



# Academic Advising Newsletter

Fall 2023

## 2022-2023 Outstanding Academic Advisor Awards

The Academic Advising Council would like to recognize the winners of the Outstanding Advisor Award from the 2022-2023 academic year:

*Outstanding New Academic Advisor:*

Dr. Beth Marschner

*Outstanding Academic Advisor:*

Dr. Evan Borisinkoff

These awards are designed to highlight the importance of academic advising and bring recognition to academic advisors at Minot State who have made significant contributions to academic advising and student success.

## Nominations for the Outstanding Academic Advisor Award

The Academic Advising Council will begin accepting nominations for advising awards for the 2023-2024 academic year during the spring semester. Information for nominations, award categories, selection criteria, and eligibility will be posted in the next newsletter and available online.

## Academic Support Center is hosting 30 Minute Workshops

Please encourage your advisees to attend these free workshops.

- 18 Oct. 1 P.M. AI? Let's Chat(GPT)
- 24 Oct. 1 P.M. Noteworthy Notetaking Skills
- 31 Oct. 10 A.M. Make Your Resume as Strong as Your Coffee
- 9 Nov. 1 P.M. Job Search Strategies 101
- 13 Nov. 11 A.M. Charting your MAJOR Course
- 29 Nov. 1 P.M. Testing... Testing... 1, 2, 3
- 4 Dec. 1 P.M. How to Build Resilience During College

All workshops are in the ASC conference room (lower level of the library).

### Quote of the Month

“Academic advisors mediate the difference between what students expect from the educational environment and what they experience in that environment. “

Habley, Wes. (1981). Academic Advising: Critical Link in Student Retention. *NASPA Journal*, 28(4):45-50.

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Academic Support Center  
Minot State University  
500 University Ave W  
Minot, ND 58707  
701-858-3265  
advising@MinotStateU.edu

[MinotStateU.edu](http://MinotStateU.edu)

Be seen. Be heard. Belong.

## Spring First Year Experience (FYE)

Learning Communities for Spring have been posted on the [FYE website](#). Be on the lookout for students who are new this term, or who may have not completed their FYE in the fall. All new students, and transfer students with less than 24 credit hours (not including dual credit), must complete an FYE in their first year of study.

## Student Title IX Training

Students should have received a communication from the Title IX Coordinator, Dr. Lisa Dooley, indicating where and how they can complete their Title IX training. Students who completed the in-person session during fall convocation are exempt, and students may communicate with the Title IX office to check their status. Students who have not completed the training by the October 22 deadline will have a hold placed on their account preventing registration.

## Advisor Holds

If you have complex issues that need to be discussed with a student before they register, consider adding an Advising Hold on their account. The hold can be placed (and released) in Campus Connection → Manage Service Indicators.

If you have many advisees requiring a hold, they can be mass assigned within the system. Contact [Eric Pietrzak](#) for details.

## Starfish

If you don't already, consider using Starfish to help manage your advising workload. You can post a calendar for students to book appointments, utilize tracking items for student performance, and digitize other student notes and records. For more information, contact Starfish Coordinator, [Tammy Wolf](#).

## Student Health Holds

Some of your advisees may find that they have a Student Health Hold placed on their account preventing registration as a result of non-compliance with NDUS vaccine and TB testing requirements (NDUS Policy 506). Students will need to upload the appropriate documentation to their MSU Student Health Portal. Direct them to the [website](#) for details.

After submitting, it can take up to 24 hours to have the hold removed, so students will need to be proactive in addressing this issue.

## English and Math Placement Guidelines

Minot State University is now accepting student placement test results from Pearson Math and English testing (NDUS Policy 402.1.2). The scores are percentage based, with the following criteria:

- English:  $\geq 70\%$  to place into ENGL 110
- Math:  $\geq 70\%$  to place into MATH 103, 104, 210, or PSY 241 (no cutoff for math labs)

Also, effective August 1, 2023, students who are 25 years of age or older must follow [NDUS placement guidelines](#) and will no longer be exempt from taking a placement test.

## Etiquette Lunch

Minot State will be hosting the etiquette luncheon on Tuesday, Oct. 24 at 12:30, featuring prominent members of the Minot community. It's an excellent opportunity for students to be introduced to, or brush up on, formal dining, socializing, and networking. It is open to students of all majors, and free to attend. Have students sign up [here](#) by the Oct. 17<sup>th</sup> deadline.

Professional Dress Encouraged.

## Are you and your advisees ready for spring early registration?

Is it really time to start thinking about early registration? Believe it or not, early registration will take place **October 24-26**. Contact your advisees soon so you have time to meet and discuss course selection.

Students' early registration appointment times are available in Campus Connection. Students should also check their Campus Connection account to take care of holds impacting registration prior to October 24.

Make sure your advisees are prepared for early registration!

### Jordan Quinlan – Assistant Athletic Director for Compliance & Student Life / Senior Woman Administrator

Jordan has been in her position as Assistant Director for Compliance since late spring, and in that time has become an important piece of the athletic department, and a crucial resource for advising on campus. She comes to Minot State after several years of coaching soccer at NSIC rival Northern State, where she had many of the duties that prepared her to take on the role of Director for Compliance. She met with us for an interview regarding the most important considerations for advising student-athletes.



#### How many Minot State students are student-athletes?

Nearly 500. Which means 1 out of every 4-5 students on campus represents MiSU in athletics. It's a very high number, especially given the size of the university and surrounding community.

#### What are the most important things to understand as an advisor?

A few things. First, all student-athletes need to be full-time (12+ credits). They also need to be making Progress Towards Degree (PTD), which means they need a certain number of successfully completed credits each semester that apply to general education, their major/minor, or planned electives. They need 9 PTD each in the fall and spring, 18 combined for fall/spring together, *and* 24 for the year, which means that student-athletes who only successfully complete the 9 minimum each fall and spring will need 6 PTD in the summer to remain eligible.

#### Is there anything else important to know about PTD?

Yes. All credits taken in the first two years count as PTD, which gives students time to explore programs and majors. The one exception to this is ASC courses, which need to be taken in the first year to count. After that, everything needs to be towards the requirements to be counted as PTD. This can cause problems for students who overload on general education and/or major requirements early in their career, as sometimes there aren't enough PTD credits left to take. If their program doesn't have room for electives, they may end up having to declare a minor, or another major, to remain eligible.

#### What should student-athletes know coming into an advising appointment?

They should absolutely know their game and travel schedule if it's set. Practice schedules are also important too, but depending on the timing, they may not know that yet. Also, if they're planning on any changes in major, as well as their desired graduation date.

#### What if there are conflicts between a needed class and their athletic schedule?

Early and frequent communication is a major part of the solution to this problem. There is often flexibility in practice expectations, depending on the sport. It's also important for students and faculty to understand the rules around participation. Students shouldn't be missing class for practice, but official events and games (including travel) are excused per university policy. Students are still responsible for being proactive about making up the missed time and assignments, but they can't be penalized for the absence itself.

#### What if a student-athlete contacts me for advising in the middle of a semester?

Of course, it depends on what the student needs, but in almost every case, reaching out to me is an important step. We need to understand what the situation is and what the student's intentions are. Sometimes it's a situation that we are already aware of, but the faster we can create a multi-point conversation between faculty/advising, myself, and the coach, the more effective we are at managing any situation that comes up.

### DATES TO REMEMBER

#### October 6

Spring graduation application due

#### October 16

Midterm grades

#### October 24-26

Spring registration for currently enrolled students

#### October 29

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

#### November 9

Last day to drop

#### November 22-24

Thanksgiving vacation (University closed Thursday only)

#### December 11-15

Final Exams

#### December 18

Grades Due

### Quick Tip: Data Freeze

About 4 weeks into each semester, student data is frozen, which means major changes won't show up on the record until the next semester. A student-athlete who changes major before the freeze but doesn't change their course schedule could lose their PTD for the semester and be ruled ineligible! Consider if you should wait until after the freeze to make a change.

### Reach Out!

If you're advising a student-athlete, and you're unsure of impacts to their athletic eligibility, contact Jordan ASAP via Teams, [email](#), or at #3040.

### **What is a Collaborative Student?**

A collaborative student is a student earning their degree from Minot State University (MiSU, the “home” institution) while requesting additional courses from another NDUS school (the “provider” institution). These courses are typically online modalities but may include in-person offerings (e.g., Dakota College at Bottineau at Minot State).

### **What is the purpose of Collaborative Courses?**

A collaborative course allows a student to more efficiently complete degree requirements at MiSU while potentially navigating around full courses and scheduling conflicts that could cause barriers or delays to graduation.

### **What is the process for enrolling in a collaborative course?**

A student can request to enroll in a collaborative course by filling out the appropriate eForm in Campus Connection (Campus Connection → MiSU eForms → Registrar’s Office → Collaborative Request). There are detailed instructions available on the Collaborative Request Form [website](#).

### **Are there rules for enrolling in a collaborative course?**

Yes. A complete list of rules, agreements, and other criteria can be found on the eForm within Campus Connection.

### **Are there special financial considerations for taking courses collaboratively?**

Yes, and students will need to be informed.

A student taking a collaborative course is responsible for the tuition and fees for both their home and provider institution at the level of credit for each institution. For example, if a student had 16 semester hours of classes, with 12 at Minot State, and 4 at another NDUS institution, they would pay both the “full-time” 12-18 semester hour rate at Minot State *and* the per-credit rate for their credits at the provider institution for their collaborative course. For a student that had less than 12 semester hours at each institution, they would pay both the part-time per credit rate at Minot State and at their provider institution. For financial aid purposes, credits taken at MiSU and the provider institution are combined.

Tuition owed to the provider institution will be added to the student’s MiSU bill after the last day to add for the semester (though there are some exceptions for certain third-party payers).

### **How should I advise a student considering a collaborative course?**

First and foremost, make sure that the student understands the criteria for collaborative courses, and the financial implications. Additionally, direct students who may have special rules regarding their enrollment (student-athletes, international students, active-duty military or those utilizing military benefits, etc.) to the appropriate resources to ensure that they are in compliance.

Finally, be sure that the student registers for their courses at MiSU before submitting a collaborative request.

### **What if the student needs to drop the course?**

After a collaborative enrollment is approved, the provider institution will place a hold on the student’s account preventing changes to the collaborative enrollment (this hold will not affect registration at MiSU). In order to make any changes at the provider institution, students will need to complete another collaborative request form.

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## **Academic Advising Council Members**

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

Bob Crackel, Darren Seifert

### **College of Business:**

Megan Fixen, David Frantsvog

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

Amy Roberts, Ethan Valentine

### **Academic Support Center:**

Seth Honerman, Heather Martin, Eric Pietrzak

### **Academic Affairs:**

Alaric Williams