



A NEWSLETTER FOR ACADEMIC ADVISORS

Effective Advising Advocacy Committee (EAAC)

The Effective Advising Advocacy Committee (EAAC) will continue to meet during the upcoming academic year and look forward to implementing new ideas to improve advising services across campus. If you have any topics you would like the committee to discuss, ideas to share, or questions to ask, please notify Heather Martin, Advising Coordinator, or another member of the committee. Refer to www.minotstateu.edu/advising for an updated list of committee members. All faculty and staff are welcome to attend the meetings! Meetings this fall will be held in the Jones Room (with the exception of November 16) from 9-11am on the following dates:

- Tuesday, September 7
- Tuesday, October 12
- Tuesday, November 16 (Westlie Room)
- Tuesday, December 7

Announcements and updates from future EAAC meetings will be shared in upcoming Advising Newsletters.

Academic Policy Reminder

POLICY ON REPEATING COURSES

Students may repeat courses taken at Minot State or those originally taken at another institution, but should be aware of the following guidelines:

- All courses must be repeated through MSU for an improved grade. Repeating a course at another institution will average both grades in GPA calculations.
- When repeating a course through MSU, the most recent grade will be included in the GPA calculations.
- Courses that have been failed in a face-to-face format cannot be repeated via correspondence.
- Students cannot repeat courses for an improved GPA after a degree has been posted.
- Transcripts will automatically reflect repeated courses upon conclusion of a semester. Students are asked to contact the Registrar's Office if they believe a repeated course has not been properly identified as a repeat on the transcript due to changes in course title or course numbering.

The student who wants to repeat a course no longer offered in the college curriculum must obtain permission to substitute a currently offered course from the chairperson of the division or department responsible for the original course.

Advising Resource of the Month

Do you find that you struggle when assisting students with using CampusConnection? Do you know how students add classes, view holds, view transfer credit, or search for classes in CampusConnection? Are you familiar with the CampusConnection Quick Guide? If not, this tool highlights all of the steps students need to know when using

September 2010

Advising Tip of the Month

As the fall semester gets underway, it is a busy time as many new students are welcomed to campus! If you serve as an academic advisor to new students, it is important for you to take the initiative to contact these students and welcome them to MSU. Here are some tips for advisors to use when working with advisees who are new to campus:

- Find out who your new advisees are by checking your advisee list in CampusConnection
- Email or call your new advisees to welcome them to MSU
- Clarify your office hours and stick to them
- Let advisees know of the process to reach you to schedule appointments
- Encourage your advisees to meet with you early in the semester to review fall courses, learn about academic programs and degree requirements, discuss available campus resources, and to begin building a strong relationship
- Connect new student advisees with upper-class advisees who can share information about their college experiences
- Schedule a time to meet a group of advisees in the Student Center for lunch — a great way to informally get acquainted
- Make a conscious effort to keep in touch with advisees throughout their educational journey (especially important at Midterm Deficiencies and prior to registration)

CONTACT INFORMATION

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CampusConnection and is small enough to fit right into your pocket! All students new to MSU receive a CampusConnection Quick Guide in their packets when they attend CONNECT (Orientation). These Quick Guides are also available in the Student Success Center or Registrar's Office. The Quick Guide is a handy tool to keep near your desk so the next time one of your advisees asks how to use CampusConnection you will have an immediate answer! CampusConnection training materials for students, faculty, and staff are also available online at www.minotstateu.edu/cc/.

Service of the Month

TUTORING PROGRAM

The Peer Tutoring program in the Center for Engaged Teaching & Learning is aimed at providing students with the essential learning tools and resources integral to their academic success. Through the use of highly qualified tutors, the program seeks to empower the students being serviced in their pursuit of becoming independent learners.

There are two kinds of tutoring offered: Drop-In and Weekly-Assigned. Drop-In tutoring is available for select classes during scheduled drop-in hours. Students are served on a first-come, first-serve basis, and sessions are limited to 20 minutes, depending on demand. Hours vary each semester. The semester schedule can be viewed online (www.minotstateu.edu/cetl) or in the Center for Engaged Teaching and Learning (Old Main 101).

Weekly-Assigned tutoring is available for most disciplines and is limited to 2 hours each week, with a maximum of 12 weeks of tutoring offered. Students are matched with tutors based on availability and meet each week for either one 2-hour session or two 1-hour sessions. Weekly-Assigned tutoring can be used for one course only each semester, although exceptions may be made. An application and a short meeting with the Tutoring Coordinator are required prior to starting tutoring.

Additional tutoring clinics are also available on campus for accounting, chemistry, foreign language, math, psychology, and the writing center.

If you know of a student who is interested in becoming a tutor, he/she must have a cumulative 3.0 GPA, have earned a B+ or better in the class he/she wishes to tutor, submit a faculty recommendation, and be available to attend trainings throughout the semester. As a faculty member, please consider encouraging your qualified students to think about becoming a tutor! Tutors are compensated for their time, starting at \$8.75 an hour. Applications are available online (www.minotstateu.edu/cetl) or in the Center for Engaged Teaching and Learning (Old Main 101). Questions regarding the Peer Tutoring program can be directed to Jessica Smestad, Tutoring and Mentoring Coordinator, 858-4039.

Dates to Remember

Wednesday, Sept. 1Last Day to Add
Wednesday, Sept. 1Last Day to Drop a Class or Withdraw
from all Classes and Receive a 100% Refund
Monday, Sept. 6 Labor Day, University closed
Wednesday, Sept. 8 Financial Aid Disbursed
Wednesday, Sept. 8 Tuition and Fees Due
Sept. 20-25 Homecoming Week

Transfer Tid-bits

MILITARY CREDIT

Basic training courses are accepted in transfer as HPER 100 and fulfill the Wellness category of General Education requirements at the University. All other military credit is evaluated using the most recent ACE Guide recommendations. Military work experience will not be accepted.

Advising First-Year Students

Effective this fall, academic advising is mandatory for all first-year students. All first-year students have been assigned a Professional Staff Advisor and a Faculty Advisor (if a major has been declared). Professional Staff Advisors include:

- Lynda Bertsch, Heather Martin and Tammy Wolf, Student Success Center, 2nd floor Student Center
- Eileen Solberg, College of Business, Old Main Rm 307
- Lynne Rumney, Honors Program, Rm 208

Professional Staff Advisors will place Advisor Holds on all first-year students, which should only be removed by the advisor who placed the hold. During a student's first year, Professional Staff Advisors are responsible for discussing the results of the College Student Inventory, visiting with students who receive midterm deficiencies, and schedule planning. During a student's first year, Faculty Advisors are responsible for career mentoring (career/internship/volunteer opportunities) and discussing academic program requirements and policies.

Fall Advisor Development Workshops

Advisor Developmental Workshops offered this fall will allow advisors the chance to share techniques, discuss difficult problems, exchange information, receive updates on new policies and university requirements, gain skills in advising techniques and theory, and become comfortable with using the necessary skills to work one-on-one with students. This fall there will be six one-hour workshops available for advisors. All workshops will be held in the Westlie Room, 3rd Floor of the Student Center.

- **Wednesday, Sept. 15 — 3-4 p. m.**
What is Developmental Advising?

Come learn about developmental advising and how you can use various techniques to enrich your advising sessions. This workshop will also allow for time to review and

discuss MSU's proposed mission statement for advising, advising learning outcomes, and the responsibilities of both the student and advisor in the advising process. This session will be presented by the Student Success Center and the Effective Advising Advocacy Committee.

• **Friday, Oct. 1 — 10-11 a.m.**

Using the Electronic Degree Audit in CampusConnection

Have you heard the buzz around campus regarding the newest feature in CampusConnection? An interactive report, referred to as Electronic Degree Audit, is available for advisors and students to plan and track progress toward degree programs. This is your chance to come learn how you can use this system in future advising sessions! Student Success Center and Registrar's Office staff will demonstrate the many capabilities of this new feature.

• **Friday, Oct. 15 — 3-4 p.m.**

Advising Student Athletes

Minot State University's move from NAIA to NCAA Division II is not done so within a bubble that surrounds the athletic department. This is a move that truly impacts everyone on campus — including those who advise our student-athletes. In this session, we will discuss the differences in academic standards between the two associations, and how we can better serve our student-athletes in the most important area of all: academia. Melanie DeBoer-Brunsdon, Assistant Athletic Director for Compliance and Student Life, will lead this session.

• **Monday, Nov. 1 — 10-11 a.m.**

What advisors should know when working with International Students

As Minot State University staff and faculty members, you have already interacted with international students on campus. Since we are getting more international students every semester, it is critical to understand what challenges they go through during their time of study at MSU and what can be done to help them succeed. The language barrier, the culture difference, and especially the new social and academic environments all contribute to a culture shock which needs to be addressed. Virginie Vournas from the Office of International Programs will share information and answer questions you might have related to this topic.

• **Monday, Nov. 15 — 3-4 p.m.**

Working with Students facing Mental Health Challenges

As more and more students are dealing with depression, anxiety, and other mental health challenges, it is important for academic advisors to be informed and know how to assist students who are struggling with these issues. Working first-hand with students, advisors are in positions where they may notice students who are experiencing stress or something more serious and challenging. It is essential for advisors to recognize the signals of distress and possible warning signs and to take the necessary steps to help the student. Attend this session to learn how you can make

a difference! Nancy Mickelson from MSU Counseling Services will share information and answer questions you might have related to this topic.

• **Wednesday, Dec. 1 — 10-11 a.m.**

Enhancing Communication with your Advisees

Do you ever find communicating with your advisees to be a challenge? Does the learning style of your advisee change how you deliver your message? What types of communication have you incorporated into your approach to advising? Student Success Center advisors will lead this presentation and allow time for you to share your strategies in communicating effectively with your advisees!

Faculty and staff advisors who attend four or more of the sessions will receive a MSU Advising Polo Shirt. Please contact Heather Martin at heather.martin@minotstateu.edu with the dates of the sessions you plan to attend, so presenters can plan accordingly.

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*

Major Fair

Mark your calendars!! This year's Major Fair will be held on Tuesday, September 28 from 11:00 a.m. to 1:00 p.m. in the Student Center, 2nd floor hall way. Students who attend the Major Fair will have the opportunity to visit with representatives from several academic departments to explore the wide variety of majors offered at MSU and provides them a chance to learn what courses, experiences and careers are possible with each major. This is an opportunity for your department/division to market not only the academic majors but also the outside activities and career opportunities related to your areas of study. Last year we had participation from every department and students gained great insight into the many offerings available on our campus. Please invite the students you work with to attend this event!

Student Success Workshops

The Student Success Center will be offering a variety of workshops available for all students throughout the academic year. Topics will range from study skills, time management, career exploration, note-taking, stress management, etc. September workshops include "How Students Can Improve Reading and Writing in College Courses." Watch for a schedule of workshops in the upcoming Advising Newsletter and in Public Information announcements. Please encourage your students to attend these valuable workshops which will help to enhance their success at MSU!