



### A NEWSLETTER FOR ACADEMIC ADVISORS

## Degree Audit/Student Advisement Report Steps for Faculty


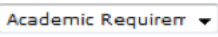

Degree Audit is designed to show a student's progress towards Undergraduate Requirements, General Education and major requirements. The report outlines each requirement and shows the courses that a student has taken to meet the requirements.

Students and advisors can use degree audit in monitoring progress towards the student's degree. Degree Audit is intended as a guide on completion of a student's degree but it does not replace the counseling that students received from their advisors. Degree Audit is "unofficial" and is for advising only.




Please know that a major has to be selected in order for the Academic Advisement Report to work and in some cases an option within that major.

A student's catalog year is based on the term they were admitted to MSU. Degree Audit is coded starting with the 2008-2010 catalog.

After logging into CampusConnection, go to:

1. Self Service
2. Under the Advisor Center, select My Advisees
3. Next to the name of the student, select [View Student Details](#)
4. It will bring you to the Advisee Student Center, under , select  in the drop down and hit Go 
5. It will then bring you to the student's advisement report

### Advisement Report Key seen at the top of report:

-  **Taken** This shows what courses have already been satisfied; along with the term and year the courses were taken. If a student fails a course, it will not show, as that course was not completed
-  **In Progress** This shows the student is currently enrolled in the courses, along with the term and year the course is being taken
-  **Planned** This will show what courses the student has planned to take in the future along with the term and year they will take it.

## NACADA ND Drive-In Seeking Presenters

The National Academic Advising Association (NACADA) will be hosting a North Dakota NACADA Drive-in Conference in Bismarck on Monday, February 24 at Bismarck State College. The conference theme is *Common Ground: Connection and Advising Today's Students for Tomorrow's Success*. The conference committee is currently seeking proposals to present at the upcoming conference. Proposals must be submitted by November 15. Presentations will be 50 minutes in length. Those submitting a proposal

### November 2013

#### Dates to Remember

##### Monday, November 11

Veterans Day, University Closed

##### Friday, November 15

Last day to drop

##### Thursday, November 28 and Friday, November 29

Thanksgiving Vacation, University closed on Thursday

### CONTACT INFORMATION

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are encouraged to consider a presentation format that will engage your colleagues in discussion and learning beyond the simple dissemination of information. Conference attendees can attend one or two of the breakout sessions at a time. There will be a total of four breakout sessions for the entire conference. Criteria for selection of paper/presentation: Proposals will be evaluated based on relevance to the issues of advising, appeal to conference participants, creativity, ingenuity and applicability for participants after the conference. Proposals should address one of the following topics: Advising Culturally Diverse Students, Advising Online Students, Advising the Adult Learner, Advising Military Students, Freshmen Experience, Advising Undecided Students, Making Advising Fun, New Ideas in Advising. To review proposal submission instructions and submit proposals, go to: <http://www.nacada.ksu.edu/apps/index.php/proposals/entry/1>. And choose **ND 2014** under the Choose Region section. Proposals should include your presentation title, learning objectives and desired format (i.e. panel, roundtable, etc.) and technical needs. Please include a brief abstract (135 words or less) describing your presentation and the desired learning objectives. Abstracts will be included in the conference program and on the conference website. Presenters will be notified by December 2, 2013. For more information contact Mary Sennert, Bismarck State College, [Mary.Sennert@bismarckstate.edu](mailto:Mary.Sennert@bismarckstate.edu) or 701-224-5798.

## Academic Advisor Handbook

The Academic Advisor Handbook is available on the MSU advising website, [www.minotstateu.edu/advising](http://www.minotstateu.edu/advising), and can serve as a resource for academic advisors across campus. The handbook includes information on MSU's definition, mission, outcomes, and responsibilities of advisees and advisors, MSU's advising structure, fundamentals of advising, resource materials, advising specific student populations, academic information, and advising forms. The handbook is available on the advising website, but also as a pdf so it is can printed for those who would like a hard copy.

## Financial Obligation Agreement Hold in CampusConnection

A Financial Obligation Agreement (FOA) has now been incorporated into Campus Connection. This will require students who register for classes in spring semester 2014 (term 1430) and beyond to acknowledge that they understand registering for classes results in a financial obligation. This acknowledgement is made once per term by clicking on an "Agree" button after the agreement is presented in the registration process. The FOA service indicator (also known as a hold) will be automatically removed once the student accepts the FOA for that term.

Each semester students are required to accept the financial terms and conditions outlined by MSU in order to continue their enrollment. Students will not have access to enroll until they have agreed to the FOA. By accepting MSU's financial agreement, students are agreeing to pay for services rendered by MSU and to abide by all policies and procedures.

The FOA can be found in Campus Connection at the following navigation: Main Menu > Student Center. Under the Finances section, select Financial Obligation Agreement. For additional information, please contact the Business Office at 858-3333 or 858-3233.

## ASC Course Schedule for Spring Semester

The Spring 2014 Class Schedule for collaborative courses available to MSU students through Dakota College Bottineau is listed in the table below. Students requesting enrollment into one of these sections must review the collaborative course information and submit the online collaborative request form found at <http://www.minotstateu.edu/online/collaborative.shtml>.

Course #	Course Title	Credits	Class#	Meeting Time	Building/Room	Instructor
<b>ASC 87</b>	College Writing Prep	<b>3</b>	<b>20030</b>	10:00 – 10:50 MWF	Mem 228	Bail, M.
<b>ASC 88</b>	Composition Lab	<b>1</b>	<b>20031</b>	2:00-2:50 M	Mem 228	Bail, M.
<b>ASC 88</b>	Composition Lab	<b>1</b>	<b>20032</b>	11:00-11:50 W	Main 106C	Bail, M.
<b>ASC 88</b>	Composition Lab	<b>1</b>	<b>20033</b>	12:00-12:50 F	HHall 312	Bail, M
<b>ASC 92</b>	Beginning Algebra	<b>3</b>	<b>20025</b>	11:00-12:15 TuTh	Admin 364	Blair, C.
<b>ASC 92</b>	Beginning Algebra	<b>3</b>	<b>20026</b>	10:00 – 10:50 MWF	HHall 316E	Blair, C.

# Registering for ENGL 110 & MATH 102 with Pre-requisites of ASC 087/094

## ENGL 110

Students enrolled in ASC 087, College Writing Prep, in the fall semester have been added to an English prep group in CampusConnection, so students are eligible to register for Engl 110 in CampusConnection. In cases where students have previously completed ASC 087, with grade of C or higher, or are currently enrolled in ASC 087 and receive an error message when adding due to missing the pre-requisite, an Add Slip will be required for enrollment. Signatures of the instructor/chair and the department stamp are not required on the Add Slip for these situations.

## MATH 102

Students enrolled in ASC 094, Beginning Algebra, in the fall semester will need an Add Slip signed by the Math Department Chair to register for Math 102. Students who have previously completed ASC 094, with a grade of C or higher, have been added to a Math prep group and are eligible to enroll in Math 102 in CampusConnection. If an error message of pre-requisites missing is received when registering for Math 102 and ASC 094 was successfully completed, students should contact the Math Department to obtain an Add Slip.

## Group Advising

The practice of group advising is growing both in importance and frequency. Clearly, the group advising model is closer to teaching and further from counseling than is one-on-one advising, and it is a proven, effective way to meet some of the traditional goals of academic advising. However, the successful group-advising model does not eliminate one-on-one advising. Group advising allows advisors to present necessary general information in a group setting and freeing advisor time in individual conference for developmental advising. Group advising is the most effective under the following conditions:

- Advisors are knowledgeable and able to field a wide range of questions, present information clearly, and facilitate group discussion.
- Students have a common set of requirements. For example, group advising might be used to orient new students to major requirements or collegiate or university policies and procedures, prepare students for registration, provide information on study abroad or internship opportunities, or prepare students for the graduation process.
- The campus culture reflects an appreciation of advising. Students must view advisors and advising as useful. If a campus lacks a culture in which advising is valued, an

advisor can hold the group meetings, and even require students to come, but he or she will be dealing with intractable groups of annoyed students, and little useful advising will take place. In a campus climate where students do not read their E-mail, do not open their posted mail, and do not frequent the same set of buildings and walk by the same bulletin boards, group advising might not work.

Characteristics of effective group advising sessions include the following:

- extensive and timely notification. Advisors should use all means available, including E-mail, bulletin boards, residence hall personnel, instructors, student newspapers, and listservs to inform advisees about the meeting. Reminders should go out within a week of the session dates and again on the day of the meetings.
- thorough preparation. Being prepared for a wide range of questions is absolutely imperative. Therefore, new advisors may want to observe or assist at group advising sessions and field questions from one-on-one conferences before trying to conduct a session by themselves.
- engaging materials. Handouts are essential. Students need concrete and tangible resources to follow during the meeting and for reference when they return home. Materials should be clear, concise, and visually interesting.
- a clear agenda. The advisor's name, contact information, and meeting agenda should be prominently displayed during the meeting.
- time for questions from the group.
- time for questions from individuals.
- help. Assistants can distribute handouts as well as collect forms and sign-in sheets. They also can help answer student questions.
- encouragement for students to follow up. In ideal group advising, many subsequent one-on-one appointments will be generated. Many follow-up questions from students will come in the form of E-mails.
- evaluation and feedback. Every student should leave with a handout. In addition, they should leave their names and student numbers with their advisor.

Group advising can open communications between advisors and advisees, ultimately increasing student participation in one-on-one conferences. Through group sessions, advisors quickly gain a big picture perspective on the common concerns and problems of students. Group meetings give advisors information that allows them to improve future group sessions, improve individual advising appointments, and advocate for students by providing feedback on student concerns to appropriate departments and central administration. Group advising also offers advisors the opportunity to engage in advising as teaching with the group session agenda serving as the course syllabus.

Group advising has special challenges for a new advisor. Specifically, the advisor must develop presentation skills, learn to handle negative groups, deal with time pressures, and encourage attendance.

Ryan, R. & Woolston, D. (2007) Group Advising. In Folsom, P. and Chamberlain, B. (Eds.) The new advisor guidebook: Mastering the art of advising through the first year and beyond (pp 119-123). Manhattan, KS: National Academic Advising Association.

## Quote of the Month

By capitalizing on the benefits of quality advising, colleges can more effectively help students select the programs and courses that will help them stay in school and on track toward achievement of their education and career goals.

*Closing the Gaps: Challenges and Opportunities.* (2004). ACT 2004 Annual Report. p. 18. Iowa City, IA: ACT.

## Spring 2014 CONNECT

The Spring 2014 CONNECT Orientation and Registration dates will be Friday, December 20, 2013 and Friday, January 10, 2014. The December date is very close to Christmas because finals are a week later than they have been in past years. CONNECT Orientation and Registration is held on the Friday of finals week because many of the new spring students are transfers and this gives them a chance to finish finals at their current institution.

Advising and registration will take place from 12:30pm until approximately 4:00pm on the above dates. Departments/ Divisions should notify Heather Martin at [heather.martin@minotstateu.edu](mailto:heather.martin@minotstateu.edu) at least one week prior to each session with the name(s) of faculty who will be advising that day. If a large number of students are signed up within one department/ division, additional faculty may be requested. Please reserve the dates on your calendar and arrange for representation at the CONNECT sessions!