

MSU-Northern Advising Checklist for Fall 2022 Semester

Scheduling Advising

- ❑ Note: Registrar emails faculty with their advisee list and PINs before advising begins. (Please report discrepancies!) Registrar also emails students with their advisor's contact info.
- ❑ Post an advising appointment sign-up sheet on your door or create a virtual sign-up.
- ❑ Email all of your advisees, telling them to:
 1. Sign up for an advising appointment
 2. Review DegreeWorks for major and gen ed req's
 3. Rough out a schedule of classes & alternates
 4. Bring their MyInfo login credentials
 5. ((Bring unofficial transcripts if they have transfer work)
 6. **Check MyInfo to make sure they have no holds!**

Prepping for Advising

- ❑ Review the gen ed core requirements at: <http://catalog.msun.edu/general-education-core/>
- ❑ For new transfer students: Has their transcript been evaluated? Veterans should request a military transcript evaluation if one hasn't already occurred.
- ❑ Identify students who need to complete graduation paperwork and be ready to complete it during their appointment (due in November for spring graduation).
- ❑ If a student has multiple advisors, copy the other advisor on emails. Do not give students their pin unless they have spoken to both advisors.

Advising: Key Questions to Ask

- ❑ Are your declared majors/minors correct? **(If not, have them complete a major change form asap!)**
- ❑ Did you take AP classes or dual enrollment in HS?
- ❑ Are you a transfer student? (If yes, read the "Transfers" section after completing this section.)
- ❑ Are you a Canadian/international student? (They need to enroll in at least 12 credits with at least 9 of the credits on campus/F2F to maintain visa status.)
- ❑ Are you a WUE student? (full-time/12 cr. required.)
- ❑ Are you a veteran or do you have a scholarship or waiver? (may have credit load or GPA requirements)
- ❑ Are you an athlete? How much will you be traveling next semester? (Athletes need to pass at least 24 cr. per year--retakes don't count. Online courses may help deal with absences due to travel.)
- ❑ Do you work? Have family commitments?
- ❑ What is your comfort level with Math? Science? Writing? (SAT/ACT scores can be checked in the DegreeWorks "Placement" tab.)
- ❑ Have you taken online courses? How did it go? Do you want/need online courses this semester?
- ❑ How are classes going? (Problems? Interests?)
- ❑ When do you plan to graduate?

Advising: The Basics

- ❑ Review the student's record with them in DegreeWorks ("Advising Services" tab in MyInfo). Students will register in MyInfo under "Student Services">"Registration."
- ❑ Recommend at least 15 credits per semester unless the student has significant outside commitments or hindrances (e.g., full-time job, child care, a disability).

- ❑ Advise for gen ed core (not required for CAS/AAS, or for many AA/AS holders!). Ensure one of the following--WRIT 191/101/101L/122--is taken before lit or writing-intensive classes.
- ❑ Ensure student completes WRIT 191/101/101L/122 & M105 or 121 before their 4th semester.* Placement questions? Contact Valerie Guyant (Writing), Grant Bowker (Math) or the Registrar.
- ❑ Try to ensure that students always have at least one class in their chosen major/minor area (or related).
- ❑ Avoid high fail-rate courses & multiple online courses for freshmen if possible.
- ❑ Check your program's 4-year plan to ensure future program courses will be available as planned. (Some are offered every other year ONLY.)

Advising: Adding Value

- ❑ Explore relevant minor options. Encourage co-ops, internships, undergraduate research options.
- ❑ Plan ahead for graduate/professional school requirements (i.e., pre-med/PA/PT, pre-law). Note these in the Advising Dashboard and DegreeWorks.
- ❑ Discuss scholarship opportunities and deadlines.
- ❑ Note career fair dates and encourage participation. (Career counseling and prep in the Career Center.)

Advising: Transfer Students

- ❑ Associates degrees don't show up in DegreeWorks! **Always ask transfer students if they have a previous Associates (or Bachelors) degree and confirm it with the Registrar.** The Registrar notes prior degrees down in the "Notes" section of DegreeWorks, but transcripts can get sent to MSUN before a final degree is recorded on it.
- ❑ **Students with a previous Bachelors, AA, or AS degree earned from an accredited MT institution do not need to take any more lower division gen eds.** If the degree is from out of state, the Registrar must approve the gen ed waiver.

Note: For a CAS or AAS degree, gen ed core is not required. If a student plans to move on from a CAS or AAS to AA/AS/BA/BS/BAS, they'll need gen ed core.
- ❑ If students have transfer coursework but didn't finish an AA/AS degree, review the "MUS transferable core policy" and ensure that they use the most efficient option for transferring gen eds: <http://catalog.msun.edu/general-education-core/>
- ❑ **Gen eds usually show up as substituted in DegreeWorks only if we have that exact same course or an established transfer equivalency.** Many other courses can count for gen eds, but substitution paperwork must be filed. Review the transfer courses down below in DegreeWorks to see if others might count. Have the student obtain the course description from the prior institution's catalog, or a syllabus, and attach to the substitution form from the Registrar site.
- ❑ Your academic program has ultimate authority for allowing transfer courses to apply to program requirements as waivers or substitutions. Examine the courses in the bottom section of DegreeWorks. Check the "Articulation Agreements" section of the Registrar's site to help identify equivalencies. If no articulation agreements apply, get the appropriate course descriptions or syllabi from the previous institution. In both cases, file substitution paperwork.

*Note that in the recent past, some CAS/AAS programs only required WRIT 108 (Technical Writing) or Math 111 (Technical Math).

Contact Information for Advisors

Alisha Schroeder, Registrar: alisha.schroeder@msun.edu, X-4191
Josh Gomez, Veterans' Coordinator and Assistant Registrar: joshua.gomez@msun.edu, X-4190
Molly Parman, Student Records Evaluator (International Students): m.fishburnmatthew@msun.edu, X-3557
Maura Gatch, Vice Chancellor of Enrollment Management: maura.gatch@msun.edu X-3566
Valerie Guyant, Writing Placement contact: valerie.guyant@msun.edu, X-4173
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Lisa Moisey, Career Center Director (for co-op and career fair info): lisa.moisey@msun.edu, X-3708
Erica McKeon-Hanson, LRI Director & former tribal college faculty advisor: erica.mckeonhanson@msun.edu, X-3713
Corey Kopp, Dean of Students: corey.kopp@msun.edu, X-4113

Experienced faculty advisors can also be a lot of help!

Undergraduate Degree Categories at MSU-Northern

<i>Require completion of General Education Core.</i>	<i>Often have embedded general education competencies & do not require completion of the entire Gen Ed Core (although some Core classes may be required as program requirements).</i>
Associate of Arts (AA) Associate of Science (AS) Bachelor of Arts (BA) Bachelor of Science (BS) Bachelor of Applied Science (BAS)*	Certificate of Applied Science (CAS) Associate of Applied Science (AAS) <i>*A completed AAS is required in order for a student to pursue a BAS.</i>

Did you know...?

Associate of Arts in General Education <http://catalog.msun.edu/programs/associate-of-arts/>

Students who have completed the gen ed core (33 cr.) and 27 "advisor approved" elective credits are eligible for an AA in General Education. If a student with several semesters of coursework is at risk of dropping out, it may be advisable to consider this option so that the student has an end goal in sight, graduates with a degree, and maximizes transferability.

Prior Learning Assessment (PLA)

Students can earn university credit for previous work experience through Prior Learning Assessment. Currently, only the Criminal Justice, Business, and Community Leadership programs allow PLA. Contact the Registrar for details.

"Fresh Start" <https://www.msun.edu/registrar/forms.aspx>

Students may eliminate a negative GPA from their previous coursework at MSUN under the "fresh start" option. Eligible students may erase up to 2 consecutive semesters or 3 consecutive quarters of previous MSUN coursework. The coursework will remain on the student's academic record, but the credits and grades will not be carried forward into the cumulative GPA. Once a student has elected the Fresh Start policy, the effects of the policy may not be rescinded.

Students must meet the following conditions to apply for the fresh start option:

1) They must be undergraduates; 2) They may only exercise the fresh start option once at MSUN; 3) They must not have been enrolled at MSUN for at least one calendar year; 4) They must apply for the fresh start option during the first year of their return to MSUN.

Financial Aid Eligibility

Low credit loads, withdrawals, low GPAs, and remaining undeclared too long **can** have financial aid consequences, but **not always!** Some students can use financial aid and tuition waivers for summer courses, and some can't. Students have many different financial aid situations – always double-check with Cindy Small if you have questions or doubts.

Seamless OneMSU <http://www.montana.edu/registrar/seamlessone/msu/northern.html>

Students can enroll in courses at other MSU institutions by following the "Seamless OneMSU" process outlined above.