



**A NEWSLETTER FOR ACADEMIC ADVISORS**

**Academic Information**

**CONFIDENTIALITY OF STUDENT RECORDS**

How familiar are you with the Family Education Rights and Privacy Act (FERPA) of 1974? Do you know how to determine if a student has provided written permission to release confidential information to a parent or third party? You can find this information in CampusConnection!

First, we will start with a reminder of the FERPA policy. All employees of Minot State University (administrators, faculty, adjunct faculty, staff, and student employees) are required to abide by the policies governing review and release of student educational records. FERPA mandates that information contained in a student's educational records must be kept confidential. Be aware that confidential information includes, but is not limited to the following:

- Student's class schedule
- Academic progress in a particular course
- Grades (Transcripts)
- GPA information
- Student ID number—may not be posted in any manner
- Social security number—may not be posted in any manner

Confidential information should only be given to students in person, with proper identification and should not be given over the telephone. Confidential information should not be given to the parent of any student unless it has been verified with the Registrar's Office that the student has provided written permission. Advisors can also view FERPA Release information on their advisees in CampusConnection by following these steps:

- Log in to CampusConnection
- Click on Self Service
- Click on Advisor Center
- Click on My Advisees
- Click on View Student Details for the specific student
- Click on the General Info tab
- If student has authorized a FERPA release, Service Indicators may appear
- Two types of FERPA Service Indicators are possible – FERPA Release All & FERPA Release Academic
- Click on the FERPA Service Indicator to who is authorized to receive information (found in the Comments section)

Additional FERPA information is available on the Registrar's Office website, [http://www.minotstateu.edu/records/right\\_to\\_privacy.shtml](http://www.minotstateu.edu/records/right_to_privacy.shtml), and in the Undergraduate Catalog.

**March 2011**

**Advising Tip  
of the Month**

Have you taken the time to perform a self-evaluation of your listening, interviewing, and referring skills you use when advising? It is important for advisors to reflect on their own relational experiences and periodically perform a self-evaluation. The attached checklist may enhance your awareness of behaviors and attitudes that affect your work with students. By evaluating your own behavior and effectiveness with students, you can continue to learn, develop, and grow as an advisor. This will allow you the opportunity to fill in deficits and improve your skills. Through communication skills of listening, interviewing, and referring, you can impact the lives of your advisees.

**CONTACT INFORMATION**

Heather Martin  
Advising Coordinator  
Student Success Center  
2nd floor Student Center  
500 University Avenue West  
Minot, ND 58707  
[heather.martin@minotstateu.edu](mailto:heather.martin@minotstateu.edu)  
[msu.advising@minotstateu.edu](mailto:msu.advising@minotstateu.edu)  
(701) 858-3265

## Events/Workshops to Share with Advisees

The MSU Job Fair is scheduled for Wednesday, March 2 and will be held in the Conference Center, 3rd floor Student Center. Employers with full-time, part-time and summer employment opportunities, as well as internships, will be available to visit with students to answer questions, accept resumes, and possibly conduct or set up interviews. A list of employers attending is available at [www.minotstateu.edu/careers/jf\\_01.shtml](http://www.minotstateu.edu/careers/jf_01.shtml). Students should bring resumes, dress professionally, use this opportunity to explore careers, network and apply for positions. This event is open to all majors and students at all levels.

Caren Barnett, Director of Student Health Center, will be presenting at the upcoming student workshop “Food for Thought” on Monday, March 21 from 1-2pm in Main 104. This workshop will offer advice on healthy eating in college.

Please encourage your students to attend both of these events/workshops!

## Summer/Fall Registration Information

The summer/fall schedule of classes is now available on CampusConnection! Registration for the summer and fall terms begins on Tuesday, March 22 and runs through Thursday, March 24. Advisors should encourage students to schedule appointments now, so students have time to prepare and are ready to register. It is important to remind students to check their earliest registration date and time in CampusConnection prior to the first day of registration.

## Spring Advisor Development Workshops

The spring advisor workshops are under way and you don't want to miss out on the upcoming advisor workshop:

### Tips for Advising Transfer Students

Working with transfer students can sometimes be a challenge; however, this population of students continues to grow so we need to find ways to best serve these students! Understanding the process of transferring credits to MSU, the process of submitting course equivalencies and course substitutions, the limitations of transfer credits, how AP and CLEP credit applies to a student's record, and much more will be discussed in this informational workshop. Come share your struggles and challenges when working with transfer students, so you can receive the support you need to provide transfer students with the best information and advice!

Date: Tuesday, March 8  
Time: 9-10 a.m.,  
Location: Westlie Room, 3rd floor Student Center  
Presenter: Deborah Kinzell, Transfer Student Specialist  
Please contact Heather Martin at [heather.martin@minotstateu.edu](mailto:heather.martin@minotstateu.edu) if you plan to attend.

## Advising Resource of the Month

Do you ever feel that your advisees challenge you with questions or situations that are beyond the scope of your own expertise? Is it difficult for you to know what questions to ask students who might be struggling with various transitional issues? Do you know how to gather information from students, so you can provide the best referral? It is important for advisors to make referrals for students, as advisors are not expected to know everything! Understanding your limitations when working with students is critical. “Referrals are also important for students' development. Students are best served by academic advisors who require that students do for themselves those tasks that they are capable of doing” (Jordan, 2007). Some of the common areas of referral include academics, life changes, anxiety, and depression. Attached is a guide for advisors to use when working with students who are dealing with a life change, anxiety, or depression. The guide includes questions to consider, questions to ask students, and what action can be taken.

Jordan, P. (2007). Building Relational Skills: Building effective communication through listening, interviewing, and referral. In P.Folsom (Ed.), *The New Advisor Guidebook: Mastering the art of advising through the first year and beyond* (National Academic Advising Association Monograph Series No. 16) Manhattan, KS: National Academic Advising Association.

## Transfer Tid-bits GRADUATE CREDIT

A student may not apply transfer graduate credit toward requirements for an associates or baccalaureate degree at Minot State University.

## Service of the Month — Multicultural Support Services

The Multicultural Center, located on the 1st floor of the Student Center, provides a safe and comfortable location for supportive services to all diverse student populations and international students. MSU Multicultural Support Services include: individual counseling, transitional problem solving, academic advising-referrals, academic tutoring-referrals, financial advising-referrals, cultural events programming, and advocacy for student concerns. Other technological services include: computers/printers, copy machine/fax machine, telephones and internet services. Study areas and conference/

meeting areas (for cultural clubs and organizations) and “rest and relaxation” areas that include comfortable furniture, televisions, VCR’s, surround sound stereo systems, cultural specific posters and paintings are also available in the center.

The Native American Cultural Center, located on the 3rd floor of the Student Center, provides counseling, advising, and academic student transitional assistance to Native American/American Indian students at MSU. Student personal, social, financial, and career concerns are also addressed at this “home away from home” rest and relaxation student center. Coordination and correspondence with area tribal councils, offices and colleges is also maintained to benefit and support our students. Campus and community events are developed and presented to promote public awareness, understanding and appreciation of Native American people and their culture. A portion of the MSU Native American Collection of cultural artifacts is also on display for public viewing.

If you have any questions regarding the Multicultural Center or Native American Cultural Center, please call 858-3365. More information can also be found at, [www.minotstateu.edu/mss/](http://www.minotstateu.edu/mss/).

## Quote of the Month

“Academic advising is the direct link between the academic affairs and student affairs components of a campus that can build a culture of student retention.”

— *Nutt, Charlie L. (2003)*

Academic advising and student retention and persistence.  
Retrieved Thursday, February 10, 2011 from the NACADA  
Clearinghouse of Academic Advising Resources Web site:  
<http://www.nacada.ksu.edu/Clearinghouse/AdvisingIssues/retention.htm>.

## Dates to Remember

Wednesday, March 2 — MSU Job Fair — 10 a.m.-2 p.m.,  
Conference Center, 3rd floor Student Center  
Monday, March 7 — Midterm Grades Due  
Tuesday, March 8 — Advisor Workshop (Transfer Students) —  
3-4 p.m., Westlie Room, 3rd floor Student Center  
March 14-18 — Spring Break  
Monday, March 21 — Student Workshop (Food for Thought) —  
1-2 p.m., Main 104  
March 22-24 — Registration for summer/fall 2011