



A NEWSLETTER FOR ACADEMIC ADVISORS

Assisting Students in Preparing for Summer/Fall Registration

Early registration for the Summer and Fall semesters is right around the corner! Students can begin registering for classes on their assigned registration date and time during early registration, which is scheduled for March 25-27. Start contacting your advisees now to remind them of the early registration period and help them prepare for registration!

Advisors can log in to CampusConnection to view early registration dates and holds of assigned advisees. This information is found in the Advisor Center under My Advisees. The information below can be e-mailed to your advisees to assist them with the process of preparing for registration.

- 1. Determine when you are eligible to register for Summer/Fall semester classes**
 - Log in to CampusConnection
 - Your enrollment date is located on the right side of screen under Enrollment Dates
 - Click on details to view your earliest registration date & time
 - *Early registration will take place on March 25-27*
- 3. Determine if you have Holds on your account**
 - Log in to CampusConnection
 - Holds are located on the right side of screen under Holds
 - Click on details to view more information on specific holds
 - Click on each individual hold item to view instructions on how hold can be removed
 - Some holds may prevent registration (ex. Advisor/Department Hold, MMR/ Student Health Hold, Business Office/Delinquent Account Hold)
 - Take care of holds as soon as possible so they won't delay your registration process
- 4. Schedule an appointment with your assigned Academic Advisor**
 - Send your advisor an e-mail to see how he/she prefers an appointment is scheduled
 - Call your advisor (phone number can be found in your CampusConnection account)
 - Schedule your appointment well in advance of early registration to guarantee you will be ready to register during early registration — remember Spring Break is March 17-21!
- 5. Prepare for your advising appointment**
 - Review the General Education Requirements, <http://www.minotstateu.edu/ge/>
 - Review your Major/Minor/Concentration requirements

March 2014

Dates to Remember

March 3 & 4

Degree audit training

Friday, March 7

Fall and Summer semester graduation application due to advisor

Monday, March 10

Midterm grades

Tuesday, March 11

Advising Webinar

Friday, March 21

Fall and Summer semester graduation application due to Registrar's Office

March 17-21

Spring Break

March 25-27

Summer and Fall registration for currently enrolled students

Thursday, March 27

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

CONTACT INFORMATION

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- Review the Undergraduate Catalog
- Read course descriptions in the Undergraduate Catalog
- Write down questions you have for your advisor

6. Check out CampusConnection student training materials

- Refresh your CampusConnection skills at <http://www.minotstateu.edu/cc/>

YOU ARE NOW READY TO REGISTER FOR SPRING CLASSES!

CampusConnection Hold - Collaborative Student Hold

A collaborative student is a student who is earning a degree from Minot State University (MSU), but taking one or more courses at another NDUS institution within the same term. MSU is the Home institution and the institution where the student is taking the course is the Provider. To qualify as a collaborative student, MSU students must meet specific criteria and submit the online collaborative request form through the Center for Extended Learning. Once enrolled collaboratively, a Collaborative Student Hold is placed on the student's account at the Provider institution. This hold prevents the student from making changes to their collaborative courses without permission from MSU. If they need to change their schedule, students must contact the MSU Collaborative Contact, Jolina Miller, at jolina.miller@minotstateu.edu. The hold at the Provider institution will NOT affect registration at MSU.

When a student is degree seeking at another NDUS institution and MSU is the Provider institution, a Collaborative Student Hold is placed on the student's account at MSU. If the student transfers to MSU as a degree seeking student, they must be conditionally admitted before the Collaborative Student Hold can be removed. The student will not be able to register for classes until the hold is removed.

All Welcome to Attend

March 11 Webinar on

Intrusive Advising Intrusive Academic Advising: An Effective Strategy to Increase Student Success

Tuesday, March 11 from 12 – 1:30 P.M.

Student Affairs Conference Room, 1st floor Administration

Overview

The Noel-Levitz Student Satisfaction Surveys find academic advising to be among students' top priorities. Students in public universities identify advising as their number one concern. For students in private college, it is their number two concern and for community college students, it stands at

number three. Research from the National Surveys of Student Engagement (NSSE) and the Community College Survey of Student Engagement (CCSSE) conclude that the more interaction students have with faculty and staff, the more likely they are to learn effectively and persist toward achievement of their educational goals. These findings have led an increasing number of colleges and universities to implement intrusive, proactive, or invitational academic advising as a central element in their efforts to increase student engagement, persistence, and success. This advising approach means that campuses — through instructional faculty, academic advisors, counselors, and programs — take the initiative to reach out to students to provide advice, support, referral, and assistance, rather than waiting for students to seek help.

Intrusive Academic Advising does not mean “hand holding” or the return of in loco parentis. Rather, it suggests that faculty, counselors, academic advisors, and others demonstrate an active concern for students' academic progress and a concomitant willingness to assist students to understand and utilize programs and services that can increase the likelihood for their success. Intrusive Academic Advising programs and advisors understand that many students, especially those who may be at greater risk for dropping out, often do not seek assistance in time for the assistance to have a positive impact on their progress. This is especially true for students who are first-year, first-generation, undecided, underprepared, or otherwise at greater risk for leaving college.

This webinar will consider the principles, philosophy, outcomes, best practices, and successful implementation of Intrusive Academic Advising at two- and four-year colleges across the U.S.

Objectives

Participants will be able to:

- Learn the principles and philosophy of Intrusive Academic Advising
- Review how and why Intrusive Academic Advising impacts student achievement, persistence, and success
- Discuss how to implement Intrusive Academic Advising programs and interventions
- Discover professional development opportunities for Intrusive Academic Advising programs and advisors
- Learn best practices in Intrusive Academic Advising

Speaker

Thomas Brown is a lifelong student and academic affairs educator with an impressive record of effectiveness in creating academic and student affairs programs that promote increased learning, achievement, and success. Tom served as Dean of Advising Services/Special Program at Saint Mary's College of California, was a member of the Board of Directors and Vice President of the National Academic Advising Association, and was chairperson of the Prelaw Advisors National Council.

Tom is currently Managing Principal of a consulting network that assists campuses to increase student success, build inclusive communities, and manage change (www.tbrownassociates.com). He also writes an occasional column, The Advising Dean, for The St. Helena Star newspaper in California's Napa Valley (<http://napavalleyregister.com/star/>).

His work is based on an integration of theories, research findings, and practical experience that makes a real difference for individuals and institutions.

- Regularly invited to deliver keynote addresses at national conferences, campus colloquia, and professional development workshops for faculty and staff.
- A consultant to more than 350 colleges and universities in the US and abroad
- Nationally recognized author and expert in retention, academic advising, promoting the success of at-risk students, international education, and diversity/inclusivity training.
- Recent publications include: Fulfilling the Promise of the Community College: Increasing First-Year Student Success," (co-editor and author) "Critical Concepts in Academic Advising" in The Academic Advising Handbook, Jossey Bass, 2008; "Preparing Providers to Foster Student Success", in Fostering Student Success in the Campus Community, 2008; "Advising Students of Color", in Academic Advising for Student Success and Retention, 1997, 2004.

**Please RSVP to Heather Martin
at heather.martin@minotstateu.edu
by Monday, March 3 if you plan to attend.**

CONNECT Dates/Advisors Needed

Please mark your calendars, as the dates have been set for the Fall 2014 CONNECT sessions! Once again, faculty from all departments/divisions will be asked to assist with academic advising on these dates. Academic advising will take place from 12:30 P.M. until approximately 4:15 P.M. Phone advising appointments will be scheduled on CONNECT dates at 11:15 A.M., and 10:30 A.M. if an additional appointment is necessary, for those students living at a distance from Minot. Lunch will be provided for advisors who are scheduled for phone advising. Both transfers and freshmen will be invited to attend any of the dates listed below.

Monday, April 28 (no phone advising)

Friday, May 30

Monday, June 2

Thursday, June 19

Friday, June 20

Thursday, July 17

Friday, July 18

Monday, August 4

Friday, August 22 (no phone advising)

All faculty who advise at CONNECT are required to participate in a two hour CONNECT Advisor Information Session in the Student Center, Westlie Room on either Wednesday, April 23 from 9 – 11 A.M. OR Thursday, April 24 from 2 – 4 P.M. The information session will highlight developmental courses, COMPASS testing, First-Year Experience Learning Communities, and other material pertinent to advising at CONNECT sessions.

Faculty who assist with advisement at orientation will receive a stipend of \$75 for each day they assist, with the exception of April 28 & August 22 (when faculty are on full contract).

Degree Audit Training

The Registrar's Office will be holding degree audit training for both faculty and students this spring. The training will be held on March 3rd and 4th from 1 – 2:30 P.M. with faculty training at 1 P.M. and student training at 1:30 P.M. in the Missouri Room of Conference Center. Please come learn how to use this great tool which will assist you in the work you do as an academic advisor!

Academic Advising Task Force

Minot State University has established an Academic Advising Task Force consisting of faculty and professional advising staff to study the status of academic advising on campus, online and at our distance sites, and prepare disseminate their findings to the campus prior to commencement. Dr. Fuller has charged the Academic Advising Task Force with reviewing Minot State University's current system of advising and making recommendations to improve advising with our focus on student success and degree completion. To accomplish this charge, it is suggested the task force look at:

- Evaluating MSU's current system of advising from the Connect Sessions through graduation.
- Studying best practice models including using and establishing an advising center, professional advisors, advising part-time students, military veterans, etc.
- Gathering information from students, faculty and our current professional advisors on the status of advising at MSU (including carrying out surveys and conducting focus groups and/or open forums).
- Determining if we are making appropriate use of technology in advising.
- Studying possible ways to recognize and reward good advisors.
- Making recommendations to the Deans, VPAA and President on how to strengthen advising across all programs offered at MSU.

Members of the Academic Advising Task Force include:

- College of Arts and Science: Narayan Thapa, Math and Computer Science, Paul Lepp, Biology, Tiffany Zeigler, History

- College of Business: Lori Willoughby, Business Information Technology, Jeanne MacDonald, Business Management and Bismarck Programs
- College of Education and Health Sciences: Don Burke, Addiction Studies, Psychology and Social Work, Linda Schaefer, Nursing
- Professional Advising Staff: Heather Martin, CETL, MSU Advising Coordinator, Eileen Solberg, COB, Professional Staff Advisor, Trisha Nelson, CEL, Online Degree Advisor, Tiffany Fylling, POWER, Advising Coordinator
- Students: one student from each College

When an Academic Advisor Should Be Concerned

The following behaviors and attitudes may indicate that a student could benefit from additional assistance. If you are not professionally qualified to address these issues, please refer the student to the appropriate campus resource (i.e. Student Health and Development Center, Student Success Center).

Unusual Behavior

- Withdrawal from usual social interaction
- Marked seclusion and unwillingness to communicate
- Persistent antisocial behavioral such as lying, stealing, or other deviant acts
- Lack of social skills or deteriorating personal hygiene
- Inability to sleep or excessive sleeping
- Loss of appetite or excessive appetite (starving or bingeing behavior)
- Unexplained crying or outburst of anger
- Acutely increased activity (i.e., ceaseless talking or extreme restlessness)
- Repeated absence from classes
- Unusual irritability
- Thought disorder (i.e., the student's conversation does not make sense)

- Suspiciousness, irrational feeling of persecution
- Traumatic Changes in Personal Relationships
- Death of a family member or a close friend
- Difficulties in marriage or family relationships
- Dating and courtship difficulties
- Sexual abuse (i.e., rape, incest, harassment)
- Terminal/chronic illness of a family member

Drug and Alcohol Abuse

- Indications of excessive drinking or drug abuse (i.e., binges, neglects eating or physical appearance, impaired thinking)
- Severe drug reaction (i.e., bizarre behavior, unexplained blackouts of memory)
- Being a child of an alcoholic or drug dependent parent

Academic Problems

- Dramatic drop in grade point average
- Poor study habits
- Incapacitating test anxiety
- Sudden changes in academic performance
- Lack of class attendance

Career Choice Problems

- Dissatisfaction with academic major
- Unrealistic career aspirations
- Confusion with regard to interests, abilities, or values
- Chronic indecisiveness or choice conflict
- Uncertainty of career alternatives

Crockett, D. (2007) Academic Advising: The Pivotal Point in Assisting Students to Attain Educational and Career Goals. Noel-Levitz Academic Advising Webinar 5.

Quote of the Month

It is hard to imagine any academic support function that is more important to student success and institutional productivity than advising.

Kub, G. (1997) The student learning agenda: Implications for academic advisors. NACADA Journal, 17(2), 7-12.