



New Student Orientation (NSO) Advisor Information Sessions

Faculty who will be assisting with orientation advising are encouraged to participate in one of the NSO Advisor Information Sessions, as it is essential to have current, accurate information when advising new students. The information will provide advisors with an overview of topics pertaining to advising, some of which will include:

1. An update of fall first-year experience learning communities,
2. Information regarding the ACCUPLACER placement test and Math/English placement guidelines,
3. Distance advising procedures, and
4. Additional information to assist with advising at New Student Orientation.

NSO Advisor Information Sessions will be held on the following dates/times:

- Tuesday, April 23, 12:30-1:30pm
Student Center, 3rd floor, Westlie Room
- Wednesday, April 24, 9:00-10:00am
Student Center, 3rd floor, Westlie Room
- Thursday, April 25, 1:00-2:00pm
Administration Building, 3rd floor, Jones Room

DATES TO REMEMBER

March 26 - 28

Summer and Fall registration for currently enrolled students

March 29

Advisor Award nominations due

April 5

Last day to drop

April 8 – May 3

Priority Transfer Orientation

April 23, 24 & 25

New Student Orientation Advisor Information Sessions

April 26

New Student Orientation

May 6 - 10

Final Exams

May 30 & 31

New Student Orientation

Center for Engaged Teaching & Learning

Minot State University

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Minot, ND 58707

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MinotStateU.edu

Be seen. Be heard. Belong.



Academic Advisor Award Nominations due March 29

Nominations for the 2018-19 Minot State University Outstanding Academic Advisor Awards are due by **Friday, March 29 at 4:30 p.m.**

These awards are designed to highlight the importance of academic advising and bring recognition to academic advisors at Minot State who have made significant contributions to academic advising and student success.

More information regarding the award categories, selection criteria, eligibility, nomination procedure, selection process, and recognition is available by selecting Advisor Award on the main menu of the advising website, <https://www.minotstateu.edu/advising>.

Questions regarding these awards or the nomination process should be addressed to Amy Roberts or Heather Martin, co-chairs of the Academic Advising Council.

New Procedures & New Forms

Grade Appeal

Faculty senate recently approved a new process for grade appeals. The Grade Appeal Form is available on the Registrar's Office website, under Forms, https://www.minotstateu.edu/records/documents/forms/grade_appeals.pdf. The first page of the form includes the updated process while the second page is to be completed by the student with necessary signatures from the instructor and possibly the chair and Assistant Vice President of Academic Affairs.

Application for Graduation

The Registrar's Office has changed the graduation application process! Students will now submit their graduation application to the Registrar's Office instead of to their advisor. Upon receipt of the graduation application, the Registrar's Office will send an acknowledgement email to the student, advisor, and department/division administrative assistant. In addition, the Registrar's Office will continue to email advisors and students after the initial audit is complete with information confirming the student is set to graduate with current enrollment or if any requirements are missing.

In general, the role of the advisor in this process will not change. Advisors will continue to assist students throughout their academic career, encourage them to apply for graduation when the time is right, ensure they have met the requirements to graduate, and submit any substitution paperwork.

With this change, the deadline for students to submit their graduation applications has been extended to later in the semester!

Financial Implications of Dropping a Class and Withdrawing from all Classes

The Business Office has updated their website, <https://www.minotstateu.edu/busoffic/pages/dropping-and-withdrawing.shtml>, to include more detailed information about dropping a class and withdrawing from all classes. Also available is a tuition and fees refund schedule illustrating the percent of refund which corresponds with the percent of course completion.

New Student Orientation Dates

New students are invited to attend one of the 2019 New Student Orientation sessions where a portion of the day will consist of meeting with an academic advisor and registering for classes. The 2019 dates include:

- Friday, April 26
- Thursday, May 30
- Friday, May 31
- Friday, June 28
- Friday, July 19
- Thursday, August 22

Academic Advising Syllabus

The Academic Advising Council is excited to share a new advising resource with the campus! An Academic Advising Syllabus is now available for academic advisors to share with their advisees.

Advisors can determine how they want to use this document. The syllabus is available as a fillable PDF on the Minot State advising website under Advisor Resources,

<https://www.minotstateu.edu/advising/documents/Academic-Advising-Syllabus.pdf>. Advisors can

complete the advisor contact information found at the beginning of the document and print copies for their advisees or send it electronically.

Advising Across the Country

Following is an excerpt from the University of California San Diego Division of Biological Sciences' Academic Advising Syllabus:

Advising involves both an interactive process designed to facilitate student development and the communication of accurate information regarding degree programs, courses, resources, departmental policies/procedures, and other opportunities, all with the objective of helping students attain their educational goals. The academic advising process is one that leads students to:

- *become well informed about policies and procedures, curricular options, and academic program requirements*
- *clearly define their educational objectives*
- *plan programs that incorporate their interests, abilities and goals*
- *make full use of the facilities and resources available at UC San Diego*

<https://biology.ucsd.edu/education/undergrad/advising/advising-syllabus.html>

Academic Support Center

This summer five student support offices will merge and form the new Academic Support Center (ASC). The location of the center will be in the lower level of the Gordon B. Olson Library. Offices included in the move are Access Services (formally known as Disability Services), Career Services, the Center for Engaged Teaching & Learning, the POWER Center, and the Writing Center.

The screenshot shows the top portion of the 'Academic Advising Syllabus' document. It features the Minot State University logo and title. Below the title is a section for 'ADVISOR CONTACT INFORMATION' with fields for Name, Email, Phone, and Office Location. The main body of text includes sections like 'What is an advising syllabus and why is it important?' and 'What is CAMPUS CONNECTION?'. The document is presented as a fillable PDF.

2019 Fall First-Year Experience (FYE) Learning Communities

The fall FYE Learning Communities are now available and can be found on the CETL website, <https://www.minotstateu.edu/cetl/pages/learn-comm-fall.shtml>. Current students who need a FYE should meet with their academic advisor, select a FYE and stop by CETL (Old Main, Rm 101) to sign up for the FYE. CETL will work with the Registrar's Office to enroll students in the requested FYE. If students can't make it to the CETL office, they can email Beth Odahlen, beth.odahlen@minotstateu.edu, from their Minot State/NDUS email account. The name of the FYE must be included in the email.

ACADEMIC ADVISING COUNCIL

COLLEGE OF ARTS AND SCIENCES:

Scott Kast, Christopher Keller, and David Rolandson

COLLEGE OF BUSINESS:

James Ondracek, Jan Repnow, and Eileen Solberg

COLLEGE OF EDUCATION AND

HEALTH SCIENCES:

Leisa Harmon, Kathy Hintz, and Amy Roberts

CENTER FOR ENGAGED TEACHING

AND LEARNING:

Heather Martin

ASSISTANT VICE PRESIDENT FOR

ACADEMIC AFFAIRS:

Erik Kana