



Minot State
UNIVERSITY

ACADEMIC ADVISING NEWSLETTER

NOVEMBER 2015

Advisor Skills – Referral

Developing good relational skills is evident when academic advisors effectively handle questions or face student situations that are beyond the scope of their own expertise. Referrals are important for two reasons: Advisors cannot know everything, and the trust that allows students to open up in an advising conference can also lead to advisor dependence. Therefore, not only is it best for the student, but also emotionally healthy for the advisor to acknowledge his/her limitations and refer students to other resources when appropriate. Referrals are important to students' development. The four broad categories for referral are academic problems, common life changes, anxiety, and depression. The attached guides for referring students who are struggling with common transitional issues, anxiety, and depression will assist advisors with questions to consider, questions to ask the student, and action to be taken.

— Jordan, P. (2007). *Building Relational Skills: Building effective communication through listening, interviewing, and referral*. In P. Folsom (Ed.), *The New Advisor Guidebook: Mastering the art of advising through the first year and beyond* (National Academic Advising Association Monograph Series No. 16) Manhattan, KS: National Academic Advising Association.

December and January CONNECT Dates

Please mark your calendars, as the dates have been set for the Spring 2016 CONNECT sessions! Once again, faculty from all departments/divisions will be asked to assist with academic advising on these dates. Academic advising will take place from 12:45 p.m. until approximately 4:30 p.m. Both transfers and freshmen will be invited to attend either of the dates listed below.

- Friday, December 18
- Friday, January 8

DATES TO REMEMBER

Sunday, November 1

Last day to withdraw from all classes and receive a 50% refund

Wednesday, November 11

Veterans Day, University Closed

Friday, November 13

Last day to drop

November 26 – 27

Thanksgiving Vacation, University closed on Thursday

December 14 – 18

Final exams

Chairs have been asked to notify Heather Martin by Tuesday, December 1 with the names of the faculty who will be assisting at each session. If you are interested in advising at these events, please contact the chair of your department.

A CONNECT Advisor Manual, consisting of a variety of materials to assist advisors in the advising process, will be provided at each CONNECT session. For those who wish to review this manual in advance, contents are available on the advising website at <http://www.minotstateu.edu/advising/CONNECTAdvisorManual.shtml> or contact Heather Martin if you would like to have your own copy of the manual.

DCB Schedule for ASC Courses on the MSU Campus

The Spring 2016 Collaborative Course Schedule through Dakota College at Bottineau is available 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/Rm	Instructor
ASC 87	College Writing Prep	3	21512	10 – 1:50 MWF	HHall 306E	Bail, M.
ASC 88	Composition Lab	1	21513	2 – 2:50 M	Main 314	Bail, M.
ASC 88	Composition Lab	1	21514	12 – 12:50 W	Main 314	Bail, M.
ASC 88	Composition Lab	1	21515	12 – 12:50 F	Main 314	Bail, M.
ASC 94	Beginning Algebra	3	21507	11 – 12:15 TuTh	Mem 110	Stover, M.
ASC 94	Beginning Algebra	3	21508	10 – 10:50 MWF	HHall 303E	Stover, M.

Advice for Advisees

Students will often talk with their friends about degree requirements or, more specifically, they may hear friends talking about selecting a minor or concentration. As students interact and discuss academic program requirements, some students may leave those conversations feeling a bit confused or may be misinformed. Some students may be under the assumption that a minor is required for all students to graduate from MSU. It is important to make sure to clarify the degree requirements with each of your advisees, so they are fully informed. As we know, some degrees require a minor and/or concentration, while other degrees do not recognize minors and concentrations. The degrees offered at MSU along with each of their requirements are listed as follows:

Bachelor of Applied Science (BAS) Degree

Students must complete an Associate of Applied Science (AAS) Degree prior to being accepted into the BAS programs. Students are required to take a minimum of 30 credits from MSU, and 42 (60 if out of state) from a four-year institution totaling the required 128 semester hour minimum. A minimum GPA of 2.00 is required to graduate.

Bachelor of Arts (BA) Degree

Students earning a BA degree must pursue coursework outside the major and complete either:

1. One Major and three areas of Concentration
2. One Major, one Minor, and one area of Concentration

Majors, minors, and concentrations cannot be in the same content area. Students earning a BA who are interested in double-majoring will need to complete one concentration as well. Students who are interested in two minors will not need a concentration.

Bachelor of Fine Arts (BFA) Degree

In addition to General Education requirements, students must complete a specific area of specialization within the art curriculum. Secondary admission requirements exist for this degree. Refer to the art program section of the catalog for secondary admission guidelines.

Bachelor of General Studies (BGS) Degree

This degree does not recognize the specializations of majors, minors, or concentrations. Students considering this degree must contact the Registrar's Office to declare BGS status. In addition to General Education requirements, students must complete a minimum of 40 semester hours of 300-400 level coursework as part of the total required 120 semester hours. A minimum GPA of 2.00 is required to graduate.

Bachelor of Science (BS) Degree

In addition to General Education requirements, students must complete a specific program of study.

Bachelor of Science in Education (BSEd) Degree

Teacher Education students must maintain cumulative grade point averages of at least 2.75 in all courses in the education core and a minimum 2.50 cumulative grade point average in the teaching major(s) or minor(s). Students must also complete the Teacher Education core and receive at least a “C” in every course in the Teacher Education core and courses that require admission to teacher education. Secondary admission requirements exist for this degree. For information on admission and retention policies in Teacher Education, refer to the College of Education and Health Sciences section of this catalog.

Bachelor of Science in Nursing (BSN) Degree

Students who wish to earn this degree must be formally admitted into the nursing program and must make “satisfactory progress” as specified in the Department of Nursing section of this catalog. Once admitted, BSN candidates must maintain a minimum cumulative grade point average of 2.00 and a “C” grade in all required support and nursing major courses.

Bachelor of Social Work (BSW) Degree

Students who wish to earn this degree must be formally admitted into the Social Work Program after the completion of three introductory courses. They must be formally admitted to the Field Experience during their senior year. Students must also complete specified General Education requirements and specified support courses in addition to the core social work coursework.

Campus Connection Hold — Advisor Hold

Academic advisors across campus have the ability to place and remove Advisor Holds, which prevent registration transactions such as adding and dropping classes. This hold requires advisees to visit with their assigned academic advisor prior to class registration.

Steps to place an Advisor Hold, one advisee at a time:

- 1) Log in to Campus Connection and under the Main Menu click on,
 - a. Self-Service - Advisor Center - My Advisees.
 - b. View Student Details for the student you wish to place a hold.
 - c. The General Info tab at the top of the page.
 - d. The Service Indicators link.
 - e. The yellow edit service indicators button.
 - f. The Add Service Indicator link, if there is a previous Service Indicator.
- 2) To place the actual hold, enter the following information in the box after,
 - a. Institution: MISU1
 - b. Service Indicator Code: ADV
 - c. Service Ind Reason Code: CENR
 - d. Start Term: enter the appropriate term, e.g. 1630, or click on the magnifying glass to select the term/semester.
 - e. Start Date: enter the date you would like your hold to go into effect.

- f. Department: enter your department number or click on the magnifying glass and select your department.
 - g. Contact ID: enter your ID number or click on the magnifying glass and enter your first and last name. Lastly, select your ID/Name.
 - 3) Click the OK button to place the Advisor Hold.

Instructions to mass assign Advisor Holds to a large number of advisees at the same time can be obtained by contacting the MSU Advising Coordinator, Heather Martin.

Steps to remove an Advisor Hold:

- 1) Under step #1 for placing an Advisor Hold (see above), follow steps a-e.
- 2) Click on the View All link, to display all service indicators.
- 3) Click on the service indicator you wish to release (ADV).
- 4) Confirm you are removing the correct Advisor Hold by looking at the Department and Contact Information, as some students have multiple advisors and may have more than one Advisor Hold. PLEASE DO NOT remove Advisor Holds from other faculty/staff without asking first for their permission.
- 5) Click the yellow Release button.
- 6) Click the yellow OK button when asked if you are sure you want to release this Service Indicator.
- 7) You can then confirm the hold has been removed by viewing the Service Indicator Summary.

Featured Advising Article

This month the featured advising article, *Advising Student in Crisis: 7 Approaches to Maximize Advisors' Effectiveness*, is available through Academic Impressions. This article shares practical strategies which can be incorporated into your advising sessions when working with students in crisis. Author Susan Ohrablo of Nova Southeastern University is a nationally recognized speaker in areas of academic advising and student services. Ms. Ohrablo's article can be found at: <http://www.academicimpressions.com/news/advising-students-crisis-7-approaches-maximize-advisors-effectiveness>.

Quote of the Month

“Academic advising is a process of information exchange that empowers students to realize their maximum educational potential. The advising process is student-centered and will result in the student gaining a clearer understanding of himself/herself, and the experience of higher education.”

— David S. Crockett, Ed. (1987). *Advising Skills, Techniques and Resources: A Compilation of Materials Related to the Organization and Delivery of Advising Services*. Iowa City, Iowa. ACT Corporation.



ACADEMIC ADVISING COUNCIL

Laurie Geller, Mathematics & Computer Science
Jacob Sowers, Social Science
Melissa Spelchen, Criminal Justice/Honors Program
Jeanne MacDonald, Business Administration & Bismarck programs
Lori Willoughby, Business Information Technology
Don Burke, Addiction Studies, Psychology & Social Work

Linda Schaefer, Nursing
Heather Martin, Center for Engaged Teaching & Learning
Trisha Nelson, Center for Extended Learning
Eileen Solberg, College of Business
Steven Swenson, Athletics