



Academic Advising Newsletter

September/October 2020

Advisor Workshop

New Starfish Features – Intake Form & Direct Link

Join the Academic Support Center staff to learn about the new Starfish Student Intake Form, which will help advisors better understand the needs of their advisees early in the semester. Student responses are viewable by advisors and may prompt discussions reflecting on advisees' strengths and areas for improvement.

Do you use Starfish for scheduling appointments? If so, come learn about the new direct link feature. This feature improves the student experience when scheduling with academic advisors and staff, eliminating the need for extensive student instructions.

Sessions will take place via Microsoft Teams. Click [HERE](#) to join on the designated date/time.

- Wednesday, September 16
 - 2:00-3:00pm
- Friday, September 18
 - 9:00-10:00am
- Thursday, September 24
 - 1:00-2:00pm

Do you have questions on how to advise international or Canadian students during COVID?

F-1 regulations are complicated, especially during this pandemic. If you need assistance advising F-1 visa students, please contact Elizabeth Sund, International Student and SEVIS Coordinator at Elizabeth.sund@minotstateu.edu.

DATES TO REMEMBER

September 16, 17, 18

Advisor Workshop,
New Starfish
Features

Friday, October 2

Spring semester
graduation
application due to
Registrar's Office

Monday, October 19

Midterm grades are
due

October 27-29

Spring registration
for currently
enrolled students

Academic Support Center
Minot State University
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Minot, ND 58707
701-858-3265
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MinotStateU.edu

Be seen. Be heard. Belong.

Electronic Course Substitution Form

The Registrar's Office has a new electronic Course Substitution Form that is linked on the [forms](#) page. Instead of the student or advisor completing a paper form and then submitting it to the chair for signature, the student or advisor will send the appropriate department chair an email with the request. The email needs to include:

- Student ID#
- Student name
- Where the substitution is to be applied (major, minor, concentration, or general education Required Core or Foundational Content)
- Title of the major, minor or concentration
- Institution where the course being substituted was taken (MSU or the name of the transfer institution)
- Substituting course subject, number and title (i.e.: MATH 240 General Statistics)
- MSU course subject, number and title (i.e.: Math 210 Elementary Statistics)

If the course being substituted is from a transfer institution, the course information should be taken from the advising transcript not the academic requirements report.

As a reminder, courses cannot be substituted into the Developmental Content section of general education. These [requests](#) must be submitted by the student to the General Education Committee.

We ask that any blank paper forms that have been previously printed off to be used at a later date be recycled. The chair has the option to print a copy of the electronic form prior to submitting so that a copy of the substitution can be retained in the department.

Quote of the Month

Advising is a process for helping students diminish the confusion that comes with a new environment, clarify their goals and get the most out of their education. – *Noel Levitz*



Students Admitted with Provision of Enhanced Advising

Some students are admitted to Minot State with the provision of enhanced advising. These students are flagged in Campus Connection with a PAD, Provisional Admission, Service Indicator. The service indicator does NOT prevent a student's ability to add/drop classes. Instead, the hold is to notify advisors of their advisees who need enhanced advising.

One part of enhanced advising is for the student and advisor to meet early in the semester to create an Academic Success Plan, discuss expectations, and schedule follow-up advising sessions. Advisors are also encouraged to use Starfish early alerts and/or midterm deficiency reports when determining a plan for success.

Once a student earns a 2.0 cumulative GPA for two consecutive semesters, the Provisional Admission Service Indicator is removed.

Resources to be used as a part of enhanced advising, include the following:

- Academic Success Plan: https://www.minotstateu.edu/advising/_documents/academic-success-plan.pdf.
- Academic Success Plan Booklet: https://www.minotstateu.edu/advising/_documents/provisional-advising-booklet.pdf

Academic Advising Council

Amy Roberts and David Rolandson both completed a 3-year term on the Academic Advising Council. Jennifer Malachowski also completed a 1-year term. Thank you, Amy, David and Jennifer, for your contributions to the advising council!

New members for the 20-21 academic year include:

- Sarah Aleshire, College of Arts & Sciences
- Lacey Corneliusen, College of Education and Health Sciences
- Kelly Lichtenberger, Academic Support Center

A complete list of members can be found at the bottom of this page.

Registrar's Office Forms

The Registrar's Office continues to process forms electronically. Information about individual form processing is available on their COVID page, <https://www.minotstateu.edu/records/COVID-19-UpdatesProcesses.shtml>.

Virtual Student Sessions for New Students

This year Welcome Weekend programming has been extended through the fall semester. These virtual sessions allow students to learn about important new student information, student resources, and participate in fun activities. Session descriptions, days, and times are listed on the following website, <https://www.minotstateu.edu/orientation/welcome-weekend-vnso.shtml>. To register for a Virtual Student Session, students should please complete the registration form for the session they plan to attend. Please encourage your new students to attend as they continue to transition to Minot State!

Summer 2020 Advising ~ Virtual New Student Orientation

Over 30 academic advisors assisted this past summer in providing academic advising for our new first-year and transfer students! Thank you to everyone who was involved in helping our students transition to Minot State. We may not have been able to meet in person, but we were still able to provide students with a personal touch through virtual academic advising!

Virtual Drop-in Peer Tutoring now available at the Academic Support Center (ASC)

Virtual drop-in peer tutoring is available for several Minot State University courses. The tutors are excited to help explain concepts or review material for better understanding. The tutoring schedule and virtual links are available at

www.minotstateu.edu/asc/peer_tutoring.shtml.

All tutoring times are scheduled in Central Standard Time (CST). This schedule will be updated periodically as changes and additions occur.

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

Please contact tammy.wolf@minotstateu.edu or 858-3360 with any questions.



Academic Advising Council Members

College of Arts and Sciences:

Sarah Aleshire, Scott Kast, John Webster

College of Business:

Jan Repnow, Lori Willoughby

College of Education and Health Sciences:

Lacey Corneliusen, Leisa Harmon, Chelsie Hultz

Professional Staff Advisors/Others:

Erik Kana, Kelly Lichtenberger, Heather Martin