



## A NEWSLETTER FOR ACADEMIC ADVISORS

### Academic Information

#### ACADEMIC STANDING POLICY

A new Academic Standing Policy was approved for the Fall 2011 semester. The following information highlights the details regarding this policy.

| Minimum Credits Requirements | Required CUM GPA |
|------------------------------|------------------|
| 1-23 (Freshman)              | 1.50             |
| 24-59 (Sophomore)            | 1.75             |
| 60 or more (Junior/Senior)   | 2.0              |

#### Academic Warning

- A notation of Academic Warning will be noted on the student's unofficial transcript
- An advisor hold will be placed on the student's account

#### Academic Probation

- A notation of Academic Probation will be noted on the student's unofficial transcript
- An advisor hold will be placed on the student's account
- The student will be limited to 15 credits for the next semester

#### Continued Probation

- A notation of Academic Continued Probation will be noted on the student's unofficial transcript
- An advisor hold will be placed on the student's account
- The student will be limited to 15 credits each term until your CUM GPA is at required minimum

#### Suspension

- A notation of Suspension is notated on the student's official transcript
- The student will be required to sit out the next semester
- The student will be limited to 15 credits each term until the CUM GPA is at required minimum

#### 2nd Suspension

- A notation of Suspension is notated on your official transcript
- The student will sit out a full academic year including summer
- The student will be limited to 15 credits each term until the CUM GPA is at required minimum

#### 3rd suspension

- A notation of Suspension will be noted on the student's official transcript
- The student will have to sit out for Five years and may qualify for Academic Reassessment

#### Unofficial withdrawals

- A student who fails to withdraw and receives all failing grades will be placed on Academic Probation

### Updating Personal Information in CampusConnection

It is important for students, staff, and faculty to update personal information in CampusConnection. Check your personal information to see which email is selected as your preferred email account, which phone number is listed as your preferred phone number, etc. When students view their advisor contact information in CampusConnection they will view what the advisor has selected as preferred. In some cases, students are finding an off-campus phone number and/or an email other than the MSU email. Since students are asked to use their MSU email for official means of correspondence, faculty and staff may want to consider selecting the MSU email as their preferred email. Advisors are encouraged to remind students to keep their personal information up-to-date, as well.

#### CONTACT INFORMATION

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## Online Workshops to Share with Advisees

I have test anxiety. I don't know how to take notes. This is so stressful. I didn't study in high school, so I don't know how to study. I don't know if this major is a good fit. Are these common statements you hear when visiting with your advisees? If so, MSU students now have access to online student success workshops to assist in academic & career exploration, personal management, and learning tools. These workshops are free for students and available 24/7 at [www.studentlingo.com/minotstateu](http://www.studentlingo.com/minotstateu). Workshops include:

- Maximizing Your College Experience
- What It Takes To Be A Successful Student
- Exploring Careers & Choosing A Major
- Mastering The Job Interview
- Resume Writing & Cover Letters
- Time Management
- Conquering Procrastination
- Financial Literacy
- Stress Management
- Financial Aid Basics
- Test Anxiety
- Discover Your Learning Style
- Study Tips & Note-Taking
- Avoiding Plagiarism

Please encourage your advisees to take advantage of these FREE workshops!

## Cost of Online/Minot Air Force Base (MAFB) Courses

Online/MAFB classes are charged per semester hour which includes all tuition and fees. The only extra costs are textbooks and any software required by the course. Online/MAFB classes are eligible for financial aid. The tuition rate for online/MAFB courses (effective Fall 2011) is \$244.27/credit. The 12-18 credit tuition cap applies only to on-campus courses. So, when a student enrolls in a combination of online/MAFB and on-campus courses tuition may vary. Below are several scenarios showing how tuition will vary depending on course enrollment:

12-18 credits on-campus = **\$2,881.44**

9 credits on-campus (\$2,161.08)  
+ 3 credits online/MAFB (\$732.81) = **\$2,893.89**

12 credits on-campus (\$2,881.44)  
+ 3 credits online/MAFB (\$732.81) = **\$3,614.25**

## Changing Majors and/or Minors

Students can change their major and/or minor at any time by completing the online Major/Minor Change Form found on the Registrar's Office website, <http://www.minotstateu.edu/>

records/forms.shtml. Upon changing their major/minor, they will be assigned a new academic advisor within their intended field of study. The Registrar's Office will send a notification of the change to the department/division Administrative Assistant of the student's previous major/minor, along with the Administrative Assistant of the student's new major/minor. The Administrative Assistant in the student's new major department/division will assign an academic advisor in CampusConnection. Students are also sent an email from the Registrar's Office, letting them know to check CampusConnection for their new academic advisor information. Departments/divisions are encouraged to send a welcome email to students who change their major/minor which may include the name of the advisor, contact information for the advisor, and information on scheduling an appointment with their advisor. Advising files should then be transferred to the department/division of the student's new major.

## Advising Tip of the Month

"Rather than have all the answers, I like to show the students where to find the answers in the catalog or the registrar's office."  
-Dr. Cheryl Gerard, *Communication Disorders*

"GENUINE CONFIDENTIALITY is crucial if you want them to truly connect with you and trust you in helping them be successful. An interest in the WHOLE person, not just their academic success; sometimes issues outside of academics are affecting their overall functioning. Be willing to explore options about how to handle and organize, but know when to refer to others (i.e., Student Success Center, campus counselor, etc.) for assistance." -Ms. Dianne Maupin, *Communication Disorders*

## MSU Early Alert Results

The POWER and Student Success Center contacted 150 faculty members as an effort to help identify and determine what services and resources would benefit the POWER and Enhanced Success Program (ESP) students. Faculty teaching 256 classes and 10 First-Year Learning Communities were asked to complete the MSU Early Alert form to provide feedback on a specific group of students as well as any students they felt were at-risk academically or socially.

As of October 31st, we have received 364 responses to help the POWER and Student Success Center assist students in seeking out resources and areas of campus support.

Below are the results of the MSU Early Alert:

### ACADEMIC AT-RISK BEHAVIOR

- Failure to participate in class – 19 (13%)
- Inappropriate classroom behavior – 4 (3%)
- Low test grades – 58 (39%)
- Poorly prepared assignments – 20 (14%)
- Failure to hand in assignments – 46 (30%)
- Failing test/exam grades – 36 (24%)
- Poor attendance – 48 (32%)
- Pattern of late arrival – 12 (8%)
- Basic skills weaknesses – 18 (12%)

## BEHAVIORAL/SOCIAL AT-RISK BEHAVIOR

- Stress – 14 (52%)
- Depression – 2 (7%)
- Anxiousness – 12 (44%)
- Isolation – 3 (11%)
- Bullying – 1 (4%)
- Harassment – 1 (4%)
- Failure to respond to requests – 3 (11%)
- Disturbing or threatening behavior – 2 (7%)

## Fall Advisor Development Workshops

The Advisor Developmental Workshops will allow faculty and staff advisors the chance to share advising techniques, discuss challenging situations, learn about university resources/services, improve advising techniques, and receive updates on new policies and university requirements. All workshops will be held in the Westlie Room, 3rd floor of the Student Center. Attend at least two of the workshops and you will receive a **FREE Minot State University Advising shirt!**

## DISABILITY SUPPORT SERVICES

Students with disabilities are represented in every department and field of study in colleges and universities throughout the nation. With this steady increase in numbers, chances are that you, as an advisor, will be faced with some decisions regarding how to handle a student's disability-related issues. This informational session will give you an understanding of your responsibilities as well as the institution in providing students with disabilities "equal access" to their education.

**Date:** Friday, December 2

**Time:** 9-10am

**Presenter:** Evelyn Klimpel, Disability Services Coordinator  
Breakfast will be provided (Must RSVP by Monday, November 28)

Please contact Heather Martin at [heather.martin@minotstateu.edu](mailto:heather.martin@minotstateu.edu) with the dates of the sessions you plan to attend, so presenters can plan accordingly. Information from the workshops will be posted on the advising website, <http://www.minotstateu.edu/advising/>, under Advisor Information.

## ACT and SAT Scores Available on Student Transcripts

To assist in advising students, MSU has added ACT or SAT scores to unofficial transcripts. Now when you run a transcript, it will show the students' scores (if they submitted them) at the top of the transcript under a heading of 'Test Scores'. This information will only show on the student's unofficial transcript.

## Transfer Tid-Bits

### TRANSFER CREDIT SUMMARY REPORT

Transfer credits are evaluated approximately two to three weeks upon receipt on an official transcript. An evaluation of courses and MSU equivalents are available for student's review in Campus Connection > Transfer Credit > View Transfer Credit Report.

- General Education Requirements fall into one of 8 categories:
  - Communications (C)
  - History (H)
  - Humanities (HU)
  - Wellness (W)
  - Math (M)
  - Lab Science (LS)
  - Social Science (SS)
  - General Education Diversity (GEDR)
- Courses that have been equated to 100 + general education letter code (i.e 100HU = humanities) are considered to meet general education requirements, but have no specific course equivalency.

- TRNSFR 100 courses are coded as such because they either do not have an equivalency, or it is not known what the equivalency for the course would be. If it is not known what the equivalency should be, a course description and/or course syllabus needs to be taken to the corresponding department to determine what the course equivalent should be.

## Quote of the Month

Academic advising, for me, is composed of many different pieces...helping students navigate major requirements, course scheduling to avoid courses that we know conflict in terms of time, talking with students about what they are taking and learning in order to keep them focused on the relevance of what they are doing, assisting them in self-evaluating the skills and dispositions they have or need to work on that are necessary in their profession, answering questions about the profession, supporting them in preparing for tests required for graduation, and discussing life goals/plans so that the degree and concentrations/endorsements they graduate with actually secure them a job they want. Sometimes it also includes talking about life issues far outside of the realm of school and academics, helping them locate resources to deal with those problems, always listening carefully to what they are trying to say, and sometimes providing a gentle but thorough kick in the direction of increased motivation and studiousness. — *Dr. Lisa Borden-King, Teacher Education and Human Performance*

## Event/Workshops to Share with Advisees

An assortment of student workshops have already taken place this semester; however, there are still a wide variety of student workshops remaining this fall. Please encourage your advisees to attend and share the information listed below! For questions on these workshops, please call the POWER Center at 858-4047 or the Student Success Center at 858-3362.

### Major Confusion

|                    |                 |            |
|--------------------|-----------------|------------|
| Monday, Nov. 14th  | 7:00p.m.        | Jones Room |
| Tuesday, Nov. 15th | 12:30& 3:30p.m. | Jones Room |

### Gifts on a Budget (Financial Literacy)

|                    |               |               |
|--------------------|---------------|---------------|
| Thursday, Dec. 8th | 1:00-1:50p.m. | Missouri Room |
|--------------------|---------------|---------------|

## You are invited...

Attention Academic Advisors! Please join the Student Success Center at monthly advising discussions held on the third Tuesday of each month from 12:30-1:30pm in the Jones Room, Administration Building. We will gather on November 22 for informal discussions regarding academic advising on our campus. Please feel free to bring your lunch...drinks and dessert will be provided!

## Dates to Remember

|   |  |
|---|--|
| Thursday, November 24 .....                     | Thanksgiving Day, University closed                        |
| Friday, November 25.....                        | No classes   |
| Friday, December 2.....                         | Advisor Workshop from 9-10am – Disability Support Services |
| Monday, December 12 – Friday, December 16 ..... | Final exams  |
| Friday, December 16 .....                       | Spring CONNECT/Orientation                                 |
| Monday, December 19.....                        | Grades entered by 12pm                                     |