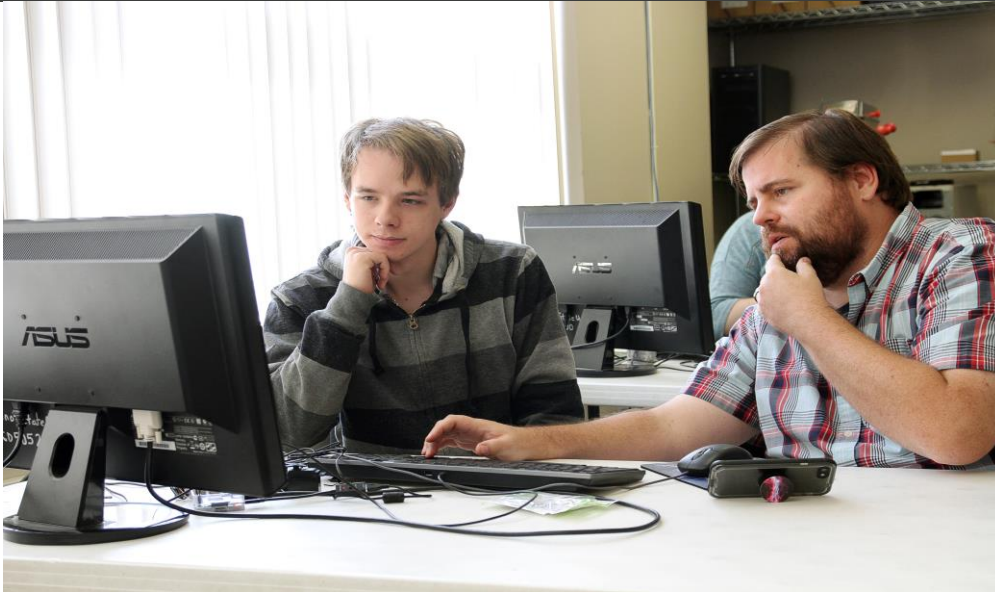


OCTOBER 2019



## Service of the Month - Academic Support Center

The newly formed Academic Support Center (ASC), located in the lower level of the Gordon B. Olson Library, is a one-stop location for student tutoring and academic assistance programs. The ASC merges several student support offices into one welcoming and comfortable space.

The Academic Support Center serves the entire student body and is committed to helping students achieve success and reach their academic goals. Supports in the center include the following: academic advising, access services, career services, engagement honor roll, first-year experience and peer mentoring program, new student programs, peer tutoring, POWER student support services, starfish, supplemental instruction, and the writing center.

**Faculty & Staff Open House** - Thursday, October 10 – 3:00-4:30pm

Please stop by to take a look at the new center!

### A Special Thanks

New Student Orientation would not be possible without the assistance of faculty and staff advisors. Thank you for playing a role in welcoming our new students to campus and ensuring they are off to a great start at Minot State!

## DATES TO REMEMBER

### October 10

ASC Open House

### October 14, 15, 17

Advising 101 Sessions

### Monday, October 21

Midterm grades

### Friday, November 1

Spring semester graduation application due to Registrar's Office

### Sunday, November 3

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

### November 5-7

Spring registration for currently enrolled students

### Monday, November 11

Veterans Day, University closed

### Friday, November 15

Last day to drop

### November 27-29

Thanksgiving vacation  
(University closed Thursday)

Be seen. Be heard. Belong.



## Advising Student Athletes

Do you advise student athletes? Do you have the resources you need to advise this unique student population? Are you aware of the basic progress-toward-degree requirements for Division II athletes? Advising student athletes can be overwhelming and a bit stressful at times; however, with a general understanding of the basic requirements you may feel more comfortable assisting students in making informed decisions. The Athletic Department or Registrar's Office can also be of assistance should you have questions when working with student athletes.

- Jermaine Rolle, Athletics
  - Associate Athletic Director for Compliance/Student Life
  - Phone: 858-3040
  - Email: [Jermaine.Rolle@MinotStateU.edu](mailto:Jermaine.Rolle@MinotStateU.edu)
- Ashley Blake, Registrar's Office
  - NCAA Eligibility Specialist
  - Phone: 858-3152
  - Email: [Ashley.Blake@MinotStateU.edu](mailto:Ashley.Blake@MinotStateU.edu)

The following chart highlights the progress-toward-degree requirements for student athletes each year of collegiate enrollment.

## Application for Graduation

The new online Application for Graduation is available at:

<https://www.minotstateu.edu/records/forms.shtml>

Students do not need to meet with advisors to complete the Application for Graduation, unless advisors wish to at their discretion. Upon receipt of the application, if there are any conflicting questions between what was submitted and the program plan, the Registrar's Office will contact the student and follow up with the advisor.

Once the application is processed, an *Acknowledgement* email will be sent to the student, advisor, and administrative assistant. The first audit is completed within a few weeks after early registration begins. It is important for students to enroll in their classes in a timely manner, so their audit is accurate. An *Eligible to Graduate or Missing Requirements* email will be sent to the student, advisor, and administrative assistant. The final audit is not completed until after final semester grades are posted. If all requirements have been met, the degree will be posted. In cases where something is missing, the advisor and administrative assistant will receive the *Final Department – Missing Requirements* email. If the issue is not resolved within two weeks, the student is sent an email and letter stating their missing requirements. If the degree cannot be posted by data freeze, a copy of the graduation application and a letter explaining the situation will be sent to the department.

			
Summary of Division II Progress-Toward-Degree Requirements			
Entering second year of collegiate enrollment	Entering third year of collegiate enrollment	Entering fourth year of collegiate enrollment	Entering fifth year of collegiate enrollment
Nine (9) credits in the last full-time term of enrollment	Nine (9) credits in the last full-time term of enrollment	Nine (9) credits in the last full-time term of enrollment	Nine (9) credits in the last full-time term of enrollment
18 credits earned during regular academic year (not including summer)	18 credits earned during regular academic year (not including summer)	18 credits earned during regular academic year (not including summer)	18 credits earned during regular academic year (not including summer)
24 semester hours	24 semester hours or 48 following second year of collegiate enrollment	24 semester quarter hours	24 semester hours
2.0 cumulative GPA	2.0 cumulative GPA	2.0 cumulative GPA	2.0 cumulative GPA
Designation of degree program			

## Academic Advising Council

The Academic Advising Council continues efforts of reviewing academic advising services and making recommendations to enhance academic advising at MSU. Membership includes broad representation of faculty, staff and students from a variety of disciplines across the campus. The council is an Institutional Committee in which members serve 3-year terms and are appointed by the Vice President for Academic Affairs. Members for the 2019-20 academic year includes the following faculty and staff.

### *College of Arts and Science*

David Rolandson, Music  
John Webster, Science and Interdisciplinary Studies  
Scott Kast, Mathematics and Computer Science

### *College of Business*

Jan Repnow, Business Information Technology  
Lori Willoughby, Business Administration and Business Information Technology

### *College of Education and Health Sciences*

Chelsie Hultz, Teacher Education and Kinesiology  
Amy Roberts, Nursing (co-chair)  
Leisa Harmon, Communication Disorders

### *Professional Staff Advisors/Others*

Erik Kana, Associate VP for Academic Affairs  
Heather Martin, CETL, Advising Coordinator (co-chair)  
Jennifer Malachowski, COB, Online Advisor

## Spring Registration

Early registration for current students will take place between **November 5-7**. Students can now 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!

## Advising Professional Development Opportunity

### *Advising 101*

With early registration just around the corner, the Academic Advising Council will be holding *Advising 101* sessions for faculty who would like a refresher prior to the busy advising time of the year! Possible topics may include: Math and English placement, ACCUPLACER exam information, overview of advising resources, using Starfish for online appointment scheduling, new Campus Connection layout, responding to early alerts, and other areas attendees might want to discuss. The material covered in the sessions will be tailored to the audience, so feel free to come with questions and topics you would like to discuss. If you are a veteran advisor, please consider attending as we would love to learn from you, as well!

Sessions will be held in **Old Main, room 405**, on the following days and times:

**Monday, October 14 - 12:00-1:00pm**

**Tuesday, October 15 - 2:00-3:00pm**

**Thursday, October 17 - 12:30-1:30pm**



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## 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*. Noel-Levitz, Iowa City, IA.

## Academic Advisor Handbook

The 2019-20 Academic Advisor Handbook is available at:

[https://www.minotstateu.edu/advising/academic\\_info.shtml](https://www.minotstateu.edu/advising/academic_info.shtml).

The handbook is designed to provide academic advisors, faculty and staff, with the tools they need to help students succeed. It is to serve as a useful reference for advising-related questions and facilitate continuous, ongoing advisor training.



## FERPA Release Information

Before disclosing information to a third party, advisors must check Campus Connection for FERPA release information. This can be found by:

- Logging into Campus Connection.
- Go to Advisor Center.
- Click View Student Details next to the student from which you wish to view the FERPA Service Indicator.
- Choose the general info tab at the top.
- Under Service Indicators, click on the appropriate FERPA Release (All, Academic, or Financial). If no FERPA Release is listed, do not share student information.
- Confirm the question is answered correctly and the name of the individual requesting information is listed in the comments. If information does not match, do not release student information.

Questions about FERPA can be directed to the Registrar's Office at 701-858-3345.

## Spring 2019 First-Year Experience (FYE) Learning Communities

### *Students who Pre-Registered*

An email will be sent to students who pre-registered for a spring FYE on Friday, October 18. The email is to let students know that the Registrar's Office will be officially enrolling students in their FYE courses by November 1! In order for the Registrar's Office to add students to their classes, they will need to make sure they do not have any holds in Campus Connection.

### *How Students Enroll*

Students who still need to enroll in the spring FYE should first meet with their advisor to determine which FYE is appropriate. A list of learning communities offered in the spring semester can be found at [https://www.minotstateu.edu/cetl/first\\_year\\_experience.shtml](https://www.minotstateu.edu/cetl/first_year_experience.shtml). After visiting with their advisor, students will contact the Academic Support Center (Gordon B. Olson Library, lower level) to register.

### *Repeating the UNIV 110*

A stand-alone online 2 credit UNIV 110, Power of a Person, will be offered in the spring semester for students who are online only students and for those who did not successfully complete their initial attempt at the course. Students can also retake the UNIV 110 in another learning community, but they must take the course(s) linked to that UNIV 110, as well.

If students have questions about the FYE they selected, please have them contact the Academic Support Center at 701-858-4040 or via email at [Beth.Odahlen@MinotStateU.edu](mailto:Beth.Odahlen@MinotStateU.edu).

## New Look in Campus Connection

New videos are available under the Campus Connection 'How To' Student Training Materials on the Registrar's Office website: <https://www.minotstateu.edu/records/pages/how-to.shtml>. These short videos may help advisors better understand what their advisees see in Campus Connection. If advisees are having a difficult time navigating Campus Connection, feel free to share this link with your advisees!