



### A NEWSLETTER FOR ACADEMIC ADVISORS

## Responsibilities of the Advisor

Academic advising is a shared responsibility where both the advisor and advisee have designated responsibilities to achieve effective advising. The following advisor responsibilities have been adopted by Minot State University.

- Serve as a student advocate
- Exhibit a caring attitude
- Be aware of current university resources and provide students with necessary referrals
- Be available to students through posted office hours, email, and appointment times
- Provide guidance to students as they set academic, career, and personal goals
- Be a responsive listener
- Understand and communicate curriculum, graduation requirements, and university policies and procedures
- Assist students in understanding degree requirements
- Assist students in selecting courses based on individual interests and abilities
- Monitor progress toward career and educational goals by maintaining accurate and up-to-date advising files
- Maintain confidentiality of student records
- Assist students in enhancing decision-making, problem-solving, and communication skills
- Participate in advisor workshops to keep informed and current.

The next Advising Newsletter will include the responsibilities of the advisee.

## Athletics

Attached is a NCAA eligibility overview that can be of assistance when working with student athletes. This guide highlights the initial eligibility requirements, requirements for continuing athletic eligibility, Progress-Towards-Degree (PTD), and some general points to remember. Advisors are encouraged to contact Steven Swenson, the Assistant Athletic Director – Compliance, at 858-3040 regarding athletic eligibility questions/concerns.

**December 2012**

## All Welcome to Attend

**December 12 Webinar on  
Appreciative Advising**

**ONE STUDENT AT A TIME: An  
Overview of Appreciative Advising**

**Wednesday, December 12 from  
2-3:30 P.M. in the Westlie Room,  
Student Center**

### CONTACT INFORMATION

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# All Welcome to Attend

## December 12 Webinar on Appreciative Advising

### ONE STUDENT AT A TIME: An Overview of Appreciative Advising

#### Wednesday, December 12 from 2-3:30 P.M. in the Westlie Room, Student Center

Students are retained one student at a time and it is crucial that administrators, staff, and faculty partner together to optimize student learning experiences. Based on the organizational development theory of Appreciative Inquiry and the positive psychology literature, Appreciative Advising provides a flexible framework for professionals seeking to optimize student success.

This webinar will define Appreciative Advising, provide an overview of the six phases of Appreciative Advising, and provide participants with specific ideas for optimizing their interactions with students. The webinar will first explore the six phases of Appreciative Advising – Disarm, Discover, Dream, Design, Deliver, and Don't Settle. Successful adaptations of this appreciative approach in first-year and retention programs will be showcased. Participants will also learn how each phase can be adapted to use in a wide variety of in-class and extracurricular venues, including residence life, career counseling, financial aid, University 101 courses, Greek affairs, and admissions. Data will be presented that underscores how Appreciative Advising can be used to impact student retention rates and much more.

#### **PARTICIPANTS WILL:**

- Understand the theoretical infrastructure behind Appreciative Advising, including a brief overview of Appreciative Inquiry
- Understand and apply the six phases of Appreciative Advising: Disarm, Discover, Dream, Design, Deliver, and Don't Settle
- Learn how to ask positive, open-ended questions that will help professionals and faculty build rapport with students
- Learn how to use verbal and non-verbal immediacy behaviors that can put students at ease
- Explore potential adaptations of the model in participants' individual working environment

#### **SPEAKERS:**

**Jennifer Bloom** is a Clinical Professor and Director of the Master's degree program in the Higher Education & Student Affairs Program housed in the Department of Educational Leadership and Policies at the University of South Carolina. Prior to her appointment at the University of South Carolina in August 2007, she served as the Associate Dean for Student Affairs & the Medical Scholars Program at the University of Illinois College of Medicine at Urbana-Champaign. She earned her doctorate in Higher Education Administration from the University of Illinois at Urbana-Champaign in 1995.

**Bryant Hutson** is Associate Director for the Faculty Teaching and Learning Commons at the University of North Carolina at Greensboro (UNCG). He facilitates the professional development of faculty and staff to enhance the quality of teaching, learning and advising. Previously he served as the Associate Director for Student Academic Services (SAS) at UNCG. The SAS office received the Noel-Levitz Retention Excellence Award in 2004 and 2009 and the National Academic Advising Association (NACADA) Outstanding Advising Program Award in 2004 for programs based on Appreciative Advising.

## Opportunity for Education Students

Do you advise Education majors? Do you have advisees that will be completing their Student Teaching in the Spring semester? If so, they may be able to participate in the AmeriCorps Campus Compact Program where students (must be U.S. citizens) have an opportunity to earn an education award ranging from \$1,175 to \$2,114. The education award can be used to repay qualified student loans or current/future educational expenses (tuition). Students who are Student Teaching in the Spring semester should sign up now! Please encourage your advisees to visit with Heather Martin in the Center for Engaged Teaching & Learning to find out more information about this opportunity! Heather can be reached at 858-3265 or heather.martin@minotstateu.edu.

## Guidelines for Advising Notes

Maintaining advising files with accurate advising notes is an important component of the advising process. The following guidelines highlight items to include and exclude from advisee's advising files, along with some sample statements.

1. Include notes that will help the student.
  - Student should take Math Placement/COMPASS exam before Spring semester registration.
  - Discussed importance of repeating Psy 111 in the Spring semester.
2. Include notes that will help future advisors understand the student or the advice given.
  - Encouraged student to enroll in ED 250 due to interest in Elementary Education.
  - Explained Gen Ed requirements and special requirements for COB students.
3. Include list of courses approved, along with alternatives.
  - Summer classes we discussed were ...
  - We agreed to the following 15 credits for Spring semester: Math 103, Engl 120, Psy 111, Hist 102, and HPER 100. Hist 101, 103, & 104 are alternatives to Hist 102. Soc 110 is an alternative to Psy 111. Comm 110 is a good general alternative.

4. Include notes that will facilitate the relationship with the student.
  - Encouraged student to make an appointment to see my after mid-term grades are posted.
  - Commended student for excellent grades last semester.
5. Include possible consequences of not following advice given.
  - Student wants to enroll in 18 credits. Cautioned regarding heavy academic load.
  - Reminded student to finish 30 credits for the academic year to keep scholarship.
6. Include referrals of a non-sensitive nature.
  - Encouraged student to make appointment with career counselor in Student Success Center.
  - Student should contact the Veteran's Center to discuss Veteran's benefits.
7. Include comments that help in future interactions with student (writing reference letters or scholarship applications).
  - Student was well prepared for advising session. Had tentative schedule already planned.
  - Student has consistently expressed an interest in attending dental school.
8. Exclude subjective judgments about the student, especially when negative.
  - Student is not motivated to succeed in classes this semester.
  - Student is struggling in all classes and would have been better off at a community college.
9. Exclude referrals of a sensitive or personal nature.
  - Referred student to Disability Services, as I suspect a learning disability.
  - Student will see VPSA about being stalked by ex-boyfriend.
10. Exclude comments regarding student's instructors, especially when negative.
  - Student is having conflicts with specific professor.
  - Student is thinking about dropping a specific course due to problems with the professor.
11. Exclude personal concerns of the student.
  - Parents are going through a divorce this semester.
  - Sister has cancer and student is having a difficult time focusing on academics.

## Transfer Tidbits

### Transfer Equivalencies

The Registrar's Office website has a variety of tools that are helpful for transfer students and academic advisors. One specific section includes transfer equivalencies from various North Dakota, Military, ND Tribal, US, and International Institutions. Students and advisors can use this guide to

determine if a course transferring in from one of the indicated institutions has an equivalent course at MSU. Once a course is approved as equivalent, its equivalency is guaranteed for four years. The website for transfer equivalencies is found at, <http://www.minotstateu.edu/records/transfer.shtml>. Questions regarding transfer equivalencies should be directed to Melissa Cantone in the Registrar's Office. Melissa can be reached at 858-3347 or [melissa.cantone@minotstateu.edu](mailto:melissa.cantone@minotstateu.edu).

## Remote COMPASS Testing

With a growing online student body population and the prospective changes in regards to math and English placement, many advisors and students are concerned about the accessibility of Compass placement testing. Minot State University is well equipped with its availability and accessibility to Compass testing through our on-site testing center as well as our ability to schedule the Compass test remotely with other Compass test providers.

If a student is unable to test on MSU's campus he or she must contact the Academic Test Center to schedule this test remotely. Currently, the cities that participate in this examination are Bismarck, Devils Lake, Fargo, Fort Totten, Grand Forks, Valley City and Wahpeton. While Minot State does not charge its students to take this test here on campus other testing sites may require a charge. This information can be found out by contacting that testing site directly. Though, they are taking courses away from the campus, online students are very much a part of Minot State University's student body and thus we do our very best at making sure their academic needs are met.

LaTosha Pinckney, Test Center Administrator, can be reached at 701-858-3990 or [latosha.pinckney@minotstateu.edu](mailto:latosha.pinckney@minotstateu.edu) for more information.

## Dates to Remember

December 3: Student Success Workshop – Gifts on a Budget, Audobon Room from 4 – 6 P.M.

December 10 – 14: Final exams

December 12: Appreciative Advising Webinar at 2 P.M in Westlie Room

December 14: Spring CONNECT

December 17: Grades entered by 12 P.M

January 4: Spring CONNECT