



**Minot State**  
UNIVERSITY

**ACADEMIC ADVISING NEWSLETTER**

**NOVEMBER 2016**

**DCB Spring 2017 ASC Courses on the MSU Campus**

The Spring 2017 Collaborative Course Schedule through Dakota College at Bottineau is available in the table below. Students requesting enrollment into one of these sections must review the collaborative course information and submit the online collaborative request form found at <http://www.minotstateu.edu/online/collaborative.shtml>.

| Course # | Course Title         | Credits | Class# | Meeting Time       | Instructor |
|----------|----------------------|---------|--------|--------------------|------------|
| ASC 87   | College Writing Prep | 3       | 18205  | 10-10:50 A.M., MWF | Bail, M.   |
| ASC 88   | Composition Lab      | 1       | 18206  | 2-2:50 p.m., M     | Bail, M.   |
| ASC 88   | Composition Lab      | 1       | 18207  | 12-12:50 P.M., W   | Bail, M.   |
| ASC 88   | Composition Lab      | 1       | 18427  | 12-12:50 P.M., F   | Bail, M.   |
| ASC 94   | Beginning Algebra    | 3       | 18402  | 1-1:50 P.M., MWF   | Joy, S.    |
| ASC 94   | Beginning Algebra    | 3       | 18201  | 10-10:50 A.M., MWF | Joy, S.    |

**New Lab Science Courses Meeting General Education Requirements**

You now find BIOL 220 & 221, Human Anatomy & Physiology I & II, on the General Education Requirement list under the Foundational Content. These courses have been approved to count toward a Gen Ed Lab Science requirement. For a complete listing of the Required Core and Foundational Content, please visit [http://www.minotstateu.edu/ge/documents/ge\\_fall\\_2014\\_worksheet.pdf](http://www.minotstateu.edu/ge/documents/ge_fall_2014_worksheet.pdf). The complete list of Developmental Content courses is available at [http://www.minotstateu.edu/ge/documents/ge\\_fall\\_2014\\_developmental\\_model.pdf](http://www.minotstateu.edu/ge/documents/ge_fall_2014_developmental_model.pdf).

**DATES TO REMEMBER**

**Thursday, November 10**

Last day to drop

**Thursday, November 24 & Friday, November 25**

Thanksgiving vacation (University closed Thursday)

**Monday, November 28**

Advisor Workshop — Financial Aid

**Thursday, December 1**

Advisor Workshop — Financial Aid

**December 12 – 16**

Final Exams

## Spring First-Year Experience Learning Communities

It is time for students to register for their spring courses! Many students have pre-registered for a spring first-year learning community. These students were sent an email reminder from the Center for Engaged Teaching & Learning letting them know which learning community they enrolled in for spring. This email included the title with a list of specific courses included in the learning community, in addition to the dates/times and instructors for each course. Learning community courses were added to students' schedules prior to the start of early registration. If the classes are not on schedules in Campus Connection, students should immediately contact CETL.

As the UNIV 110 is a requirement in the general education curriculum, students are required to complete a first-year learning community. A stand-alone online UNIV 110 course will be offered in the spring semester for students who did not successfully complete their initial attempt at the course. A list of learning communities offered in the spring semester can be found at <http://www.minotstateu.edu/cetl/Spring2017LCs.shtml>. If students need to make changes to their learning community or enroll in a spring learning community, please have them contact the Center for Engaged Teaching and Learning (CETL) office in Old Main 101 or by email at [beth.odahlen@minotstateu.edu](mailto:beth.odahlen@minotstateu.edu). There are limited spaces for spring learning communities so changes should be completed as soon as possible.

## December and January CONNECT Dates

Please mark your calendars, as the dates have been set for the Spring 2017 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 12:45pm until approximately 4:30pm. Both transfers and freshmen will be invited to attend either of the dates listed below.

- Friday, December 16
- Friday, January 6

## Policy on Repeating Courses

Students may repeat courses taken at Minot State or those originally taken at another institution, but should be aware of the following guidelines:

- All courses must be repeated through MSU for an improved grade. Repeating a course at another institution will average both grades in GPA calculations. Both grades will be maintained on the student's transcript. Transfer courses must be equated to MSU courses and must have been completed prior to enrolling at MSU to be eligible for the repeat policy.
- When repeating a course through MSU, the most recent grade will be included in GPA calculations.
- Courses that have been failed in a face-to-face format cannot be repeated via correspondence.
- Students cannot repeat courses for an improved GPA after a degree has been posted.
- Transcripts will automatically reflect repeated courses upon conclusion of a semester. Students are asked to contact the Registrar's Office if they believe a repeated course has not been properly identified as a repeat on the transcript due to changes in course title or course numbering.

The student who wants to repeat a course no longer offered in the college curriculum must obtain permission to substitute a currently offered course from the chairperson of the division or department responsible for the original course.



## Featured Advising Article

Minot State University is the largest supplier of Federal Tuition Assistance in the State of North Dakota according to the Department of Defense's TA Decide site (<https://www.dodmou.com/TADECIDE/>), currently serving 464 students. It is the third largest supplier of GI Bill benefits, serving 307 students according to the Department of Defense's GI Bill comparison tool (<https://www.vets.gov/gi-bill-comparison-tool>), bringing the total of students using earned military educational benefits to 771 students. With the large number of veteran students attending MSU, it is extremely beneficial to understand the needs of these students. Jacob Cole's article, Best Practices for Advising Veteran Students. A Population in Need, provides academic advisors with tips when working with this growing student population. The article can be found online via The Mentor, an academic advising journal, at: [https://dus.psu.edu/mentor/2013/03/best-practices-advising-veteran-students/?utm\\_source=October+12%2C+2016+Developing+An+Effective+Academic+Advising+Protocol+For+Military&utm\\_campaign=Developing+An+Effective+Academic+Advising+Protocol+For+Military+Veterans&utm\\_medium=email](https://dus.psu.edu/mentor/2013/03/best-practices-advising-veteran-students/?utm_source=October+12%2C+2016+Developing+An+Effective+Academic+Advising+Protocol+For+Military&utm_campaign=Developing+An+Effective+Academic+Advising+Protocol+For+Military+Veterans&utm_medium=email).

Cole, J. (2013, March 13). Best practices for advising veteran students. A population in need. The Mentor: An Academic Advising Journal. Retrieved from [https://dus.psu.edu/mentor/2013/03/best-practices-advising-veteran-students/?utm\\_source=October+12%2C+2016+Developing+An+Effective+Academic+Advising+Protocol+For+Military&utm\\_campaign=Developing+An+Effective+Academic+Advising+Protocol+For+Military+Veterans&utm\\_medium=email](https://dus.psu.edu/mentor/2013/03/best-practices-advising-veteran-students/?utm_source=October+12%2C+2016+Developing+An+Effective+Academic+Advising+Protocol+For+Military&utm_campaign=Developing+An+Effective+Academic+Advising+Protocol+For+Military+Veterans&utm_medium=email)

## Mark Your Calendars!

### Financial Aid Workshop for Advisors

The Academic Advising Committee, in collaboration with the Financial Aid Office, will be holding training for all advisors on topics related to financial aid. The sessions will be held on Monday, November 28 from 1 – 2 P.M. and Thursday, December 1 from 12:30 – 1:30 P.M. Both sessions will be held in the Westlie Room, Student Center, and the information covered in each session will be the same. Come learn more about Satisfactory Academic Progress (SAP), how dropping classes or withdrawing from classes may impact the financial aid of your advisees, and other information you will want to know as an academic advisor!

## Quote of the Month

*“There are many definitions of advising, but most stress the importance of understanding individual students and their unique needs. Academic advising is often referred to as a process that involves a close student-advisor relationship. Advising is seen as an important vehicle for helping students achieve educational and personal goals through the use of campus and community resources.”*

Dr. Virginia Gordon  
Handbook of Academic Advising

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## ACADEMIC ADVISING COUNCIL

### COLLEGE OF ARTS AND SCIENCES:

Joseph Jastrzembki, Christopher Keller, and Melissa Spelchen

### COLLEGE OF BUSINESS:

James Ondracek, Eileen Solberg and Lori Willoughby

### COLLEGE OF EDUCATION AND HEALTH SCIENCES:

Kathy Hintz and Linda Schaefer

### ATHLETICS:

Steven Swenson

### CENTER FOR ENGAGED TEACHING AND LEARNING:

Heather Martin

### CENTER FOR EXTENDED LEARNING:

Trisha Nelson