

Adjunct Faculty

Academic Advising Information

Questions from Students?

- ▶ Although adjunct faculty do not advise students, students often ask adjunct faculty questions about advising.
- ▶ This is especially true for students who take evening only classes and are not here during the day.
- ▶ The following slides will give you information on how to direct students to the information they need.

CAPSS

The Center for Academic Planning and Student Success Kinney Hall 520

- ▶ Academic advising
- ▶ Short-term personal counseling
- ▶ Testing-- Accuplacer, Credit by Exam, CLEP, TEAS
- ▶ Disabilities

Main Number 203-575-8025

- Monday-Thursday 8am-6pm
- Friday 8:00am-5:00pm
- Some Saturdays during the semester

How students find out who their advisor is:

Log in to your Banner Web Account www.my.comnet.edu

Click Banner Student Self Service

Select Student Records

Select Advisor and Major

Your advisor will be listed in your student information.

Important dates during the semester

Add/Swap

- ▶ Add/Swap date- this date is listed on the academic calendar and is usually at the end of the first full week of the semester. A student can add a class and can drop a class without it appearing on his/her transcript.
- ▶ After this date, all classes the student is registered for will remain on his/her transcript.
- ▶ It is important for students to understand that this is Add/Swap **NOT** Add/DROP. If students drop a course and do not replace it with a course of equal credit, they will owe 50% of the tuition.

Important dates during the semester

Student Initiated Withdrawal

- ▶ If a student wants to get out of a class after the add/swap date, he/she must withdraw. The class will appear on the transcript but will have a 'W' grade.
- ▶ Student initiated withdrawal begins 2 weeks after the start of classes and ends approximately 10 weeks later. This date is usually in mid-November for fall and mid-April for spring.
- ▶ A 'W' grade does not affect GPA.
- ▶ Students are encouraged to speak with instructor first.
- ▶ Students must check with Financial Aid office before withdrawing to ensure it will not affect their award.

ACE TUTORING CENTER E500

- ▶ Open 7 days a week
- ▶ Tutoring is free- students should check schedule at ACE

ACE offers:

Individual and small group tutoring

- Math Lab
- Writing Center
- ESL tutoring
- Computers
- Drop-in homework help
- Make-up testing location
- Resource materials
- Small group study area
- Academic skills workshops
- E-Tutoring

ACE fall and spring hours:

Monday-Tuesday 8am-8pm

Wednesday-Thursday 8am-7pm

Friday 8am-4pm

Saturday 10am-3pm

Sunday 12pm-4pm

Faculty Resource for Advising

NV.edu

▶ **Student Life tab**

▶ **CAPSS (counseling/advising)**

▶ **Academic Advising Resources**

- ▶ <http://www.nv.edu/Student-Life/CAPSS-Counseling-Advising/Academic-Advisor-Resources>

Student Resource for Advising

Students should always consult with their faculty advisor or go to CAPSS for advising. They can find helpful information on the CAPSS webpage.

NV.edu

- ▶ **Student Life tab**
- ▶ **CAPSS (counseling/advising)**

Encourage students to read the 'Clue Me In to Advising' newsletter. It has great information for adjunct faculty, too!

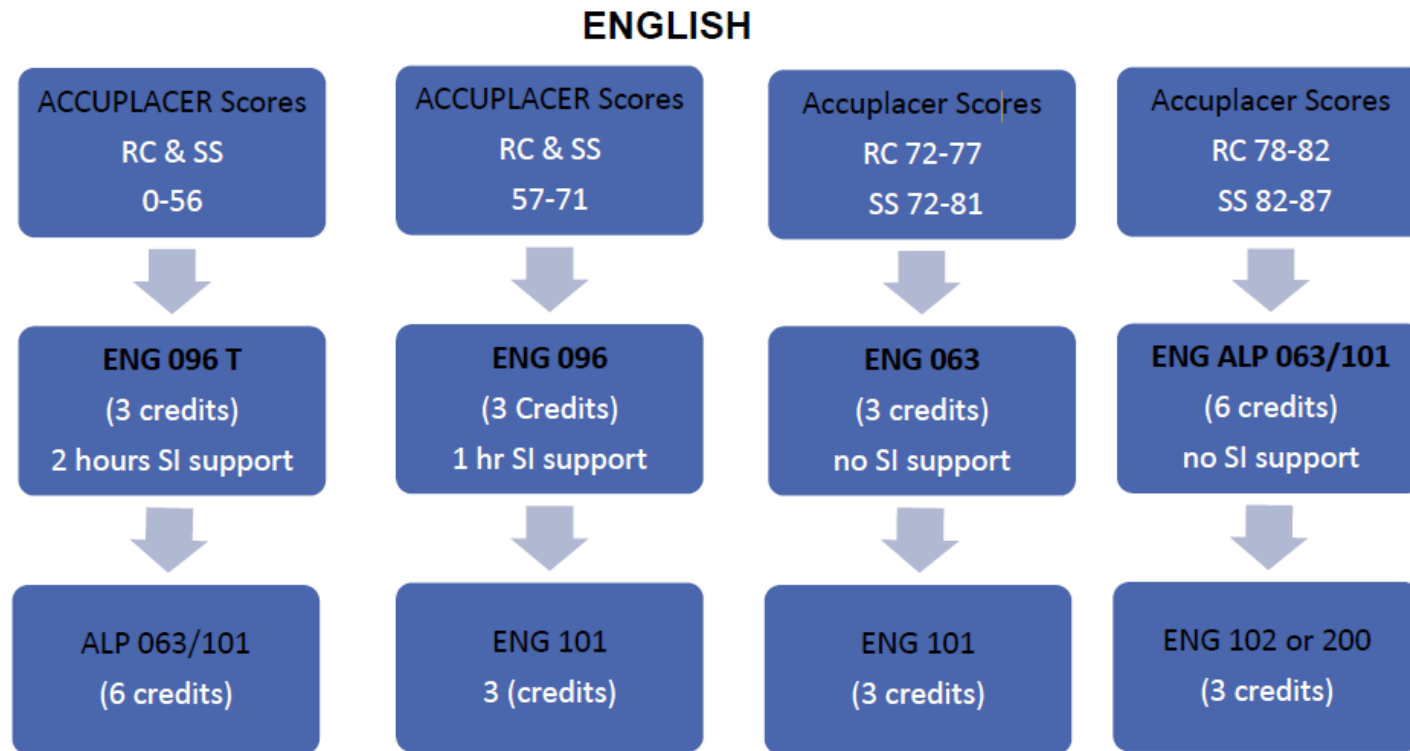
- ▶ <http://www.nv.edu/Student-Life/CAPSS-Counseling-Advising/Academic-Advising>

A common point of confusion:

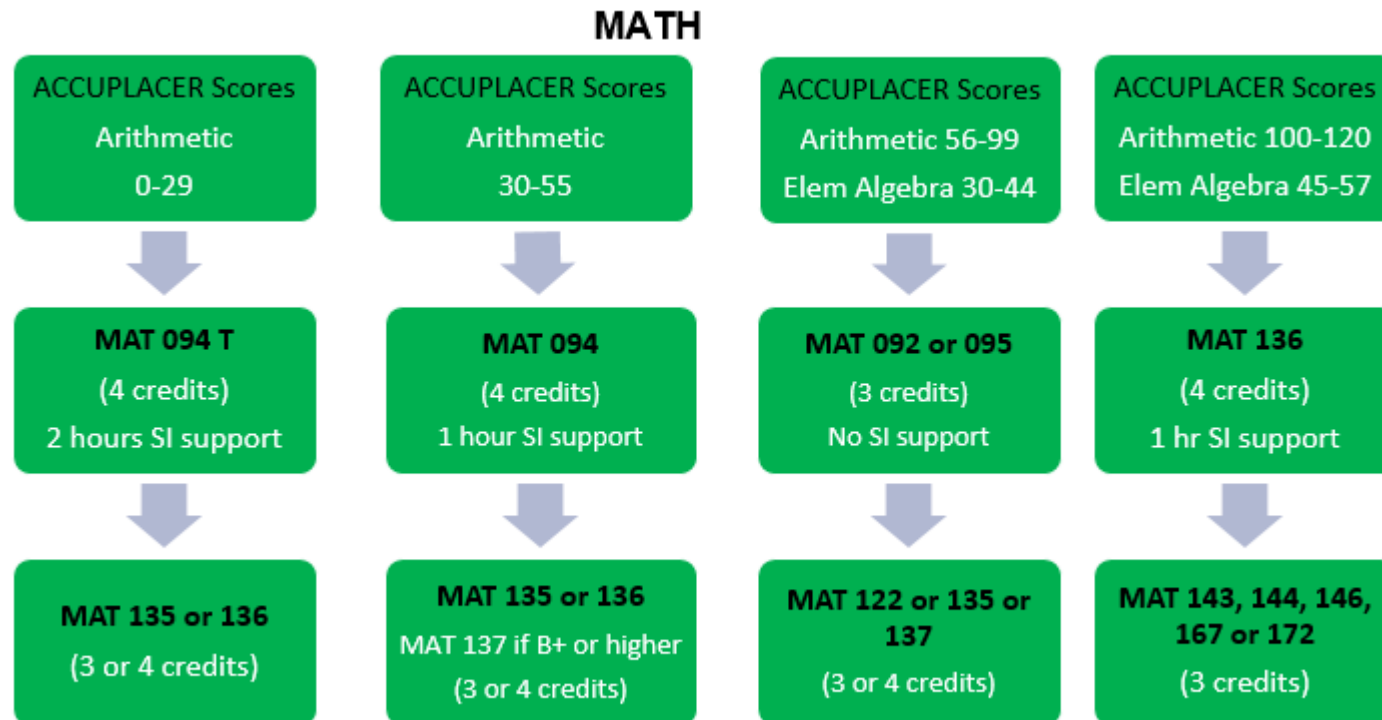
Students who entered NVCC *before* Fall 2015 vs.
Students who entered *after* Fall 2015

- Students entering prior to Fall 2015 will follow their major program from the catalog of their term of enrollment and follow the **old** Common Core requirements.
- Students entering Fall 2015 will follow their major program from their term of enrollment catalog and follow the **new** Common Core Competency requirements.
- Both lists of requirements can be found on the CAPSS advising webpage along with program sheets and other resources for advising.

Another common question: What English course do I take next?



And what math course do I take next?



What is TAP?

Transfer and Articulation Program

- ▶ The Transfer and Articulation Program (TAP) is a new program for ensuring Connecticut community college students complete degree programs that transfer to Connecticut State Universities and Charter Oak without either losing or generating excess credit.
- ▶ <http://www.ct.edu/initiatives/tap>

Students have questions about transferring? Two campus resources:

CAPSS K520 Center for Academic Planning and Student Success
CJPCO L524 Center for Job Placement and College Opportunities

Contacts at CT State Universities

- ▶ **Western CT State University**
Representative is Nicole Kullberg
203-837-9007 kullbergn@wcsu.edu
- ▶ **Southern CT State University**
Representative is Tricia Regan
regant3@southernct.edu
- ▶ **Central CT State University**
Appointment sign-up in K519 with Carlos Soler
860-832-2238 csoler@ccsu.edu
- ▶ **Eastern CT State University**
Representative is Jessica Ruddy
860-465-5014 jruddy@easternct.edu
- ▶ **UConn Waterbury Campus**
Representative is Jamie Caruso
203-236-9930 Jamie.Caruso@uconn.edu

A little booklet with a lot of information for new and continuing students - updated each semester and available outside of ACE/Kinney 5th floor and throughout campus.

