



A NEWSLETTER FOR ACADEMIC ADVISORS

**Family Educational Rights & Privacy Act (FERPA)
Quiz**

1. You get a phone call from someone identifying himself as a student, asking about his grades. Can you give out that information?
Yes or No
2. In writing a letter of recommendation, it is permissible for a faculty member/academic advisor to include a student's grades and GPA without obtaining the student's written permission since the student requested the faculty member/academic advisor to write the recommendation and provided a copy of her resume with the requested information to the faculty member/academic advisor.
True or False

Student Success Event

MSU Job Fair

The MSU Job Fair will be held on Wednesday, March 28 from 10 a.m.-2 p.m. in the Conference Center on the 3rd floor of the Student Center. Employers with full-time, part-time and summer employment opportunities, as well as internships, will be waiting to answer questions, receive resumes and possibly conduct or set up interviews. Students of all levels and majors should bring resumes, dress professionally and use this opportunity to explore careers, network and apply for positions. View a list of the employers attending the Job Fair at, <http://www.minotstateu.edu/careers/>.

Advisor Holds

When placing Advisor Holds in CampusConnection it is very important to complete the following information:

- Change the Department to reflect your Department. The Department will automatically default to 2140/Records, which may be confusing to students.
- Include the Contact ID and Contact Person, so students can view the contact information in their CampusConnection accounts. Students cannot view the Placed Person ID and Placed By name.

March 2012

Quote of the Month

According to student retention expert, Dr. Vincent Tinto, "effective retention programs have come to understand that academic advising is the very core of successful institutional efforts to educate and retain students."

CONTACT INFORMATION

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March Advisor Development Workshop

Assisting Students with Reading and Studying Difficulties

DATE & TIME: TUESDAY, MARCH 20 FROM 2-3PM OR

FRIDAY, MARCH 23 FROM 1-2PM

LOCATION: WESTLIE ROOM, 3RD FLOOR STUDENT CENTER

PRESENTER: LISA BORDEN-KING, TEACHER EDUCATION

This workshop will focus on identifying students with reading and studying difficulties through easy and non-threatening conversation. In addition, we will explore ways to distinguish reading difficulties from studying problems and discuss specific strategies students can use to improve these two areas. Please contact Heather Martin at heather.martin@minotstateu.edu if you plan to attend. Information from the workshop will be posted on the advising website, <http://www.minotstateu.edu/advising/>, under Advisor Information.

Transfer Tid-bits

Sometimes students will transfer to Minot State and have previously taken CLEP tests from other schools. MSU will accept CLEP credit students have received at other colleges/universities. Information regarding CLEP exams is listed below.

WHAT IS CLEP?

CLEP is based on the premise that some individuals enrolling in college have already learned part of what is taught in college courses through non-credit adult courses, job training, independent reading and study, and advanced high school courses. From these experiences CLEP offers the opportunity to demonstrate college level learning by taking exams that access the knowledge and skill taught in college courses. At Minot State University, any student may attempt to earn credit through CLEP. Below are some questions and answers you may have regarding CLEP along with MSU policies regarding CLEP testing.

- **Which CLEP exams are accepted by Minot State University? What courses apply to each exam? How many semester hour credits are applied to the exam? What is the minimum score required?**

Visit www.minotstateu.edu/cel and click on CLEP testing

- **Does Minot State University require the optional free-response (essay) section for exams in composition and literature as well as the multiple-choice portion of the CLEP exam you are considering?**

Yes. Minot State University does not accept the College Composition Modular test.

- **What is Minot State University's policy regarding prior course work in the subject in which you are considering taking a CLEP exam?**

Minot State University will not replace the previously taken course work but credit will be applied.

- **Does Minot State University require any additional stipulations before credit will be granted?**

There are no addition stipulations before credit is granted other than being a currently enrolled student at the time you take the test.

- **How will taking a CLEP exam affect graduation requirements?**

The S/U grading option is used to transcript nationally recognized academic tests such as the College Level Examination Program (CLEP), Advancement Placement (AP), and the American Council on Education (ACE). Credits earned through CLEP exams do not carry a letter grade or honor point values, nor are they considered credits earned in residence. While individual test scores may be transcribed at the University, it is the student's responsibility to ensure fulfillment of a program requirement through the department/division chair. Such credits posted to the Minot State University transcript may not transfer to other institutions.

- **Does Minot State University place a limit on the total amount of CLEP credit you can earn toward your degree?**

We will apply as many S/U credits from an outside source (including CLEP) toward a baccalaureate degree as long as a student earns 60 credits from a four year institution and meets the residency requirements of 30 credits earned through MSU.

Characteristics of Effective Advisors

- Genuinely enjoy students
- Relate to advisees of many cultures, ethnicities, educational backgrounds
- Committed to accuracy and clarity
- Open and friendly
- Know their limits and make referrals accordingly
- Excellent listeners
- Organized
- Caring, empathetic
- Reassuring, trustworthy, inspire confidence
- Good memory
- Good sense of humor
- Can deliver hard news in a caring way
- Willing to ask for help
- Good at bringing organization and order to a disorganized process
- Effective communicators
- Creative, innovative
- Calm in a crisis

- Patient, can wait for students to come to their own conclusions
- Detail oriented
- Technologically adept
- Ask probing questions
- Know the right time to present information to students
- A good colleague and collaborator
- Flexible, adaptive
- Good at multitasking
- A quick study
- Nonjudgmental

These comments are a compilation of responses from academic advisors in the Academic Advising Center at The University of Iowa as well as the Content Review Board for the NACADA New Advisor Guidebook.

- Center for Engaged Teaching and Learning
- Getting Connected
- CampusConnection
- Student Panel
- MSU ID Photos
- POWER
- Advisement and Registration
- Optional Campus Tour
- Program concludes around 4:00 p.m.

Faculty representatives from all departments/divisions will be asked to assist with the advisement and registration piece of the program. The Student Success Center will coordinate with each of the Chairs to determine representation.

Students who live at a distance and are not able to attend one of the CONNECT sessions due to extenuating circumstances may be approved for a phone advising session on an individual basis by contacting the Student Success Center. Students approved for phone advising must also complete an August CONNECT session. Phone advising sessions will take place on each of the above scheduled CONNECT sessions. There are a limited number of phone advising appointments available for each session.

Resource of the Month – Summer CONNECT/Orientation

The 2012 summer CONNECT/Orientation sessions are just around the corner! Beginning mid-March CONNECT invitations will be sent to all newly admitted students, both freshmen and transfers. Students will be given instructions to register online for a date that fits best in their summer schedule. When visiting with prospective students, please encourage them to complete the application process and sign up for CONNECT as soon as possible. The Summer Dates for Fall 2012 CONNECT/Orientation have been set. A list of dates and a sample schedule is found below:

Dates

- Thursday, May 31 – Transfer
- Friday, June 1 – Freshman
- Monday, June 25 – Transfer
- Tuesday, June 26 – Freshman
- Monday, July 23 – Freshman
- Tuesday, July 24 – Freshman
- Wednesday, July 25 – Transfer
- Friday, August 10 – Freshman
- Thursday, August 16 – Transfer
- Friday, August 17 - Freshman

Sample Schedule

- Check-in
- Welcome
- Business Office Presentation
- Financial Aid Presentation
- International Admissions Presentation
- Housing/Food Services Presentation
- Student Health and Development Presentation
- How to Achieve Success
- College Student Inventory/E-Chug

FERPA Quiz Answers

1. No. You should not give out grades over the telephone because you cannot be sure it is the student.
2. False. GPA and grade information, no matter how high, should not be included in a letter of recommendation unless the student gives permission.

Dates to Remember

March 20 – March 22 – Summer & Fall registration for currently enrolled students

Tuesday, March 20 – Advisor Workshop – Assisting Students with Reading and Studying Difficulties from 2-3pm in Westlie Room, 3rd floor Student Center

Friday, March 23 - Advisor Workshop – Assisting Students with Reading and Studying Difficulties from 1-2pm in Westlie Room, 3rd floor Student Center

Friday, March 23 – Fall & Summer semester graduation application due to Registrar's Office

Wednesday, March 28 – MSU Job Fair from 10am-2pm, Conference Center, 3rd floor Student Center

Thursday, April 5 – Last day to drop