



# Academic Advising Newsletter

Spring 2024

## 2023-2024 Outstanding Academic Advisor Awards

**Consider nominating a colleague for the Outstanding Academic Advisor Award by March 31.**

The Academic Advising Council will soon begin accepting nominations for the 2023-24 Minot State University Outstanding Academic Advisor Awards. Nominations are due by Friday, March 31 at 4:30 p.m. 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. More information regarding the award categories, selection criteria, eligibility, nomination procedure, selection process, and recognition is available [ONLINE](#).

Questions regarding these awards or the nomination process should be addressed to [Heather Martin](#) of the Academic Advising Council.

## Academic Support Center is hosting 30 Minute Workshops

**Please encourage your advisees to attend these free workshops.**

- 20 Mar. 2 P.M. Maintaining Motivation
- 28 Mar. 2 P.M. Polish Your PowerPoint
- 11 Apr. 12 P.M. FAIL = First Attempt In Learning
- 24 Apr. 1 P.M. Rock Your Interview
- 29 Apr. 1 P.M. Finals Prep

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

### Quote of the Month

“...academic advising should be an integral part of the first-year experience, not an adjunct to it. Advising should be woven into the fabric of the freshman year in ways that promote student development and that provide clear, consistent, and accurate information that is easily accessible to students. It should reflect the best professional knowledge of the day. Quite simply, good advising should not be left to chance.”

Tinto, Vincent. (1999). Taking retention seriously: rethinking the first year of college. *NACADA Journal*, 19(2): 9.

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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**

Be seen. Be heard. Belong.

## Advising Council Changes

Due to the restructure of the university, the composition of the Academic Advising Council will be changing. The council is considering a proposal of a faculty representative from each school, and two at-large members, which would result in 6 faculty representatives on the council, alongside 4 representatives from Academic Affairs and the Academic Support Center. Service commitments would remain at 3 years. Please contact the advising council with any input.

## Fall First Year Experience (FYE)

Learning Communities for Fall should soon be posted on the [FYE website](#). Be on the lookout for students who are new this term, or current students who may have not completed their FYE. 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.

## FAFSA Changes

2024-2025 will bring several changes to the FAFSA and financial aid. These changes are intended to streamline the application process and to allow for sharing of information from existing federal systems, while also bringing changes to eligibility calculations.

Students will likely have many questions about these changes, and you can help as their advisor by referring them to the financial aid office as well as by pointing them to the following resource:

[StudentAid.Gov FAFSA Tips](#)

## New Student Registration Events

New Student Registration dates have been announced for incoming freshman and transfer students.

New Student Registration Event Dates:

- Fri, April 12
- Thurs, April 25
- Fri, June 14
- Tues, July 16
- Thurs, August 22

Information for faculty coverage of these dates will be arranged in the coming weeks.

Virtual New Student Registration will open on April 15.

## Starfish Flag: Non-Returning Student

A new tracking flag is being added to Starfish that will allow faculty/staff to mark that a student has indicated that they will not be returning for the following semester. This will allow the university to more accurately track and contact students for enrollment purposes.

Please note that the flag is for internal tracking and communication purposes only, and does not impact the official registration or enrollment status of the student. For more information, contact Starfish Coordinator, [Tammy Wolf](#).

## Starfish Flag: Access Services Referral

A new tracking item is being added to Starfish to assist in making referrals to access services. Please see the Starfish Snippet sent out 2/15 for more information.

### Are you and your advisees ready for fall registration?

Is it really time to start thinking about fall and summer registration? Believe it or not, registration for current students will begin **March 26**, and shopping carts will open **March 1**. Contact your advisees soon so you have time to meet and discuss course selection. Students should also check their Campus Connection account to take care of holds impacting registration prior to March 26. Encourage your advisees to take the steps necessary to be prepared for registration!

Students who enroll by XXX date will be entered in a drawing to win a gift card.

### Andy Heitkamp – Director, Military Resource Center

Mr. Heitkamp has been part of the Minot State University family since joining the athletic department in 1995. Born into a military family in Mantador, ND, he honorably completed 8 years of military service with the [141<sup>st</sup> Combat Engineer Battalion](#). After nearly 20 years on the football coaching staff, he transitioned to the role of director of the Military Resource Center in 2014.



The office is also home to Minot State University's school certifying official, James Tucci. James served in the United States Air Force and is certified by the VA to perform the reporting and tracking requirements keeping the University compliant with its memorandum of understanding with the DoD in 2014.

#### What role does the Military Resource Center play in assisting Minot State students?

We are here to ensure that military and military-benefitted students are provided with financial and academic guidance while utilizing their educational benefits, as well providing them with access and referrals to physical and mental health support.

#### What different types of students does the Military Resource Center serve?

In general, we work with students utilizing Veterans Administration (VA), State (National Guard) service members/Veterans benefits while assisting with Department of Defense (DoD) Active Duty/Reserve units' educational benefits as well. In practice there are many categories that are part of that service: Veterans, spouses, dependents, as well as active-duty members and their families (Air Force, Army, Coast Guard, Marines, Navy, Space Force) whose individual/or transferred benefits based on their entitlement are reviewed, tracked, and reported.

#### About how many students at Minot State fit into those categories?

Minot State University has been one of the nation's Top-10 ([TADecide](#)) educational service providers to the US Air Force – most recently 26<sup>th</sup> in FY 2020. According to DoD statistics there are approximately 350 students utilizing DoD TA funds and nearly 200 using State or VA benefits according to VA statistics, bringing the total to around 550 students currently. Not included in those numbers are current or former military service and family members who are self-paying or relying on traditional financial aid funding.

#### When do students end up working with the Military Resource Center?

As early as possible. Because of the wide range of benefits and the complex rules around each category, students need to make early contact with us in order for us to help them understand their benefits and how to be compliant with the policies and procedures of how they are used, most of which require approval before the semester begins, and every one of which is audited. One of the most helpful things for an advisor to do is to ask the student if they've been in contact with us and refer them immediately if they haven't. While the student ultimately bears the responsibility, we do what we can to help.

#### Are there limitations on the classes that military students can take?

Yes. In almost all cases, any classes that are paid for by the DoD or VA have to be part of a published/documented degree plan or program of study, and the classes they are registered for need to be exactly what is on their forms for the semester. If that isn't the case, it needs to be addressed as soon as possible (and before the semester begins), or the student could end up losing or having to repay their benefit.

#### What are some other important things to consider as an advisor?

For active-duty service members and their dependents, the movement/location schedule for their service will be an important early topic. The logistics of being transferred (permanent change of station, or PCS'd) can present additional challenges to completing a program during their assignment in Minot, so providing them honest advice on whether they will be able to finish a degree, or if it might be wiser to aim towards taking transferrable classes and then completing elsewhere, or perhaps even starting here and then completing online in the event they receive orders requiring them to relocate, are all important discussions.

#### **Quick Tip:** **Online Courses**

Utilizing online courses to navigate around scheduling difficulties for military students can be a reasonable strategy, but be careful! Some classes (such as ASC courses) are not covered when taken online. Also, taking too many online courses can impact the housing benefit tied to a student's DoD or VA funds.

#### **Reach Out!**

If you're advising a military student, and you or the student have questions, contact the MRC via [email](#), or at #4002.

### What is an advisement report?

An advising report is a report that tracks student progress against all graduation requirements per the catalog, including general education and all declared majors, minors, and concentrations. It also includes “what-if” options if there are questions about how a change of program might impact a student’s progression.

### Where can I find an advisement report?

The tool to generate an advising report is in Campus Connection by searching for “Request Advisement Report”. You will need to select “Add a New Value”, and input the student ID and select “adxip” as the report type.

### How do classes appear on the advising report?

Broad categories will appear as either “satisfied” or “not satisfied”. Each requirement area will list the classes that meet that area, along with whether those courses are incomplete, in-progress, or complete (after which a grade will be listed). Sometimes these lists will be very long (e.g. if the area has a large number of classes meet that requirement), so you may need to select “View All” to see the entire list.

### How does transfer credit appear?

This will depend on how the credit is applied. Generic transfer credits that don’t equate to MiSU courses, or aren’t substituted for MiSU requirements, will appear as simply TRNSFR X00 in the area listing all credits. Equated classes will appear as the class they are equated to in the appropriate requirement areas. Substituted classes will appear as an additional line in the requirement area, with a link explaining the nature of the substitution. Here is an example:

CHEM 121	General Chemistry I	5.00	2023 Fall	B	01		
COMM 110	Fund of Public Speaking	3.00	2023 Fall	B			
HMS 213	Life Span Growth & Development	3.00	2024 Spring				

Note the CHEM 121 has been substituted, with a link (01) which leads to an explanation of which requirement it is substituted for.

There is also a course that was completed (COMM 110), and a course in progress (HMS 213).

### Do students have access to this information?

Students can find something very similar, which is called a requirement report. They also have the ability to search for courses by requirement, which organizes their classes the same way.

### Can I save an advisement report?

Yes, if you need access to it, an advisement report can be exported as a .pdf file.

### DATES TO REMEMBER

#### February 26

Midterm Grades

#### March 8

Summer and fall graduation applications due

#### March 4-8

Spring Break

#### March 21

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

#### March 26

Registration for currently enrolled students

#### March 29-April 1

Easter Break (University closed Friday only)

#### April 5

Last day to drop

#### May 6-10

Final Exams

#### May 13

Grades Due

### New on Transcripts

If you’re looking at a new transfer student’s transcript, and you see a course marked EQUIV, you’re seeing a new coding that reflects that the course is still pending departmental evaluation through TES.

## Academic Advising Council Members

### **School of Science and Health:**

Bob Crackel, Amy Roberts

### **School of Business, Math, and Technology:**

Megan Fixen, David Frantsvog, Darren Seifert

### **School of Education and Behavioral Sciences:**

Ethan Valentine

### **Academic Support Center:**

Chris Lozensky, Heather Martin, Eric Pietrzak

### **Academic Affairs:**

Alaric Williams