



Academic Advising Newsletter

November 2021

Academic Advising Council

Purpose:

The Academic Advising Council continues efforts of reviewing academic advising services and making recommendations to enhance academic advising at Minot State. 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.

New Members:

Dr. Robert Crackel, Science
Amy Roberts, Nursing
David Frantsvog, Accounting & Finance

Next Meeting:

Monday, November 8
12-1pm

Academic Advising Council Website:

[MSU - Academic Advising Council \(minotstateu.edu\)](http://MSU - Academic Advising Council (minotstateu.edu))

Spring registration

Spring registration is now open for all currently enrolled students. If you haven't been in touch with your advisees to plan for the upcoming semester, now is the time!

Students may need a reminder to take care of holds on their account, as many holds do prevent registration (ie. Delinquent Account, Advisor, Department, Financial Obligation Agreement, Student Health, PVT – Prevention Violence Training, Student Health, etc.).

If students need assistance in navigating Campus Connection to remove holds and/or to enroll in classes, you may want to share the Campus Connection How-To Videos, [MSU - Campus Connection 'How To' \(minotstateu.edu\)](http://MSU - Campus Connection 'How To' (minotstateu.edu)).

IMPORTANT DATES

November 11 – Veteran's Day, University closed

November 12 – Last day to drop a full-term course

November 24-26 – Thanksgiving Vacation, University closed on Thursday

December 13-17 – Final exams

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advising@minotstateu.edu**

MinotStateU.edu

Be seen. Be heard. Belong.



Spring 2022 First-Year Experience Learning Communities

How Students Enroll

Students who need to enroll in a 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 [MSU - Spring 2022 First-Year Experience \(FYE\) Learning Communities \(minotstateu.edu\)](https://minotstateu.edu/MSU-Spring-2022-First-Year-Experience-FYE-Learning-Communities). After visiting with their advisor, students should submit the FYE Registration Form, which is available on the above website.

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.

Questions can be directed to Beth Odahlen, Director of the Academic Support Center.

Catalog Change Request

The Catalog Change Request Form is now available as an online form. The form is available on the Registrar's Office forms webpage, [MSU - Forms \(minotstateu.edu\)](https://minotstateu.edu/MSU-Forms).

Lab Sciences for Student Athletes

If you are advising student athletes there are several things to keep in mind. The Biology and Chemistry departments have ensured morning science labs (Biology, Chemistry and Geology) are available early in the week. Please encourage your students to enroll in these early labs to avoid conflicts with practices and travel. If students procrastinate, they may lose the opportunity to enroll in these lab sections. Please advise your students that if at all possible, to take science related courses in their off-season in order to avoid conflicts with labs.

New eForms in Campus Connection

The process of submitting the Withdrawal Form and the Legal Name Change Request Form has changed and are now only available in Campus Connection.

To access either form, students will log into their Campus Connection account. From there students will click on the eForms GT tile. Students must ensure they not only save the form, but that they submit the form, as well.

Students who find it necessary to completely withdraw to zero credits must complete the Cancel/Withdraw to Zero Form in Campus Connection:

1. Log into [Campus Connection](#).
2. Click the eForms GT tile.
3. Choose Cancel/Withdraw to Zero on the left.
4. Choose Minot State University in the dropdown box.
5. Read the information and click the Next button.
6. Complete the form and click the Submit button.

POWER Programs

The POWER Program has several events scheduled to finish off the fall semester. All events are limited to students who have been admitted to the POWER Program, with the exception of the Virtual Museum Tours which is open to all students. Please encourage your POWER students to attend and encourage students who might be interested to apply! The POWER Center is located in the lower level of the library in the Academic Support Center. Students can stop by the office or call 701-858-4047 with questions or for more information.

Virtual Job Shadow

November 1

Students will take a look at the Career Center videos, job outlook and career clusters available on the virtual job shadow platform. Students will be asked to identify 3 careers they would be interested in learning more about.

MBTI Day - Myers Briggs Type Indicator

November 4, 1:00-3:00pm, POWER Center

Students are welcome to stop by the center to learn about the Myers Briggs Types and will have a chance to take the Type Indicator Assessment. Students will complete the assessment and review their results with POWER staff.

Virtual Museum Tours

November 8-10, time TBD

Students will have an opportunity to explore both the Museum of the World and the Smithsonian National Museum of Natural History with POWER staff and other students via MS Teams. After completing scavenger hunts of both museums and we will discuss our findings together as a group.

Thanksgiving BINGO

November 22 & 23

Students will need to complete tasks on their BINGO card to get a BINGO. Cards can be turned in to their POWER advisor. Prizes will be awarded!

Gifts on a Budget

December 1 & 2, 1-3pm, POWER Center

Students are welcome to stop by the POWER Center for a fun event where we will make gifts from simple items. Students will take their creations and may want to gift them to friends/family for the upcoming holiday season! Bread mixes and hand-stamped dish towels are a couple of the gifts students will be making.



What Students Should Know About Title IX and the PVT Hold

All students, whether in person or online, need to complete the Prevention Education Training if they did not attend Welcome Weekend 2021. The training (Part 1) needs to be completed on an annual basis. To access the training: https://admin.fifoundry.net/minot_state_university/sign_in

Students must enter their @ndus.edu email address. They will have the option to return to the training site at a later time if unable to complete the courses in one sitting. Reminder emails will be sent until the required training is completed. All training is tracked and recorded electronically.

A PVT Hold is placed on students who did not complete the training by the deadline of October 23.

Help Center for Learners:

<https://everfihelp.force.com/foundry/s/higher-ed>

Still having problems? Contact 24/7 tech support or utilize the HELP button within the training program.

What if students finish the training, but the hold hasn't been removed from their account?

If it has been more than 72 hours since students completed Part 1, they should first login to their account to verify the training has been completed in its entirety. If yes, students should email Dr. Lisa Dooley lisa.dooley@ndus.edu or jeni.anderson@ndus.edu with their student id number requesting assistance with lifting their PVT hold.

I'm An
Academic Advisor
 What's Your Superpower?



Viewing ASC Peer Tutoring Attendance

As an advisor, have you ever suggested that a student seek out tutoring services, and then wondered if they ever took advantage of the resource? Starfish now allows advisors to view student attendance at Academic Support Center peer tutoring sessions. To view this information:

1. Click on the student's name in your My Students tab, or use the search feature to search for the student and click on their name.
2. Click on the Meetings tab on the left of the student folder. Any meetings that the student scheduled in Starfish will show, including meetings with the advisor.
3. The meeting Reason will indicate the tutoring subject. If you click on the plus sign beside the Date/Time, you will see the actual check in and out time. If the student forgets to check out, the system will automatically check them out later in the evening.

Date / Time	Reason	Scheduled By	With	Location
10-26-2021 at 4:30 pm (Upcoming)	Registration / Class Schedule	[Redacted]	Mitchell Gresham	Memorial Hall 406
09-30-2021 at 3:05 pm	Mathematics Tutoring Course: [Redacted]	Self-Service	Peer Tutoring Services	Academic Support Center, Library Low...
Check In: 3:05 pm 09-30-2021 Check Out: 3:07 pm 09-30-2021				

PLEASE NOTE: This Starfish feature is only used for tutoring conducted through the Academic Support Center peer tutoring program. This does not include tutoring conducted elsewhere in the University, i.e., the POWER Center, the Writing Center, or the Mathematics and Computer Science Department.

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