



Minot State
UNIVERSITY

ACADEMIC ADVISING NEWSLETTER

CampusConnection Hold – Financial Obligation Agreement

A **Financial Obligation Agreement** (FOA) has now been incorporated into CampusConnection. This requires students who register for classes to acknowledge that they understand registering for classes results in a financial obligation.

The FOA can be found in CampusConnection under **Finances > My Account** by selecting “Financial Obligation Agreement”. Then, select “Minot State University” in the drop down menu for the Institution. To enter the Effective Term click on the 🔍 to select the appropriate term. After clicking on “Submit” students can read the agreement before clicking to “Accept” or “Decline”.

The FOA service indicator (also known as a hold) will be automatically removed once the student accepts the FOA for that term. If students decline they will not be able to enroll in classes 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. For additional information, please contact the Business Office at 858-3333.

SEPTEMBER 2014

DATES TO REMEMBER

Wednesday, September 3

Last day to add a full-term course

September 9 – 12

Student Success Workshops

Monday, September 29

CampusConnection Training for Faculty
10 – 10:30 A.M., Memorial 228

Tuesday, September 30

CampusConnection Training for Faculty
1 – 1:30 P.M., Main 314

Purpose of the Academic Advisor Handbook

The Minot State University Academic Advisor Handbook is designed to provide academic advisors, faculty and staff with the tools they need to be successful advisors. It is to serve as a useful reference for advising-related questions and facilitate continuous, ongoing advisor training. The handbook is intended to help advisors articulate policies and procedures; define and practice effective advising; find correct, accurate, concise, and consistent information; locate referral resources; and provide standardized assistance to students. The 2014-15 Academic Advisor Handbook is available at <http://www.minotstateu.edu/advising/AcademicAdvisorHandbook.shtml>.



Academic Advisor Handbook 2014-15



Be seen. Be heard.

Fall Student Success Workshops

The Student Success and POWER Centers will again be hosting Student Success Workshops for the fall semester. This semester students will have the opportunity to attend workshops the weeks of **September 9 – 12** and **October 28 – 31**. Most of the workshops are being offered two different days and times to give students more flexibility in attending. Please see the attached document for the entire listing of workshops. In an effort to draw more participants to the workshops, please consider promoting them to your advisees. If you feel any of the workshops would enhance the learning experience in your classroom, as well, please consider the possibility of offering extra credit for attendance – the Student Success Center would be happy to supply you with a list of students attending.



College Student Inventory

The College Student Inventory (CSI) is an assessment given to first year students at CONNECT/Orientation sessions that identifies the strengths these students have, the challenges they may face in their first year at MSU, and their receptivity to interventions. The purpose of the CSI is to help students connect with the university and identify those services students may need.

One responsibility in advising first year students is to share the results of the CSI with first year advisees. Administrative Assistants have access to print both the Student and the Advisor/Counselor Reports. Academic advisors should contact first year advisees and set up a meeting to discuss their results, preferably in the first few weeks of the semester. During the meeting please spend time talking about the students' educational background and their strengths and weaknesses. Make sure to include information about available resources on campus and in the community and ensure the students that you, as their academic advisor, will be there to provide support throughout their academic career at Minot State.

Attached is a **CSI Advisor's Guide** and a campus resource handout. This guide is designed to assist advisors with understanding the purpose of the CSI and how to use this tool when working with first year advisees. Should questions arise regarding the use of the CSI, please contact Heather Martin at 858-3265 or heather.martin@minotstateu.edu.

Advising Distance Education Students

The Center for Extended Learning (CEL) employs dedicated advisors for specific distance-related programs as follows:

- **MSU Online**

Students pursuing a BGS or business degree online are advised by the Online Degree Advisor. Students pursuing the Associate of Science (AS) in Human Services with a Major in Intellectual/Developmental Disabilities (IDD) online degree are advised by the department (the department employs a dedicated advisor for the AS in IDD program). Students pursuing a Master-level program online are referred to the program director in the appropriate department.

- **Minot Air Force Base (MAFB)**

Two dedicated advisors are located on the MAFB.

- **MSU at BSC**

MSU programs offered on the Bismarck State College campus are managed by a coordinator and several program-specific advisors are located on the BSC campus.

- **MSU at NDSU**

MSU's Social Work Department and NDSU's Human Development & Family Science Department have teamed up for a collaborative degree program with a dedicated program-specific advisor.

More information on distance learning and programs is available at <http://www.minotstateu.edu/cel/>.

Seeking Tutors

Do you have advisees who are highly successful and may be interested in working as a Peer Tutor? The Center for Engaged Teaching and Learning is currently looking for new tutors for Chemistry, Math, Physics, Psychology, and Communication Disorders classes. All positions are paid and have flexible working hours. Eligibility requirements, faculty recommendation forms, and the tutor employment application can be found on the CETL website at http://www.minotstateu.edu/cetl/peer_tutoring.shtml or by contacting Jessica Smestad, CETL Tutoring and Mentoring Coordinator, at 858-4039 or jessica.smestad@minotstateu.edu.

Major Exploration Guide for Undeclared Student Advising

Faculty who assist with advising undeclared students may want to reference the attached **Major Exploration Guide** when working with this population. This document highlights MSU majors and corresponding courses for undeclared students who may be considering a major in that area. The indicated courses may give students an idea of what the major entails, in the case of an introductory course, or may be a course required early on in that particular program of study. For undeclared students who are strongly considering a specific program of study, please refer them to the proper department/division for more detailed advising from a faculty advisor in the major.



Quote of the Month

“Advising is a key to student retention. The best way to keep students enrolled is to keep them stimulated, challenged and progressing toward a meaningful goal. The best way to do that--especially among new students--is through informed academic advising.”

Anderson, Edward ‘Chip’. (1997). *Academic Advising for Student Success and Retention*. Noel-Levitz, Iowa City, IA.

Supplemental Instruction (SI) Schedule & Data

The Fall 2014 Supplemental Instruction (SI) schedule has been set. SI will be available in Accounting 200 (Houston), Biology 220 (Shabani), Biology 221 (Deufel), and Chemistry 341 (Bobylev). Please see schedule below for SI times and locations for each course.

Fall 2014 SI Sessions

ACCT 200 (Houston)

Monday 4:00 – 4:50 P.M., Wednesday 5:00 – 5:50 P.M.
Location: Old Main 104

BIOL 220 (Shabani)

Tuesday 11:00 – 11:50 A.M., Thursday 11:00 – 11:50 A.M.
Location: Swain 306

BIOL 221 (Deufel)

Wednesday 2:00 – 2:50 P.M., Friday 10:00 – 10:50 A.M.
Location: Swain 14

CHEM 341 (Bobylev)

Tuesday 7:00 – 7:50 P.M., Thursday 7:00 – 7:50 P.M.
Location: Moore 231

SI was first implemented in the Fall 2011 and has proved to be quite successful. The following chart highlights the overall grade data for SI attendees versus non-SI attendees from Fall 2011 through Spring 2014.

Semester	SI Students – % receiving a C or better	Non-SI Students – % receiving a C or better
Fall 2011	75.6% (34/45)	69.5% (73/105)
Spring 2012	77.2% (71/92)	68.5% (161/235)
Fall 2012	71% (121/171)	59% (178/302)
Spring 2013	74.4% (96/129)	53.5% (122/228)
Fall 2013	74.4% (186/250)	61.5% (279/454)
Spring 2014	73.7% (56/76)	57% (90/158)

Thank You to All Advisors Who Assisted at CONNECT

CONNECT/Orientation sessions were held this past spring/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 at the summer CONNECT sessions!



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Center for Engaged Teaching and Learning

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