



### A NEWSLETTER FOR ACADEMIC ADVISORS

## Transfer Tid-bits

### TRANSFER CREDIT CHALLENGE PROCEDURES

#### Course Substitution

Course substitutions are when a student petitions to substitute a different course (transferred or not) in lieu of a required course to complete his/her degree. Substitutions are issued by the academic department on a case by case basis and are only good for the current student requesting the substitution(s). Course substitution forms are received by and maintained as a part of the student's file in their academic department. The form is available at [www.minotstateu.edu/records/forms/course\\_substitution.pdf](http://www.minotstateu.edu/records/forms/course_substitution.pdf).

#### Course Equivalency

Course equivalencies are when a student transfers in a course from another college or university and wants that course to be equal to one that Minot State offers. Once the transferring course has a Minot State equivalency assigned to it by either bringing in a course description or course syllabus to the corresponding department, this course will then be equivalent for other students coming from the same college or university. Course equivalency forms are processed and maintained by the Registrar's Office. The form is available at [www.minotstateu.edu/records/forms/course\\_equiv\\_form.pdf](http://www.minotstateu.edu/records/forms/course_equiv_form.pdf).

For more Transfer Tidbits visit [www.minotstateu.edu/records/transfer.shtml](http://www.minotstateu.edu/records/transfer.shtml).

## New Advising Web Site

Check out the new advising Web site, [www.minotstateu.edu/advising](http://www.minotstateu.edu/advising). This Web site contains useful information for advisors, both faculty and staff, along with student information. Please let Heather Martin know if there is information you would like to see on the advising Web site and remember to check back as there will be more information coming soon!

## North Dakota Education Fair

The N.D. Education Fair will be held on the University of North Dakota campus, Grand Forks, N.D., in the Memorial Union on Wednesday, April 21, beginning at 1 p.m. This fair is sponsored by all North Dakota colleges and universities that prepare teachers and is an opportunity for candidates to meet with representatives from many school districts in a one-day format. In 2008, 43 school districts/agencies from 16 different states attended the fair. For a list of employers attending, please visit [www.teamnd.org/edfair](http://www.teamnd.org/edfair). Students must PRE-REGISTER by April 16 at Career Services – 2nd floor Student Center, 858-3362, [msujobs@minotstateu.edu](mailto:msujobs@minotstateu.edu).

## April 2010

### Dates to Remember

April 2-5 – Easter Break (university closed Friday only)

April 5 – Registrar's Office e-mailing students who have not registered for the fall semester

April 9 – Last day to drop a 16 week course

April 12 – Academic departments notified of students who have not registered for the fall semester

May 7 & 8 – **CONNECT Rescheduled** (freshman & transfer student orientation & registration)

### CONTACT INFORMATION

Heather Martin  
Advising Coordinator  
Career Services  
2nd floor Student Center  
500 University Avenue West  
Minot, ND 58707  
[heather.martin@minotstateu.edu](mailto:heather.martin@minotstateu.edu)  
[msu.advising@minotstateu.edu](mailto:msu.advising@minotstateu.edu)  
(701) 858-3265

## Academic Policy Reminder

### LATE COURSE DROP REQUEST

Courses may be dropped via CampusConnection through the last day to drop (last day of the 12th week of the regular 16-week session in the fall/spring semester – April 9). Students who fail to drop a course by the official “drop” date may apply for a “late course drop” due to extenuating circumstances. The “Late Course Drop Request” form can be found online [www.minotstateu.edu/records/forms/petition\\_to\\_drop.pdf](http://www.minotstateu.edu/records/forms/petition_to_drop.pdf), in the Registrar’s Office or department offices. This form must include the signatures of the student, instructor, department/division chair, and department stamp. The form must be returned to the Registrar’s Office prior to the first day of final exams (no later than 4:30 p.m. on Friday, May 7).

## Advising Tip of the Month

Have all of your advisees registered for the fall semester? Do you know how to find out if your advisees have registered? Do you know what to do if they haven’t registered? On April 12 the Registrar’s Office will be notifying academic departments across campus of students in their department who have not registered for fall classes. It is important for academic advisors to contact their advisees who have yet to register. Sending a personalized e-mail or calling your advisees might make a difference in a student’s decision to return to MSU. Remind your advisees that registration for the summer and fall semesters has started and that incoming freshman and transfer students will be registering soon! If students need assistance with adding courses, they can refer to the instructions for adding courses on the Registrar’s Office Web site or visit with an advisor in Career Services. This is one of the many chances for academic advisors to assist with improving graduation and retention rates, which was the highlighted key performance indicator for the month of March!

## Service of the Month ... Student Health Center

The Student Health Center is located in the lower level of Lura Manor. The goal of the Student Health Center is to improve the status of health and the quality of life of the MSU students as they plan for the future. They focus on health promotion, health education and risk reduction.

The Student Health Center is staffed by Heidi Peterson, Nurse Practitioner; Caren Barnett, R.N. (Director) and Kathie Eslinger, L.P.N. Secretarial/receptionist support is shared with Student Development and Counseling (currently searching for a replacement). There is also an agreement with the Center for Family Medicine as the main referral source. The Student Health Center provider will diagnose and treat a variety of acute health problems that are normally seen in an ambulatory clinic

setting. The Student Health Center is intended to supplement private healthcare, not to provide comprehensive medical care.

Some of the services provided include appointments for treatment of illnesses and injuries, physicals – general and sports, women’s healthcare, STD testing and treatment, blood pressure monitoring, immunization program – including MMR, hepatitis B, Tdap, influenza, meningitis, and HPV. There is also a program for tuberculosis screening and testing.

The Student Health Center is funded by student fees only. They work very hard to keep the cost of services to a minimum for the student when they visit the center. Please feel free to refer students with health care issues to the Student Health Center. Office hours are Monday through Friday from 8 a.m. to 4:30 p.m. during the fall and spring semesters and Tuesday through Thursday during the summer.

You can contact the Student Health Center by telephone at 858-3371 or check them out on the web at [www.minotstateu.edu/health](http://www.minotstateu.edu/health).



*Kathie Eslinger, Caren Barnett and Heidi Peterson*

## Career Services Job Search Events

Career Services offered several job search events the last week of March for students. These events included Dress for Success, Resume Clinic, Speed Interviewing, and the Job Fair. Dress for Success provided MSU students with an opportunity to “walk the run way” and show the MSU student body what would make a good first impression to employers at a Job Fair and professional interview. The Resume Clinic and Speed Interviewing events gave students a chance to network with business professionals and community leaders to gain feedback on resume and interviewing techniques. The Job Fair rounded out the events and proved to be a success, as many students had a chance to visit with employers from the region regarding potential summer, part-time, and full-time job opportunities. Students found these events to be very helpful and informative and we look forward to offering these events again next year!



*MSU students pose for a picture following the Dress for Success fashion show!*

## CONNECT & Transfer Student Registration

New students are being admitted at record numbers which means we are in for a busy but fun CONNECT season! All new students (freshman and transfer) must attend a CONNECT session which includes orientation to MSU, advising and registration. Upon being accepted, new students will be invited to attend CONNECT. The events will be similar to those held over the last few years with the majority of orientation taking place on the first day and advising and registration on the second day. Freshmen are required to attend both days of the event while transfer students are offered a more condensed version on the second day of each session. Parents and guests are welcome to attend, as there is a fabulous program providing families/guests with information on how to help their student succeed

at MSU. The CONNECT dates are as follows:

### **On-Campus CONNECT Sessions**

- Friday, May 7 and Saturday, May 8 (*rescheduled*)
- Thursday, June 3 and Friday, June 4
- Thursday, June 24 and Friday, June 25
- Thursday, July 22 and Friday, July 23
- Thursday, August 19 and Friday, August 20

### **Bismarck State CONNECT Session**

- TBD – most likely July 27, 2010

As advisors you should be aware of situations you will be asked to help with. As many of you know, there is an OnlineCONNECT for our students pursuing/starting their degree online or at a distance. **This option is only available to students that are identified by the CONNECT coordinators. Please do not offer this option to campus students.** Students who are eligible to do OnlineCONNECT will be provided with the phone number to the department secretary and are instructed to let the secretary know they need to talk to an advisor as part of their registration process. Students are

also instructed to remind the advisor to inform one of the CONNECT Coordinators that the student has been advised. This notification can be sent to Rebecca Porter or Debra Chandler via email or phone call. Students are not allowed to register for classes until this notification has been received!

Finally, a new procedure for students outside our local area (250 miles or more) has been implemented. Special arrangements will be made for these students so they are able to register early and attend a later CONNECT session. Again, the decision to offer this option is up to the CONNECT Coordinators but students will be asked to contact the department secretary to schedule a time to talk with an advisor. Remember the coordinators must receive notification from the advisor before the student will be allowed to register.

The CONNECT process has been extremely successful over the last three years and is very well received by students and families. With campus wide support these events are a great success! Thank you in advance for supporting all of our new students!

## Effective Advising Advocacy Committee (EAAC)

The Effective Advising Advocacy Committee sponsored advisor training on March 25. This fun and engaging session focused on working with advisees who have received midterm deficiencies. The turnout for the sessions was great and the training was very well received by those who attended. According to one of the evaluations this was the “best assessment day activity ever.” The Jeopardy Game allowed for those in attendance to gather useful information about campus resources, academic policies, financial aid issues, etc. The game was a hit and everyone quickly discovered how competitive faculty can be! Staff from various offices across campus were available to answer questions specific to their area, which led to great discussion on many topics. Gift cards to Chartwells were awarded to the winning teams. A modified presentation from the session will be available on the advising Web site, along with handouts from the session. Thanks to all who attended and assisted with the training!

We are happy to announce the addition of a student representative, Gemma Steiestol, to our committee. Gemma is an International Student from Humbolt, Sask., and transferred to MSU in the fall of 2007 with plans to pursue a degree in Elementary Education. We look forward to working with Gemma and receiving input from a student’s perspective!

## Advising Resource of the Month

When working with a large number of students, both those who are in your classes and your advisees, it sometimes may be difficult to keep track of what you have discussed with each student. One possible way to keep things organized is to add an Advising Checklist to each of your advisee files. Attached is a

sample checklist used by academic advisors in Career Services. If you are interested in using a similar form and would like to make modifications specific to the students you work with, please contact Heather Martin for assistance.

## **NACADA — National Academic Advising Association**

Have you thought about joining a professional organization focusing on academic advisement? Are you simply looking for resources available to you to help you improve your advising skills? The National Academic Advising Association (NACADA) is a professional organization consisting of over 10,000 advising professionals who are dedicated to supporting an association committed to the development and retention of students in higher education. Many resources are available for NACADA members including a clearinghouse of academic advising resources, publications, DVDs and CDs, professional development opportunities, award programs, email lists,

scholarships, research grants, etc. Many of the resources are available on the NACADA Web site without becoming a member. Check out the article About NACADA (link to <http://www.nacada.ksu.edu/AboutNACADA/index.htm>) and the NACADA Web site at [www.nacada.ksu.edu](http://www.nacada.ksu.edu) for more information on available resources and becoming a member!

## **What is SmarThinking?**

SmarThinking provides students with free online tutoring in a variety of disciplines. Tutoring is available in mathematics (up to Calculus II), statistics, general chemistry, physics, introductory human anatomy & physiology, biology, organic chemistry, accounting, economics, introductory finance, and Spanish. This service is available for all MSU students, regardless of whether students are enrolled on- or off-campus. Please refer students to contact MSU Online at [mydegree@minotstateu.edu](mailto:mydegree@minotstateu.edu) for questions and account login information.