



A NEWSLETTER FOR ACADEMIC ADVISORS

Correction from December Newsletter

Please note a change in the “New MSU Courses” section in the December Newsletter. Information regarding History 211 should read as follows — Effective Fall 2010, History 211 — World Civilizations to 1500 counts as a General Education diversity course within the History category.

Events/Workshops to Share with Advisees

There are many events/workshops taking place in the Spring semester that would be beneficial for your advisees to attend. Following is a list of events/workshops that will be held in the upcoming month. Please help promote these great opportunities to your advisees!

- **Resume Clinic**
 - Tuesday, Feb. 8 from 12:30-2 p.m.
 - Conference Center, 3rd floor Student Center
- **Financial Aid Mythbusters**
 - Thursday, Feb. 10 from 1-2 p.m.
 - Main, Rm 104
- **Fitness on the Fly**
 - Tuesday, Feb. 15 from 2-3 p.m.
 - Crane Hall Learning Lab
- **Speed Interviewing**
 - Thursday, Feb. 17 from 10 a.m.-12 p.m.
 - Conference Center, 3rd floor Student Center
- **Dress for Success**
 - Wednesday, Feb. 23 from 12-1 p.m.
 - Beaver Dam, 2nd floor Student Center
- **Job Fair**
 - Wednesday, March 2 from 10 a.m.-2 p.m.
 - Conference Center, 3rd floor Student Center

Please contact the Student Success Center at 858-3362 for any questions.

Advising Tip of the Month

Maintenance and Transferring of Advising Files

It is necessary for departments to create and maintain accurate advising files for all advisees within the department. Each department should determine the appropriate materials to include in the advising file. Examples of forms that could be included in the

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Advising Resource of the Month

Have you ever thought about using an advising syllabus when working with your advisees? Do your advisees understand the purpose of advising, do they comprehend the advisor/advisee relationship, are they aware of the positive outcomes pertaining to academic advisement? One way to better prepare your advisees for the advisement process is to use an advising syllabus. An advising syllabus enables your advisees to understand, value, and participate successfully in the advising process. An example of an advising syllabus for the 2010-11 year has been attached for your use. Make sure to review the all of the content, so you can update necessary information. It would also be helpful for students in your department/division if you add pertinent information regarding your specific area.

CONTACT INFORMATION

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advising file can be found on the advising website under advisor information and forms, http://www.minotstateu.edu/advising/advisor_forms.shtml. “The advisor should record information in the advisees’ files which may be helpful in future advising sessions with the students and for possible use by other advisors in case of referral or change of major. The advisor should also keep a record of those courses which the students were advised to take and a record of the students’ final selections” (Craig, 1981, p. 10). When students change their major, it is important to send the contents of the students advising files to the new department/division that houses the new major. Each time a Change of Major form is submitted to your department, please forward the file to the appropriate area.

Spring Advisor Development Workshops

Five advisor development workshops will be offered throughout the Spring semester for faculty and staff. Topics will assist advisors with learning more about the services available for students through the new TRiO Student Support Services office, the Student Success Center, and the Center for Engaged Teaching & Learning, acquiring information on Study Abroad opportunities for students, learning how to best work with student veterans and dependents who qualify for VA Education Benefits such as the GI Bill, discovering strategies to assist transfer students, and obtaining information about steps MSU has taken to put together an Early Intervention Program to improve the success of our students. All workshops will be held in the Westlie Room, 3rd floor Student Center.

Spring Schedule

- **Three Offices that Support you and your Advisees: TRiO Program, Student Success Center and Center for Engaged Teaching & Learning**
 - Tuesday, Jan. 25 from 11 a.m.-12 p.m.
- **What Advisors Should Know about Study Abroad Opportunities**
 - Monday, Feb. 14 from 3-4 p.m.
- **Tips for Advising Transfer Students**
 - Tuesday, March 8 from 9-10 a.m.
- **Understanding the Needs of Veteran Students and the GI Bill**
 - Thursday, April 7 from 10-11 a.m.
- **Your Role in MSU’s Early Alert Program**
 - Wednesday, April 27 from 2-3 p.m.

Please contact Heather Martin at heather.martin@minotstateu.edu if you plan to attend, so presenters can plan accordingly. If you are unable to attend the workshop, information from the workshops will be posted on the advising website, <http://www.minotstateu.edu/advising/>, under Advisor Information.

Transfer Tid-bits

An Associate Degree does not automatically mean a student’s General Education requirements are completed. If a student has Associate of Arts or an Associate of Science from a North Dakota University System (NDUS) school after 2000, the General Education requirements are complete. Also, if the student has an Associate of Arts from a two year Washington State school the General Education requirements are satisfied. Lastly, if a student has an Associate of Arts or an Associate of Science from a Wyoming community college or a Minnesota System of Colleges and Universities (MNSCU) school, the General Education requirements are complete. All other schools will need to be reviewed course by course. If there are any questions regarding completion of General Education requirements, please contact Deborah Kinzell in the Registrar’s Office at 858-3347 or deborah.kinzell@minotstateu.edu.

Academic Information Honors Requirements

Have any of your advisees ever asked how the honors requirements are calculated for MSU graduates? In case you are not aware, the cumulative grade point average is used to determine which baccalaureate degree students may graduate with honors. Prospective honors graduates must have completed both a minimum of two terms in residence and 30 semester credits at MSU. For students earning a second degree, honors are based on grades earned beyond the first degree. The minimum honors requirements are as follows:

Honor	Cumulative GPA
Cum Laude	3.50
Magna Cum Laude	3.75
Summa Cum Laude	3.90

Service of the Month — TRiO Student Support Services

Research shows that students involved with a TRiO program have higher GPAs, earn more credits, and are twice as likely to stay in college than students who do not receive TRiO support.

What is TRiO, and how do we get these amazing results?

TRiO is a federally funded program through the US Department of Education to help students who are low income or first in their family to complete a four year degree (referred to as first generation) or students that have a documented disability. There are several programs under the TRiO umbrella, and TRiO Student Support Services is the program now on Minot State’s campus. When TRiO began in the 1960s there were originally three programs, hence the name TRiO.

TRiO can provide intensive tutoring services, supplemental instruction, schedule planning, mentoring and other services to help students move in the right direction. Through workshops,

events and other opportunities students who aren't part of the 200 students we are funded to serve can also benefit.

If a student you know of needs an extra helping hand or push in the right direction, send them to TRiO and we'll let them know how we can help them make their college career a success.

The TRiO staff consists of Program Director — Holly Major, Advising Coordinator — Jancy Brisson, Learning Skills Specialist — Tiffany Fylling, and Program Assistant — Lynn Redden. The TRiO Program is located in the Student Center, 2nd floor (across from Student Government) and can be reached at 701-858-4047.

Quote of the Month

“Good advising may be the single most underestimated characteristic of a successful college experience.”

— Light, R.J. (2001) Making the most of college.
Cambridge, MA: Harvard University Press.

Dates to Remember

Tuesday, Feb. 8 — Resume Clinic — 12:30-2 p.m.,

Conference Center, 3rd floor Student Center

Thursday, Feb. 10 — Student Workshop (Financial Aid) —
1-2 p.m., Main, Rm 104

Monday, Feb. 14 — Advisor Workshop (Study Abroad) —
3-4 p.m., Westlie Room, 3rd floor Student Center

Tuesday, Feb. 15 — Student Workshop (Fitness) — 2-3 p.m.,
Swain Hall, Rm 204 (Gym)

Thursday, Feb. 17 — Speed Interviewing — 10 a.m.-12 p.m.,
Conference Center, 3rd floor Student Center

Monday, Feb. 21 — Last day to withdraw from all classes and
receive a 75% refund

Monday, Feb. 21 — President's Day, university closed

Wednesday, Feb. 23 — Dress for Success — 12-1 p.m.,
Beaver Dam, Student Center

Wednesday, March 2 — MSU Job Fair — 10 a.m.-2 p.m.,
Conference Center, 3rd floor Student Center