



# Academic Advising Newsletter

February 2022

## New MiSU Academic Advising Microsoft Team

The purpose of the Academic Advising Council's Professional Development subcommittee is to find ways to ensure academic advisors are provided with necessary resources. Most recently, this group has focused their efforts in creating an online environment where information can be accessed and updated on a regular basis. Information previously found in the Academic Advisor Handbook has been moved to a Microsoft Team, MiSU Academic Advising Team. The information has been placed under the General tab in various folders within the Team. A quick reference guide (pdf) is also available, under the General tab, to assist advisors in navigating these resources. All faculty and staff advisors have been added to this Team and are invited to access and utilize the online resources. While this will hopefully serve as an advising resource to assist you, we are also hoping to get your feedback on how you find these resources to be helpful and how we can make improvements! Please reach out to one of the following Professional Development subcommittee members if you have any questions, feedback or if you have not been added to the Team.

Lacey Corneliusen, David Frantsvog, Chelsie Hultz,  
Heather Martin, Lori Willoughby

## Academic Support Center Student Workshops

The Academic Support Center (ASC) will be holding a variety of student workshops throughout the semester. A detailed list of workshops, in addition to the date, time and location for each workshop, is available at: [MSU - Workshops \(minotstateu.edu\)](https://www.minotstateu.edu/workshops).

Students are required to submit the online registration form to sign up for the workshop. Workshops will either take place in the Academic Support Center (Library, Lower Level) or virtually via Microsoft Teams. Students who sign up for virtual workshops will receive a link to join the session prior to each session.

Please contact Lynda Bertsch,  
[Lynda.Bertsch@MinotStateU.edu](mailto:Lynda.Bertsch@MinotStateU.edu), for any questions.

## IMPORTANT DATES

February 15 – MSU scholarship deadline

February 21 – Last day to withdraw from all classes and receive a 75% refund

February 21 – President's Day, University closed

March 7 – Midterm grades

March 7 – 2<sup>nd</sup> Eight Week classes begin

March 11 – Summer and Fall semester graduation applications due to Registrar's Office

March 14 – 18 – Spring Break

March 24 – Last day to withdraw from all classes and receive a 50% refund

March 29-31 – Summer and Fall registration for currently enrolled students

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[advising@minotstateu.edu](mailto:advising@minotstateu.edu)**

**[MinotStateU.edu](https://www.minotstateu.edu)**

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## Advisor Semester Checklist

### First Eight Weeks

- ✓ Send a semester welcome email to advisees
- ✓ Review Student Intake Form results for your new students & meet to discuss resources
- ✓ Meet with students admitted with provision of enhanced advising & complete an Academic Success Plan
- ✓ Remind advisees to complete the online scholarship application (due February 15)
- ✓ Reach out to students receiving early alert notices, offer assistance & clear the flag in Starfish

### Second Eight Weeks

- ✓ Remind students to check their earliest registration date & time in Campus Connection
- ✓ Prompt students to check Campus Connection for holds
- ✓ Continue monitoring early alert notices
- ✓ Meet with students who receive midterm deficiencies
- ✓ Meet with your students prior to assigned registration date/time to discuss courses for the upcoming semester

## Bachelor of Arts (BA) Degree

### 21-22 Academic Catalog:

Students earning a BA degree must pursue coursework outside the major and complete either:

1. One Major and two areas of Concentration
2. One Major and one Minor
3. Two Majors

Majors, minors, and concentrations cannot be in the same content area. A minimum of 120 total credits must be earned and a 2.00 cumulative GPA is required to graduate.

## Peer Tutoring

Please share spring tutoring opportunities with your advisees who may benefit from additional academic assistance! All in person tutoring is located in the Academic Support Center, lower level of the library. Math tutoring is available both in person and via virtual tutoring in Microsoft Teams. Students can view the schedule and the link to join virtual tutoring at [https://www.minotstateu.edu/asc/peer\\_tutoring.shtml](https://www.minotstateu.edu/asc/peer_tutoring.shtml).

## Registrar's Office Reminder

### Required for a Baccalaureate Degree

A minimum of 120 semester credits is required for a baccalaureate degree at Minot State University.

At least 60 of these credits must have been earned at a four-year college or university.

The student must have completed the Minot State University General Education Requirements and all required courses for the selected major(s), minor(s), and area(s) of concentration and competency, as well as any other professional requirements as may be prescribed in each curricular plan.

No more than 15 credits earned with the satisfactory/unsatisfactory option may be applied toward the degree.

## 2022 Commencement

Don't forget to remind your advisees to complete the appropriate Commencement Form if they are planning on attending the 2022 Commencement Ceremony. Additional information, including the participation forms, is available at, [MSU - Preparing for Commencement \(minotstateu.edu\)](https://www.minotstateu.edu/commencement).

## Career Fairs

Career Services will be hosting two career fairs in March. Please encourage your advisees to attend and announce these events in your classes. Representatives attending are excited to visit with current students and alumni regarding current and future opportunities. The career fairs are open to all majors and all levels, freshmen through graduate students. You are also welcome to attend and visit with organization representatives. Information for each fair is highlighted below:

- Education Career Fair
  - Tuesday, March 1
  - 4:00 – 6:00 p.m.
  - Student Center, Conference Center
- Career Fair
  - Wednesday, March 30
  - 10:00 a.m. – 2:00 p.m.
  - Student Center, Conference Center

Please contact Lynda Bertsch, [Lynda.Bertsch@MinotStateU.edu](mailto:Lynda.Bertsch@MinotStateU.edu), for additional information and/or questions.

## Quote of the Month

Advising is paradoxically a relatively new profession with a long history. Though NACADA did not form until the late 1970s, academic advising has always been a part of higher education – first as the work of college faculty members, later of student affairs personnel, and finally of professional advisors.

Drake, J.K, Jordan, P. & Miller, M.A. (Eds.). (2013). *Academic advising approaches: Strategies that teach students to make the most of college*. San Francisco: Jossey-Bass.



## NACADA Core Values of Academic Advising

NACADA: The Global Community for Academic Advising encourages institutions to adopt the Statement of Core Values and support the work of those who provide academic advising. The first of the seven Core Values is highlighted below. Stay tuned for future newsletters where the next Core Values will be featured.

### **Caring**

Academic advisors respond to and are accessible to others in ways that challenge, support, nurture, and teach. Advisors build relationships through empathetic listening and compassion for students, colleagues, and others.

**Commitment**  
**Empowerment**  
**Inclusivity**  
**Integrity**  
**Professionalism**  
**Respect**

NACADA: The Global Community for Academic Advising. (2017). NACADA core values of academic advising. Retrieved from <https://www.nacada.ksu.edu/Resources/Pillars/CoreValues.aspx>

## Scholarship Application Deadline

Don't forget to remind your advisees of the February 15 deadline for the Minot State Scholarship Application. The application is available at [MSU - Scholarships and Awards \(minotstateu.edu\)](https://www.minotstateu.edu/scholarships).

## 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. Behavioral Intervention Team, Student Health Center, Academic Support Center).

### **Unusual Behavior**

- Withdrawal from usual social interaction
- Marked seclusion and unwillingness to communicate
- Persistent antisocial behavior 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, David S. (1988). *Advising Skills, Techniques, and Resource*. Iowa City, Iowa: The American College Testing Program.

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## Academic Advising Council Members

### **College of Arts and Sciences:**

Bob Crackel, Sarah Aleshire, John Webster

### **College of Business:**

David Frantsvog, Lori Willoughby

### **College of Education and Health Sciences**

Lacey Corneliusen, Chelsie Hultz, Amy Roberts

### **Professional Staff Advisors:**

Kelly Lichtenberger, Heather Martin