

Academic Advising Council

Shout Out

Leisa Harmon, Scott Kast, and Jan Repnow completed a three-year term on the Academic Advising Council. Thank you for your contributions!

Outstanding Academic Advisor Awards

Every spring, the Academic Advising Council recognizes two faculty/staff advisors who have demonstrated exemplary service as an academic advisor at Minot State University. Following are the recipients for the 2020-21 academic year.

Outstanding Academic Advisor Award:

Dr. Lesley Magnus, Communication Sciences and Disorders

Outstanding New Academic Advisor Award:

Ms. Karen Foley, Teacher Education and Kinesiology

Congratulations to Dr. Magnus and Ms. Foley on this recognition!



Student Intake Form

The Student Intake Form is a Starfish feature available to assist you as you work with your advisees. Our new first-year and transfer students were asked to complete the form during Welcome Weekend. An email was sent to those students who did not complete the form asking them to please do so. The survey was completed by 398 students.

Results from the Student Intake Form will help advisors better understand the needs of their advisees early in the semester. Student responses are viewable by advisors and may prompt discussions reflecting on advisees' strengths and areas for improvement. New students are asked to complete the survey at the start of each semester, but the survey is available for completion through their Starfish account at any time. More detailed information about accessing the results can be found on the Minot State [Starfish website](#).

IMPORTANT DATES

October 1 – Last day to withdraw from all classes and receive a 75% refund

October 8 – Spring semester graduation application due to Registrar's Office

October 18 – Midterm Grades Due

October 26-28 – Spring registration for current students

October 31 – 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**

MinotStateU.edu

Be seen. Be heard. Belong.



Do you know who to contact in the Registrar's Office?

Recent staff changes in the Registrar's Office may have you wondering who to contact for various advising questions. Following are a few of the staff you may need to contact, along with contact information and a list of responsibilities.

- Transfer Student Specialist:** Kimberly Johnson
(701) 858-3349 – Kimberly.johnson.4@minotstateu.edu
- Correspond with departments on course equivalencies and substitutions
 - Maintain equivalencies in TES
 - Evaluation, code, and process all official transfer transcripts
 - Perform unofficial transcript evaluations

- Records Specialist:** Courtney Armstrong
(701) 858-3684 – Courtney.armstrong@minotstateu.edu
- Update returning student files
 - Process applications for returning students and historical transcripts
 - Process audit, credit by exam requests, and Course Completion Agreements
 - Process social security updates and major/minor changes
 - Process grade changes
 - Process non-degree to degree seeking students

- Degree Audit and NCAA Eligibility Specialist:** Ashley Blake
(701) 858-3152 – Ashley.blake@minotstateu.edu
- Process, maintain, and update the Academic Requirements Report
 - Confirm athletic eligibility according to NCAA:DII/ACHA guidelines
 - Correspond with Athletic Department concerning eligibility
 - Process ESPB documentation requests

FERPA – Confidentiality of Student Records

All employees of Minot State University (administrators, faculty, adjunct faculty, staff, and student employees) are required to abide by the policies governing review and release of student educational records. The Family Education Rights and Privacy Act (FERPA) of 1974 mandates that information contained in a student's educational records must be kept confidential. Additional FERPA information is available in the Undergraduate Catalog. Please be aware that confidential information includes, but is not limited to the following:

1. Student's class schedule
2. Academic progress in a particular course
3. Grades (Transcripts)
4. GPA information
5. Student ID number—may not be posted in any manner
6. Social security number—may not be posted in any manner

Fall Peer Tutoring Offerings

Peer tutoring is available for several Minot State University courses through the Academic Support Center. The tutors are excited to help explain concepts or review material for better understanding. We are offering a mix of in-person and virtual tutoring this semester. The tutoring schedule is available at www.minotstateu.edu/asc/peer_tutoring.shtml with links available for those courses offered virtually. This schedule will be updated periodically as changes and additions occur. Students may fill out the [Tutoring Request Form](#) if assistance is needed in a subject that is not listed or to request an alternative time.

Please contact tammy.wolf@minotstateu.edu or 858-3360 with any questions.

Summer Orientation Re-cap

Eight on-campus New Student Orientation events were held over the summer with 302 students attending. Virtual orientation was also an option for students living outside the Minot area. There were 218 students who completed virtual orientation. The final orientation option was for new online students, of which 99 students completed.






There were approximately 50 faculty and staff advisors who assisted with advising new students. A huge thank you to all faculty and staff who played a role in the Summer 2021 New Student Orientation sessions!

Modes of Instruction

Courses are now offered in a multitude of formats, including On Campus Face to Face, Off Campus Face to Face, Hybrid/Blended, Online Asynchronous, and Online Synchronous. What does this mean? Understanding the differences in the various modes of instruction is important, especially for students. The mode of instruction is viewable in Campus Connection for each course; however, it is important students know the definition of each type prior to enrolling in a course.

The Registrar's Office has created a Mode of Instruction chart to help students, faculty and staff. The chart is available below and online at:

<https://www.minotstateu.edu/records/pages/Mode-of-Instructions-Definitions.shtml>.

		Set meeting time	In-Person	Online	Definition
1	 On Campus Face to Face	✓	✓	✗	In-person learning in the same place on campus
2	 Off Campus Face to Face	✓	✓	✗	In-person learning in the same place in an off campus location
3	 Hybrid/ Blended	✓	✓	✓	In-person face to face with no more than one-third delivered in an online or other distance format
4	 Online Asynchronous	✗	✗	✓	Online classes without set meeting times
5	 Online Synchronous	✓	✗	✓	Live online-only course with a set meeting time and day(s)

Quote of the Month

Effective retention programs have come to understand that academic advising is at the very core of successful institutional efforts to educate and retain students.

Vincent Tinto, 1993

Early Registration for the Spring Semester

Early registration for current students will take place between October 26-28. Students will soon be able to view their earliest registration date and time in Campus Connection. Students should be reminded to take care of any holds they may have, as many holds do prevent registration (i.e. Delinquent Account, Advisor, Department, Financial Obligation Agreement, Student Health, Prevention Violence Training (PVT), etc.). Now is a great time to reach out to your advisees and encourage them to schedule an appointment so you can start planning for the upcoming semester!

Meet the New Staff in the Academic Support Center

Access Services:

I'm Erika Brorby, Access Services Coordinator, located in the lower level of the library. Access Services promotes self-awareness, self-determination, and self-advocacy, while ensuring individuals with disabilities have the same access to programs, opportunities, and activities as all others. Students are assisted in making reasonable accommodations to meet their academic needs. We can provide academic accommodations, with appropriate documentation. Examples of accommodations include extended testing time, alternative text, quiet testing space and more!

Please visit the QR code to learn more about access services!



For fun I like to go camping, hiking, and traveling especially to new places! My kids love adventure as much as I do. My favorite trip has been to Sweden during my MSW program where I worked with students from many countries to discuss Social Policy at a Global Perspective! My kids' favorite vacation was to Disneyland and Universal Studios in California!

POWER/MILITARY RESOURCE CENTER:

My name is Rob McRae, and I am the new POWER Academic Coach at the Military Resource Center. I love meeting with students and assisting students with reaching the highest potential through advising, counseling, and mentoring! My office is located in the Military Resource Center in Model Hall Room 208. Prior to Minot State, I served in the Air Force for 8 years.

An interesting fact about me is that while I may be a military veteran, I love hanging out with my wife, our daughters, and our three cats! I look forward to getting to know more people here at Minot State and offering my assistance however I can.



Academic Standards for Student Athletes

To be eligible to compete, a student-athlete must:

1. Be a regularly enrolled, degree-seeking student
2. Be in good academic standing – maintain a **2.0** cumulative GPA
3. Be enrolled in **12**-semester hours and maintain progress toward degree (credits required in their degree plan)



To maintain Progress Toward Degree (PTD), a student-athlete must:

1. Successfully complete **9**-semester hours of PTD credits the preceding academic term
2. Complete **18**-semester hours of PTD credits since the beginning of the previous fall term or two previous semesters
3. Earn **24**-semester hours of PTD credits during any year in which you are enrolled full time in at least one academic term (including a maximum of 6 PTD credits in the summer term)

A student-athlete must declare a major by the start of their fifth semester.

If enrolled in less than a full-time program, a student-athlete is eligible to compete only if they are in the last term of their degree and are carrying credits necessary to finish their degree.

For questions or concerns, please contact Madeline Schorlemmer, Assistant AD for Compliance & Student Life/SWA, at 701-858-3040 or madeline.schorlemmer@minotstateu.edu

Students Admitted with Provision of Enhanced Advising

Some students are admitted to Minot State with the provision of enhanced advising. These students are flagged in Campus Connection with a PAD, Provisional Admission, Service Indicator. The service indicator does NOT prevent a student's ability to add/drop classes. Instead, the hold is to notify advisors of their advisees who need enhanced advising.

A letter from the Vice President for Academic Affairs was sent to students near the start of the semester. This letter shared the expectation that students and advisors are to meet early in the semester to create an Academic Success Plan, discuss expectations, and schedule follow-up advising sessions. Advisors are also encouraged to use Starfish early alerts and/or midterm deficiency reports when determining a plan for success.

Once a student earns a 2.0 cumulative GPA for two consecutive semesters, the Provisional Admission Service Indicator is removed.

Resources to be used as a part of enhanced advising, include the following:

Academic Success Plan: [academic-success-plan.pdf \(minotstateu.edu\)](#)

Academic Success Plan Booklet: https://www.minotstateu.edu/advising/_documents/academic-success-plan.pdf

Academic Advising Council Members

College of Arts and Sciences:

Sarah Aleshire, John Webster, TBD

College of Business:

Lori Willoughby, TBD

College of Education and Health Sciences

Lacey Corneliusen, Chelsie Hultz, TBD

Professional Staff Advisors/Others:

Kelly Lichtenberger, Heather Martin