9

Summer and Fall registration for currently enrolled students

Thursday, April 9

Last day to drop

Friday, April 17

Outstanding Advisor Award nominations due

Academic Support Center
Minot State University
500 University Ave W
Minot, ND 58707
701-858-3265
advising@minotstateu.edu

MinotStateU.edu

Be seen. Be heard. Belong.



Virtual Peer Tutoring

The Academic Support Center will be holding tutoring sessions via Microsoft Teams for the remainder of the semester. Please share the [Tutor Schedule](#) with your advisees. Prior to the first tutoring session, students are encouraged to download [Microsoft Teams](#). Students will login with their @ndus.edu email, open Microsoft Teams at the designated tutoring time and click on the appropriate session link. **All tutoring times are scheduled in Central Standard Time (CST).**

Students should fill out the [Tutor Course Request Form](#) if they need assistance in a subject that is not listed or would like to request an alternative time. At least three students must request assistance in a particular course before the search for a tutor begins.

Please contact [Tammy Wolf](#) for more information.

New Student Orientation Update

The New Student Orientation scheduled for Saturday, April 18 has been rescheduled for Thursday, June 25.

The NSO Advisor Information Sessions scheduled the week of April 13th have been postponed. More information will be sent once they are rescheduled.

New Developmental Content Courses

A few courses have recently been added to the Developmental Content under Critical Capacities and Skills (CCS), CCS1 – Problem Solving:

- HON 250H
- LANG 102
- LEAD 101

[Click here](#) to view an updated list of all Developmental Content courses.

Writing Center offers etutoring

The Minot State Writing Center remains open for email tutoring (etutoring) only during the remainder of Spring 2020. Students should log into [WC Online](#) as usual, make an appointment, and then scroll down on the form to attach their paper. Our tutors will comment on the paper and email it back to them. We know this isn't ideal, but it's still a good way for students to obtain feedback on their writing. Questions? Email [PATTI KURTZ](#).

Outstanding Academic Advisor Awards Deadline Extended to Friday, April 17

Consider nominating a colleague for the Outstanding Academic Advisor Award by April 17

The Academic Advising Council is now accepting nominations for the 2019-20 Minot State University Outstanding Academic Advisor Awards. Nominations are due by **Friday, April 17 at 4:30 p.m.**

These awards are designed to highlight the importance of academic advising and bring recognition to academic advisors at Minot State 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 is available by selecting Advisor Award on the main menu of the advising [WEBSITE](#).

Questions regarding these awards or the nomination process should be addressed to Amy Roberts, Academic Advising Council Chair.

First-Year Experience Learning Community Enrollment

Current Minot State students who wish to enroll in a Fall 2020 FYE learning community or those who are retaking the UNIV 110, can do so by emailing beth.odahlen@minotstateu.edu, from their Minot State email. Students need to indicate the name and number of the FYE learning community in the email. Students also need to include their student ID. FYE Learning Communities can be found [here](#).

Student Health Now Offering Telehealth

Minot State University Student Health Clinic (SHC) is now offering telehealth visits via Zoom. Telehealth is the use of digital information and communication technologies, such as computers and mobile devices, to access care remotely and manage your healthcare needs. Students interested in scheduling a telehealth appointment or have general questions regarding SHC, can call 701-858-3371 during regular business hours, Monday-Friday 8 a.m. to 4:30 p.m. We look forward to serving our students' healthcare needs!

April 20 – Registration Begins for New Transfer Students

Designated faculty from each department/division will be advising new transfer students between April 20 - May 14. For those assisting, here are a few things to be aware of:

- Appointments set up in Starfish by April 14
 - Contact Tammy Wolf for Starfish questions/assistance
 - Take place over phone or via virtual appointment
- Students can begin registering on April 20
- Remove the Transfer Student Orientation and/or Advisor Hold after April 19th AND after the student has been advised
 - Allows current students two full weeks to register before new students register
- Send student the link to the [New Student Orientation Guidebook](#)

ACCUPLACER

The Academic Testing Center at Minot State University is closed until further notice.

Because of the closure, we are not administering the ACCUPLACER writing and math placement exams. As we move into spring, the demands for these exams grow, and unfortunately, we have no firm date as to when we can resume testing.

The College Board and ACCUPLACER use a company called Examity to deliver remote and virtual exams. We are currently awaiting more information. However, as you can imagine, Examity has been overwhelmed, and they have currently suspended their live proctoring. They are trying to hire proctors, so they may return to live proctoring soon.

If all goes well, we will open again sometime in April, and continue all testing, including ACCUPLACER. It is in late spring and early summer that we experience high volume testing for ACCUPLACER, with incoming fall students and dual-credit students testing.

If you have any questions, feel free to contact Test Center Manager, [Thomas Rakness](#), by email.



Academic Advising Council Members

College of Arts and Sciences:

Scott Kast, David Rolandson, John Webster

College of Business:

Jan Repnow, Lori Willoughby

College of Education and Health Sciences

Leisa Harmon, Chelsie Hultz, Amy Roberts

Professional Staff Advisors/Others:

Erik Kana, Jennifer Malachowski, Heather Martin

TWO OPTIONS FOR VIRTUAL ADVISING

Via Microsoft Teams

Instructions:

1. Download Microsoft Teams to an iPad, laptop, or smart phone: <https://teams.microsoft.com/downloads>.
 - a. Click "Download."
 - b. Log in with your @ndus.edu email.
2. Email appointment information to the student.
3. Open Microsoft Teams prior to scheduled appointment.
4. Click on "Calls."
5. Select "Make a call."
6. Enter student's name.
7. Click on audio call or video call icon.

More information (available in Teams):

1. Click on "Teams" (main menu, left side).
2. Select "MiSU Microsoft Teams Help and Request Form."
3. View training videos, files, FAQs (main menu, top of screen).

Via Blackboard Collaborate Ultra

Instructions:

1. Create a new link in one of your current blackboard course shells.
2. Title it "Advising Sessions."
3. Leave as an "open end date."
4. Continue using the same link.
5. Send the link to your advisees.
 - Use during office hours or at a designated time.

How-to links:

- [You Tube video](#)
- [Blackboard Help](#)

Schedule advising appointments using Starfish:

Benefits of using Starfish:

- Decreases the number of emails needed to schedule appointment
- Provides students with detailed instructions for appointment
- Students receive automated confirmation and reminder emails

New to using Starfish:

- [Click here](#) to view Appointment Instructions.
- [Click here](#) to view Starfish Resources.

Currently using Starfish:

- Update your meeting locations (see step 4 on page 4 on the Appointment Instructions link above).
 - Uncheck in-person, on-campus meeting type, and select an online option.
- If appointments were previously set up, edit each block of appointments in your Starfish calendar so the new meeting location is available.

If you would like assistance setting up appointments or if you have questions, please email [Tammy Wolf](#).

Notifying students via email:

1. Confirm date and time of appointment (CST).
2. Remind student how the virtual meeting will take place.
 - a. Download the Microsoft Teams app: <https://teams.microsoft.com/downloads>.
Login with your @ndus.edu email.OR
 - a. Send student the link to join meeting directly via Blackboard.
3. Assign students tasks, such as:
 - a. View [Enrollment Date/Time](#).
 - b. Review and take care of [Holds](#).
 - c. Complete [Financial Obligation Agreement](#).