



# Academic Advising Syllabus

## ADVISOR CONTACT INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Office Location: \_\_\_\_\_

### What is an advising syllabus and why is it important?

This syllabus provides information to assist you in effectively planning your degree-path at Minot State. It outlines the essential academic advising information and skills you need to navigate your education throughout your academic journey at Minot State University.

### Who will be assigned as your academic advisor?

Academic advisors are either full-time professional staff or faculty members. As a new student, you will be assigned an academic advisor following orientation. Your official academic advisor is listed in your Campus Connection.

### How do you contact your academic advisor?

You should contact your academic advisor at least once per semester, prior to registration, whether it be face to face, via the advisor's work phone, or via Minot State email. This email is the official form of contact between advisors and advisees and personal emails SHOULD NOT be used when contacting advisors.

### What are the dangers of self-advising?

- You may take courses that do not count toward your degree
- You may miss required prerequisite courses
- You may not be aware that certain classes are offered only in the fall or spring semester
- You may take longer to graduate
- Classmates/friends may provide inaccurate academic advising advice
- You may not be aware of current university policies and procedures
- Scholarships, tuition waivers, and financial aid may be in jeopardy

### How do you change an advisor within a major?

If you wish to request a change of advisor, contact the administrative assistant in your department.

### How do you change your Major, Minor, or Concentration(s)?

To update your major, minor, or concentration, simply submit the Major/Minor/Concentration Change Form through Campus Connection. You can find it by navigating to: **Campus Connection > MiSU eForms > Registrar's Office > Major/Minor/Conc Change.**

Once your request is processed by the Registrar's Office, both the current and new departments will be notified, and your assigned academic advisor will be updated accordingly.

### What is Campus Connection?

Campus Connection is the student information system where you manage your account, financial aid, and registration process. You will use the system to search for open classes, add and drop classes, print a class schedule, view and pay your bill, view and accept/decline financial aid, update personal information, accept your financial obligation agreement, access an unofficial transcript, check for holds, view earliest registration date and time, etc.

Login: **MinotStateU.edu/cc**

### What is Blackboard?

Blackboard is the learning management system used to deliver online courses and may be used for on-campus courses. Course instructors will inform you if and how Blackboard will be used.

Login: **<https://blackboard.ndus.edu/>**

Tutorial: **<https://www.minotstateu.edu/oit/pages/tutorials-stu-bb.shtml>**

### Which Minot State links will you use most often for academic advising?

Academic Advising:  
**MinotStateU.edu/advising**

Undergraduate Course Catalog:  
**catalog.MinotStateU.edu/undergraduate**

General Education Requirements:  
**MinotStateU.edu/ge**

Academic Calendar:  
**MinotStateU.edu/records**

Registrar's Office (forms):  
**MinotStateU.edu/records/forms.shtml**

### How will an advisor help you in the advising process?

- Serve as your student advocate
- Refer you to necessary university resources
- Provide guidance as you set academic, career, and personal goals
- Understand and communicate curriculum, graduation requirements, and university policies and procedures
- Assist you in understanding degree requirements
- Assist you in selecting courses based on your interests and abilities
- Monitor progress toward career and educational goals
- Assist you in enhancing decision-making, problem-solving, and communication skills

### What are your responsibilities in the advising process?

- Review university policies and procedures, general education and graduation requirements, and the Undergraduate Catalog
- Check your Minot State email account on a regular basis
- Learn to access and navigate Campus Connection
- Be aware of academic dates and deadlines
- Explore resources to assist in making career and academic decisions
- Schedule and attend advising appointments
- Arrive on time for appointments
- Prepare for advising sessions and bring relevant materials to appointments
- Bring a list of questions to appointments and ask questions if a topic is not understood
- Communicate openly with your advisor by clarifying your personal values, abilities, goals, and needs
- Be familiar with requirements of selected major(s)/minor(s) and schedule courses in accordance with those requirements
- Recognize that advising is a shared responsibility; however, you must accept final responsibility for all decisions

### What should you know about course substitutions and equivalencies?

When you wish to substitute a different course (transferred or not) in lieu of a required course, you need to work closely with your assigned advisor. Substitutions are approved by the academic department on a case by case basis and do not override prerequisites. A completed course substitution form must be submitted to the Registrar's Office. The form can be found in **Campus Connection > MiSU eForms > Registrar's Office > Transfer Cred/Gen Ed Request**.

When you transfer a course to Minot State, it will either be equivalent to a specific course or it will be listed as a general Transfer Course (TRN 100, 200, 300, or 400). If listed as a general Transfer Course, it is still possible for the course to be equated to a Minot State course. Contact the department chair and be prepared to submit a course description and a course syllabus upon request. Once approved, the chair will notify the Registrar's Office so transcripts are updated. You can see all currently equated courses through the Transfer Evaluation System at **MinotStateU.edu/records/transfer.shtml**.

### What is the Academic Requirements Report and the Academic Planner?

The Academic Requirements Report is an advising tool in Campus Connection which helps you monitor degree progress. This tool shows progress towards university requirements including general education requirements and major/minor/concentration requirements. You can view courses needed to complete your degree and add courses to your Academic Planner to ensure you meet degree requirements in a timely manner. You and your advisor are strongly encouraged to use the Academic Requirements Report and Academic Planner. You can also access the Campus Connection 'How To' link at **MinotStateU.edu/cc** to view brief video clips of the various features.

### What is Starfish?

<https://www.minotstateu.edu/asc/starfish.shtml>

Starfish is a communication tool to support your academic success. Starfish enables instructors, advisors and support staff to:

- Submit kudos to celebrate successes
- Raise flags concerning your academic performance
- Suggest **Referrals** to campus support offices to help you succeed
- Enter **To-Do's** requesting you to complete a task or make an appointment

Notifications for these items are sent to your Minot State email account with information on how to access assistance. Academic advisors and necessary support personnel may also be notified via email. The **Request Assistance** feature in Starfish helps you connect with MSU resources to address a question or concern. You may also schedule appointments with faculty and staff who have made online scheduling available through Starfish.

### Where can you find information about CAMPUS RESOURCES?

Campus resource information is available at [https://www.minotstateu.edu/advising/\\_documents/CampusResourcesHandout.pdf](https://www.minotstateu.edu/advising/_documents/CampusResourcesHandout.pdf).

### Where can you find the Minot State advising DEFINITION, MISSION, AND OUTCOMES?

The definition, mission and outcomes are available at **MinotStateU.edu/advising**.

# Academic Advising Checklist

## Recommended each semester

- › Check your course schedule and room assignments in Campus Connection at the start of the semester
- › Know the important dates and deadlines for the semester (Academic Calendar)
  - Classes begin
  - Last day to add or drop without a grade of "W"
  - Tuition and fees due
  - Early registration
  - Last day to drop
- › Meet with your advisor if early alert notices were received via email
- › Check your earliest registration date and time in Campus Connection
- › Check Campus Connection for any holds that may prevent registration
  - Found under **Tasks and Communications** and then select **Holds** on the left side of the screen.
    - Click on individual hold items to view instructions on how each hold can be removed
  - Some holds may prevent registration (ex. Advisor/Department Hold, MMR/Student Health Hold, Business Office/Delinquent Account Hold, PVT Hold, Financial Obligation Agreement)
  - Take care of holds as soon as possible so they won't delay registration
- › Meet with your academic advisor if midterm deficiencies were received
- › Meet with your academic advisor prior to assigned registration date/time to develop an academic plan and discuss courses for the upcoming semester
  - College of Business majors, meet with your career advisor to discuss career and internship opportunities
- › Meet with Career Services to explore career options (if needed)
- › Review/update personal and contact information in Campus Connection
  - Check final grades in Campus Connection

## Recommended once per academic year

- › Submit online FAFSA application for the upcoming academic year
  - Available beginning October 1
  - Priority deadline: April 15
- › Apply for Minot State returning student scholarships: <https://www.minotstateu.edu/finaid/scholarships/>
  - Priority deadline: February 15
- › Check with School/Department on availability of additional scholarships
  - The amount of credit that a student must be enrolled for the semester(s) varies on the scholarships awards.

## Recommended in final year

### Preparing to Graduate:

[MinotStateU.edu/commencement/prepare.shtml](https://www.minotstateu.edu/commencement/prepare.shtml)

- › Submit Application for Graduation
  - Due in October for Spring graduation
  - Due in March for Summer/Fall graduation
  - Confirm with your academic advisor that all graduation requirements have been fulfilled
- › Contact Career Services for assistance with job search
- › Complete online Commencement Participation Form if participating in the ceremony, [MinotStateU.edu/commencement/ceremony.shtml](https://www.minotstateu.edu/commencement/ceremony.shtml)
- › Pay off all outstanding Minot State related bills
- › Purchase regalia
- › Complete exit loan counseling if a Federal Stafford, Perkins, or Nursing Loan was received
- › Make arrangements to check out of on-campus housing