



### A NEWSLETTER FOR ACADEMIC ADVISORS

## Summer 2012 CONNECT Sessions

Ten CONNECT/Orientation sessions were held this past summer to welcome new freshman and transfer students to campus. One piece of this program is to assist students with advisement and registration. This could not be done without the assistance from many faculty across campus. The CONNECT/Orientation team would like to thank all faculty who assisted with academic advising during the past summer CONNECT sessions! We appreciate all you do to make this event a success! Faculty who assisted include: Alan Ekblad, Alexandra Deufel, Alexey Shipunov, Amy Roberts, Andrea Donovan, Ashley Guy, Carla Caberle, Cheryl Nilsen, Chris Beachy, Dan Ringrose, Dave Rochholz, Dawn Fredrich, Dean Frantsvog, Deanna Klein, Deb Townsend, Denise McDonald, DeVera Bowles, Diann Hanson, Dianne Maupin, Gary Ross, Heather Golly, Heidi Benavides, Heidi Super, Jaci Jarmin, Jaimie McMullen, Jay Wahlund, Jeanne MacDonald, Jennifer Hefter, Jerry Stai, Jim Ondracek, Joan Houston, Jodi Connell, John Webster, Kathy Hintz, Ken Bowles, Kevin Neuharth, Kevin Vang, Laurie Dimler, Laurie Geller, Leisa Harmon, Linda Olson, Linda Schaefer, Lisa Borden King, Lori Willoughby, Margaret Sherve, Mary Smith, Melissa Spelchen, Niki Roed, Patti Fedge, Paul Lepp, Paul Loree, Paul Markel, Richard Seklecki, Rita Meyer, Robert Crackel, Ryan Winburn, Sarah Aleshire, Scott Kast, Shirley Cole-Harding, Tiffany Ziegler, Warren Gamas, and Wojciech Cebulak.

## September Advisor Development Workshop

An Advisor Development Workshop has been scheduled to discuss the new NDUS policy 401.1.2 regarding Math and English placement (see next section). This workshop will include a refresher on what the NDUS policy states, how the policy affects new, current, and returning students, how students enroll in developmental courses, information on the COMPASS exam, and will include time for Q&A. It is very important all faculty advisors are aware of this new policy and clearly understand the requirements for MSU students. The same session will be offered on two different dates/times.

- Thursday, September 27: 1–2 P.M.—Jones Room, 3rd floor Administration
- Friday, September 28: 9–10 A.M.—Jones Room, 3rd floor Administration

Please email Heather Martin at [heather.martin@minotstateu.edu](mailto:heather.martin@minotstateu.edu) if you plan to attend one of the sessions.

## September 2012

### Advising Mission Statement

Academic advising at Minot State University is committed to student success and promoting growth and development of all students through life-long learning, engagement, and advancement of knowledge.

#### CONTACT INFORMATION

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## Developmental Courses

The State Board of Higher Education has implemented a new policy under Academic Affairs regarding Admission Policies—Student Placement into College Courses (policy 401.1.2). Two sections of this policy impact Mathematics and English requirements for new students entering Fall 2012.

**Every new and returning student** taking ENGL 110 and MATH 103/104/240/201H must meet the prerequisite for each course. **CURRENT STUDENTS DO NOT NEED TO MEET THESE NEW REQUIREMENTS AND SHOULD FOLLOW PREVIOUS PLACEMENT GUIDELINES.**

### 1. English Requirements/Placement

Placement into English courses is based on ACT English or SAT Writing subtest scores. Students with an ACT English of 13 or less are required to enroll in Academic Skills (ASC) 87, College Writing Prep, which is a 3 credit course offered through Dakota College at Bottineau (DCB) before enrolling in ENGL 110. Students with an ACT English of 14-17 can enroll in ENGL 110, College Composition I, through MSU; however, they must co-enroll in ASC 88, Composition Lab, which is a 1 credit course offered through DCB. Students with an ACT English of 18+ or SAT Writing of 430+ are eligible to enroll in ENGL 110 through MSU. The following chart shows the required courses for each of the ACT English and SAT Writing subtest scores.

ACT English	SAT Writing	Required Course(s)
13 or less	Less than 430	ASC 87 (taken through DCB)
14-17	NA	ASC 88 and ENGL 110 (ASC taken through DCB)
18+	430 or higher	ENGL 110

### 2. Mathematics Requirements/Placement

Placement into Mathematics courses is based on ACT or SAT Math subtest scores. Students with an ACT Math of 17 or less or SAT Math of less than 400 are required to enroll in ASC 92, Beginning Algebra, which is a 3 credit course offered through Dakota College at Bottineau (DCB). Students with an ACT Math of 18-21 or SAT Math of 400-510 are required to enroll in MATH 102, Intermediate Algebra, which is a 4 credit course offered through MSU. Please refer to the attached Math Placement Guidelines Chart for additional placement requirements for all other Mathematics courses. The following chart shows the required developmental courses for each of the ACT and SAT Math subtest scores.

ACT Math	SAT Math	Required Course(s)
17 or less	Less than 400	ASC 92 (taken through DCB)
18-21	400 - 510	MATH 102
22+	520 or higher	Refer to Math Placement Guidelines Chart

## What you should know about developmental courses

- ASC 87, 88, 92 & MATH 102:
- ASC courses are offered on the Minot State University campus through Dakota College at Bottineau
  - Must complete necessary paperwork/requirements to enroll through DCB as a collaborative student (<http://www.minotstateu.edu/online/collaborative.shtml>)
- MATH 102 is currently offered through Minot State University
- Required prerequisites for ENGL 110 & MATH 103/104/240/201H
- Grade of “C” or higher is required
- Do not count as credit toward graduation
- Do not impact college GPA
- Qualify for Financial Aid

The COMPASS exam will be used to place students who have not taken the ACT or SAT into the appropriate Mathematics and English courses. The COMPASS exam will also be used for students who have taken the ACT or SAT and wish to improve their placement scores to enroll in a higher level than their test scores permit. Students should contact the MSU Testing Center at 858-3990 or visit <http://www.minotstateu.edu/cel/> to find more information regarding the COMPASS exam.

## ACT and SAT Scores Available on Student Transcripts

To assist in advising students, ACT or SAT scores can be viewed on the unofficial transcript. Now when a transcript is run, 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. It is important to know how to access this information, as both Math and English ACT/SAT scores are used for course placement purposes.

## Characteristics of a Good Advisor

A good advisor:

1. Is personally and professionally interested in being an advisor.
2. Listens constructively, attempting to hear all aspects of students’ expressed problems.
3. Sets aside enough regularly scheduled time to adequately meet the advising needs of students assigned to him/her.
4. Knows university policy and practice in sufficient detail to provide students with accurate, usable information.
5. Refers students to other sources of information and assistance when referral seems to be the best student-centered response to be made.

6. Attempts to understand student concerns from a student point of view.
7. Views long-range planning as well as immediate problem solving as an essential part of effective advising.
8. Shares his/her advising skills with working colleagues who also are actively involved with advising.
9. Continually attempts to improve both the style and substance of his/her advising role.
10. Willingly and actively participates in advisor-training programs, both initial and in-service.

Metz, Joseph F. Jr., and Allan, Thomas K. "The Academic Adviser: Humanist and/or Huckster?" National Academic Advising Association. Indianapolis, Indiana. October 12, 1981.

## Undeclared Student Advising

New for the upcoming year, faculty from across campus will be advising our undeclared students. At least one representative from each academic discipline has agreed to work with these students. A list of faculty who will be advising undeclared students can be found on the MSU advising website, [www.minotstateu.edu/advising](http://www.minotstateu.edu/advising), under Advisor Information.

The Registrar's Office will assign new undeclared students to the designated faculty, ensuring that no one person is assigned too many students. Once students are assigned to an undeclared faculty advisor, the Registrar's Office will send students an email with notification of who their academic advisor is and copy the student's advisor and the administrative assistant of the appropriate department/division.

Attached is a guide to advising undeclared students. This guide is designed to assist with policies and procedures that will most likely affect undeclared students at MSU. Some of these policies and procedures that will impact our students are new and have been recently implemented by the NDUS office.

One policy in particular that all need to pay attention to is the fact that NDUS has implemented a policy that upon completion of four semesters, all "undeclared" students are required to declare a major. Based on this new policy, each semester the Registrar will assist you by notifying students who are nearing their fourth semester, that they must declare a major. Once a student declares a major, the advisor and the department/division administrative assistant will be notified via email and a new faculty advisor within the student's planned program of study will be assigned.

## Student Success Workshops

The following Student Success Workshops are scheduled for the month of September. Please encourage your students to attend!

### September 13: 1–1:50 P.M.

Westlie Room

Peer-to-Peer Communication

Facilitator: Tiffany Jaeger & Aaron Hughes

### September 19: 2:00–2:50 P.M.

Memorial 114

How to Read a Textbook

Facilitator: Lesley Magnus

### September 26: 12:00–12:50 P.M.

Swain 107

Top 10 Tips for Terrific Test-Taking

Facilitator: Lisa Borden-King & Rebecca Anhorn

## Resource of the Month

### Athletics Compliance: A Worthy Challenge

*Steven Swenson, MSU Assistant Athletic Director for Compliance and Student Life*

The role of athletics compliance is often a thankless endeavor, only becoming relevant when something important gets missed or the athletics machine breaks down. For coaches and boosters, it's sometimes their biggest ally, sometimes their biggest pain, and sometimes both within the same day. However, it's also a cornerstone of every well-functioning athletic department, as well as an available platform to positively affect the lives of student-athletes.

For Minot State University, that platform comes at a very exciting and important time in the history of its athletics program. Over the past several years, Minot State Athletics has undergone a series of changes, culminating in it recently being accepted as an NCAA Division II institution and a proud new member of the Northern Sun Intercollegiate Conference (NSIC). Because of that transition, the role a compliance officer was created several years ago to develop and implement a comprehensive compliance program for the department. The goal: to ensure the athletic department, university, and all its supporters abide by the many established rules and regulations set out by the NCAA, the conference, and the institution itself. Without question, a tremendous amount of credit goes out to Melanie DeBoer-Brunsdon, former Minot State Assistant Athletic Director for Compliance and Student Life, for implementing many of the policies and procedures we currently utilize.

As acting Assistant Athletic Director for Compliance and Student Life, my office is currently responsible for the daily operation of the athletic department's compliance program, involving rules education, rules interpretations, and monitoring and coordinating rules compliance efforts. On any given day, that effort may include:

reviewing team practice and recruiting logs, official/unofficial visits, and team travel itineraries; completing federal, NCAA, conference, or university reports; conducting team orientation and committee meetings; creating new policies or compliance forms; educating coaches, administrators, faculty, staff, students, parents and/or boosters on important rules; communicating with supporting departments around campus; monitoring student-athlete eligibility and current academic progress; assisting with game management and operations; investigating and reporting rules violations through proper university and conference channels; submitting waivers on behalf of student-athletes; working with student-athletes and advisors on proper course selections; and yes, even writing an occasional article in a campus newsletter when requested. No day is ever alike, and there never seem to be enough hours in the day. However, that's also what keeps the job fresh and exciting, and a good challenge is rarely a bad thing.

Moreover, I think I can safely speak for everyone in the athletic department in saying that the biggest thrill of my job is getting to work with our student-athletes every day. Our student-athletes truly love to compete in their sport. It's why they put in the work that they do, and their passion rubs off on the rest of us. Therefore, the role my office plays in the athletic department is not merely to monitor and coordinate our institution's athletic compliance program. It's also to act as part of an already great team of coaches, faculty, administrators, and staff working to provide our student-athletes with a tremendous collegiate experience. If we're successful, that ultimately concludes with them obtaining both a college degree and a wealth of great memories being a former NCAA student-athlete.

## Dates to Remember

September 13: Student Success Workshop from 1-1:5pm on Peer-to-Peer Communication

September 19: Student Success Workshop from 2-2:50pm on How to Read a Textbook

September 26: Student Success Workshop from 12-12:50pm on Top 10 Tips for Terrific Test Taking

September 27: Advisor Development Workshop from 1-2pm on Developmental Courses

September 28: Advisor Development Workshop from 9-10am on Developmental Courses