



Academic Advising Newsletter

Fall 2022

Academic Advising Council

Shout Out

Chelsie Hultz, John Webster, and Lori Willoughby 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 2021-22 academic year.

Outstanding Academic Advisor Award:

Dr. Rebecca Daigneault, Social Work

Outstanding New Academic Advisor Award:

Ms. Kelly Lichtenberger, Academic Support Center

New Staff in the Registrar's Office

Administrative Assistant: Amber Bell

(701) 858-3340 – registrar@minotstateu.edu or amber.d.bell@minotstateu.edu

- Answers or refers general questions
- Process graduation applications and correspondence
- Updating social media platforms and correspondence
- Process name changes
- Monitor office budget

Records Specialist: Kacey Donamaria

(701) 858-3684 – kacey.donamaria@minotstateu.edu

- Update returning student files
- Process applications for returning students and historical transcripts
- Process audit and credit by exam requests
- Process social security updates and major/minor changes
- Process grade changes
- Process non-degree to degree seeking students
- Course Completion Agreements

IMPORTANT DATES

October 17 – Midterm Grades Due

October 25-27 – Spring registration for current students

October 30 – Last day to withdraw from all classes and receive a 50% refund

November 10 – Last day to drop a full-term course

November 11 – Veterans Day, University Closed

November 23-25 – Thanksgiving Vacation (University closed Thursday)

December 12-16 – Final Exams

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.

Starfish Snippets

- [Set up Starfish advising appointment times](#) and use the [appointment direct link](#) in your communication to advisees
- Visit with new FYR or TRN students regarding their [Student Intake Form](#)
- [Clear and resolve or comment on Starfish flags](#)
- [Filter advisees by those who have not registered and send reminder communications](#)
- Check out the [Starfish website](#) for more detailed information about Starfish features
- Contact Tammy Wolf, tammy.wolf@minotstateu.edu, 701-858-3360 for questions or assistance

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: [provisional-advising-booklet.pdf \(minotstateu.edu\)](#)

Early Registration for the Spring Semester

Early registration for current students will take place between October 25-27. Students can 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!

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. The tutoring schedule is available at <http://www.minotstateu.edu/tutoring> 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.

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.

Course Completion Agreement

The Course Completion Agreement is used to give students more time to complete coursework by giving the student an I grade at the end of the term. This is a terrific upgrade to the email process we've been using!

Here's how it works!

1. First, the student and faculty discuss the I (incomplete) grade option; agree on the assignments left to be completed, the due date, and official grade that will be posted if work is not completed.
2. Then, the student submits the eForm including the information above, adding the instructor, and reason for request.
3. Lastly, the instructor approves the request!

Have questions? We have answers in the Registrar's Office! Feel free to call (701-858-3340), text (701-809-9282), or email (registrar@minotstateu.edu).

Registration Action Form

This form replaces all the cumbersome emailing for approval to override into a class or add with a time conflict, etc. Email approvals are no longer accepted, as the Registrar's Office is fully transitioned to this form!

You will likely be an approver or assisting students in submitting these forms. Attached are instructions for approving and below is our handy chart that outlines the actions and approvers ([available online](#), too!):

Registration Action	Description	Approvers
Add after the deadline	Adding after the last day to add	Instructor and chair
Change from S/U grading through last day to drop	Changing back from S/U grading; conditions apply	Instructor
Change to S/U grading through last day to drop	Changing to S/U or pass/fail (A-C=S/D & F=U) grading; conditions apply	Instructor
Drop after the deadline	Dropping after the last day to drop and dropping with permission	Instructor and chair
Elect audit grading	Changing to audit	Instructor
Overload to more than 18 credits (Fall/Spring) and 12 (Summer)	Enrolling in more than 18 credits (Fall/Spring) or 12 (Summer); conditions apply	Advisor and chair
Override into class	Adding if a class is full or if pre-requisites are not met	Instructor
Time conflict	Adding a class that has a time conflict with a currently enrolled course	Both course instructors
Time conflict after Last Day to Add	Adding a class that has a time conflict with a currently enrolled course after the last day to add	Both course instructors and chair

Academic Advising Council Members

College of Arts and Sciences:

Sarah Aleshire, Bob Crackel, Darren Seifert

College of Business:

Megan Fixen, David Frantsvog

College of Education and Health Sciences

Lacey Corneliusen, Amy Roberts, Ethan Valentine

Professional Staff Advisors/Others:

Amaura Brandt, Kelly Lichtenberger, Heather Martin

First-Year Experience (FYE) and the UNIV 110 Requirement

UNIV 110 is part of Minot State's General Education requirements. The following students will need to register for a Spring 2023 First-Year Experience Learning Community in order to satisfy the UNIV 110 requirement:

1. First-year students who did not enroll in an FYE Learning Community fall semester
2. Students who transfer to MiSU with less than 24 credits
3. Any student whose Academic Requirements in Campus Connection indicate they have not satisfied the UNIV 110 requirement

Please discuss the FYE Learning Community program with your advisees to help them understand the benefits: The First-Year Experience at Minot State University is required for all students in their first semester or who transfer to MSU with less than 24 semester hours. FYE is an opportunity for first-year students to participate in a powerful learning experience that will inspire the transition to university life and learning through unique learning communities, peer mentors, and opportunities to engage with the campus and larger community. FYE Learning Communities are composed of two or three courses that are connected by a theme. Class sizes are small, and instructors work together to create meaningful assignments around the theme and across the courses. All learning communities include UNIV 110: First-Year Seminar which is a general education requirement for graduation.

To register for a First-Year Experience Learning Community, students must:

1. Review the Spring 2023 Learning Community Options available at <https://www.minotstateu.edu/fye/pages/learning-comm-spring.shtml> .
2. Discuss the Learning Communities with their advisor and choose an FYE. Note: Students must register for all courses in the Learning Community.
3. Complete the online FYE registration form when their registration time becomes available through the link or QR Code that will be available on the FYE Home page.