

February 2020



## Service of the Month

### Counseling Services

Counseling services are available Monday–Friday, 8 a.m.-4:30 p.m.

Three ways students can schedule an appointment:

1. **Online** via the [Student Portal](#).
2. **Call** 701-858-3371.
3. **In person**, located in the lower level of Lura Manor.

The counseling services website lists some examples of issues students may face, but it is NOT a complete list - students can stop by for any reason when they feel they need to speak with someone. TeleMed services with UND (video conferencing) is also provided, if students prefer.

Outreach services are available on Monday's and Wednesday's from 10 a.m.–12 p.m. in the Student Center, second floor in the Souris Room; and on Monday's from 1 p.m.-2 p.m. in the Minot State Dome in the Christensen Room. Students who are not regularly scheduled may stop in to ask questions about counseling services, talk briefly with a counselor, or take part in a full mental health intake. Some afternoon hours on Wednesday's and Friday's are reserved for students who are seen at the drop-in counseling sites.

## DATES TO REMEMBER

### Monday, February 17

President's Day,  
University Closed

### Monday, February 24

Last day to withdraw from  
all classes and receive a  
75% refund

### Sunday, March 1

Catalog deadline

### Monday, March 9

Midterm grades

### March 16 – 20

Spring break

### Thursday, March 26

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

**Academic Support Center**  
**Minot State University**  
**500 University Ave W**  
**Minot, ND 58707**  
**701-858-3265**  
**[advising@minotstateu.edu](mailto:advising@minotstateu.edu)**

**[MinotStateU.edu](http://MinotStateU.edu)**

Be seen. Be heard. Belong.



## Peer Tutoring & Supplemental Instruction

Do you have advisees who may benefit from tutoring services or from attending Supplemental Instruction sessions? Peer tutoring is up and running! The schedule is available at:

[https://www.minotstateu.edu/asc/peer\\_tutoring.shtml](https://www.minotstateu.edu/asc/peer_tutoring.shtml)

If a student is looking for tutoring in a course that is not on the schedule, he/she can submit the Tutor Course Request Form, which is also found on the above website. The Supplemental Instruction schedule is available as follows:

### **Chemistry 115, Introductory Chemistry**

Monday 1–2 p.m.

*Swain Hall, Rm 107*

Tuesday 1–2 p.m.

*Swain Hall, Rm 107*

Thursday 1–2 p.m.

*Swain Hall, Rm 107*

### **Biology 150, Introduction to Cellular Biology**

Monday 2–3 p.m.

*Swain Hall, Rm 107*

Wednesday 12–1 p.m. (Office Hour)

*Academic Support Center*

*Library, lower level*

Friday 1–2 p.m.

*Swain Hall, Rm 107*

### **Biology 220, Anatomy and Physiology I**

Wednesday 12–1 p.m.

*Cyril Moore, Rm 136*

Thursday 11 a.m.–12 p.m.

*Cyril Moore, Rm 136*

Thursday 7–8 p.m. (Office Hour)

*Academic Support Center*

*Library, lower level*

## Nominate your Colleague for an Outstanding Academic Advisor Award

Beginning on March 2, the Academic Advising Council will be collecting nominations for the 2019-20 Minot State University Outstanding Academic Advisor Awards. 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 will be available **March 2** on the advising website, <https://www.minotstateu.edu/advising/>, under Advisor Award.

**Nominations are due Tuesday, March 31 by 4:30 p.m.** Questions regarding these awards or the nomination process will be addressed to Amy Roberts or Heather Martin, co-chairs of the Academic Advising Council.

## New Student Orientation Dates & Advisor Information Sessions

The 2020 New Student Orientation dates include:

- Saturday, April 18
- Thursday, May 28
- Friday, May 29
- Friday, June 26
- Friday, July 24
- Thursday, August 20

The Academic Advising Council and Orientation Advisory Team will be holding information sessions prior to the first NSO date to prepare advisors. All faculty and staff who will be assisting are asked to attend one of the sessions, which will include an update of the first-year experience learning communities, information regarding the ACCUPLACER test, Math/English placement guidelines, and additional information to assist with advising at orientation. More information will be sent this spring to faculty/staff who will be advising at NSO.

## New Registrar's Office Procedure: Unofficial Transcript Evaluations

The Registrar's Office has a new procedure for unofficial transcript evaluations. When a prospective student submits an unofficial transcript, the courses are entered in the Transfer Equivalency System (TES). From TES, the Registrar's Office can export a list of transfer courses with the equivalent Minot State course. A PDF is then created and emailed to the student. In the email, a link to the catalog information for the program they are interested in is also included. The administrative assistant for the student's interest area is cc'd on the email and department contact information is provided to the student. The student can then follow up with the department and request a specific program evaluation. A staff member from the Admissions & Enrollment Services office is also cc'd in the email so they can follow-up with the student regarding the admission process. This new process was developed to give prospective students a more comprehensive evaluation and increase the number of equivalencies in TES.

## New Student Orientation (NSO) Advisor Manuals

Updated Information Coming Soon!

The Academic Support Center (ASC) will begin updating information for the NSO Advisor Manuals! For those who have a manual, new information will be sent prior to the April orientation.

For those who are interested in receiving a manual, please email Heather Martin @ [heather.martin@minotstateu.edu](mailto:heather.martin@minotstateu.edu).



## A Guide to Effective Starfish Comments

An effective comment in a Starfish flag or note is one that professionally and respectfully tells the student, and advisor, what behavior prompted the flag and describes what action the student should take to resolve the issue, offering support and resources as appropriate. A guide to making effective comments in Starfish is available at

<https://www.minotstateu.edu/asc/documents/starfish/guide-to-making-effective-comments.pdf>.

## Quote of the Month

“Advisors are especially important because they are among the first people new students encounter and should see regularly during their first year.”

*Kuh, G. D. (2006). Thinking DEEPLY about academic advising and student engagement. Academic Advising Today, 29(2). Retrieved January 30, 2020, from <http://www.nacada.ksu.edu/Resources/Academic-Advising-Today/View-Articles/Thinking-DEEPLY-about-Academic-Advising-and-Student-Engagement.aspx>*

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## Academic Advising Council Members

### College of Arts and Sciences:

Scott Kast, David Rolandson, John Webster

### College of Business:

Jan Repnow, Lori Willoughby

### College of Education and Health Sciences

Leisa Harmon, Chelsie Hultz, Amy Roberts

### Professional Staff Advisors/Others:

Erik Kana, Jennifer Malachowski, Heather Martin

# National Academic Advising Association (NACADA)

## Academic Advising Core Competencies Model

In 2017, NACADA released the Academic Advising Core Competencies Model. This model identifies the understanding, knowledge, and skills that support academic advising. This should be used to guide professional development and promote contributions of advising to student development, progress and success. The core competencies include three content categories -the conceptual, informational and relational components, which are described in greater detail as follows.

### Core Competency Areas Conceptual Core competencies in the Conceptual component (concepts academic advisors must understand) include understanding of:

- C1:** The history and role of academic advising in higher education.
- C2:** NACADA's Core Values of Academic Advising.
- C3:** Theory relevant to academic advising.
- C4:** Academic advising approaches and strategies.
- C5:** Expected outcomes of academic advising.
- C6:** How equitable and inclusive environments are created and maintained.

### Informational Core competencies in the Informational component (knowledge academic advisors must master) include knowledge of:

- I1:** Institution specific history, mission, vision, values, and culture.
- I2:** Curriculum, degree programs, and other academic requirements and options.
- I3:** Institution specific policies, procedures, rules, and regulations.
- I4:** Legal guidelines of advising practice, including privacy regulations and confidentiality.
- I5:** The characteristics, needs, and experiences of major and emerging student populations.
- I6:** Campus and community resources that support student success.
- I7:** Information technology applicable to relevant advising roles.

### Relational Core Competencies in the Relational component (skills academic advisors must demonstrate) include the ability to:

- R1:** Articulate a personal philosophy of academic advising.
- R2:** Create rapport and build academic advising relationships.
- R3:** Communicate in an inclusive and respectful manner.
- R4:** Plan and conduct successful advising interactions.
- R5:** Promote student understanding of the logic and purpose of the curriculum.
- R6:** Facilitate problem solving, decision-making, meaning-making, planning, and goal setting.
- R7:** Engage in on-going assessment and development of the advising practice.

NACADA: The Global Community for Academic Advising. (2017). NACADA academic advising core competencies model. Retrieved from <https://www.nacada.ksu.edu/Resources/Pillars/CoreCompetencies.aspx>