

# 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 classes only in the evening and are not here during the day when student service offices are open.
- ▶ 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
- ▶ Services for Students with 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](http://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 their instructor first.
- ▶ Students must check with the Financial Aid office before withdrawing to ensure it will not affect their award.

# Financial Aid

## Three Fast Facts about Financial Aid

1. Students must fill out a new FAFSA application at [fafsa.ed.gov](https://fafsa.ed.gov) for each school year.
2. Student must meet Satisfactory Academic Progress (SAP) with a GPA of 2.0 and pass 67% of courses attempted to receive financial aid.
3. Financial aid is available for fall and spring semesters, and *sometimes* for summer term. Each student's financial aid award is unique; he/she must inquire at the financial aid office for accurate account information.

The Financial Aid Office is on the 5<sup>th</sup> floor of Kinney Hall K512-K513

Phone: 203-575-8274

Website: [nv.edu/Paying-for-College/Financial-Aid](https://nv.edu/Paying-for-College/Financial-Aid)

Hours: Monday-Friday from 8:00am-5:00pm

Financial Aid workshops are held throughout the semester. Dates are available through the F.A. office.

# 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' newsletter. It has great information for adjunct faculty, too!**

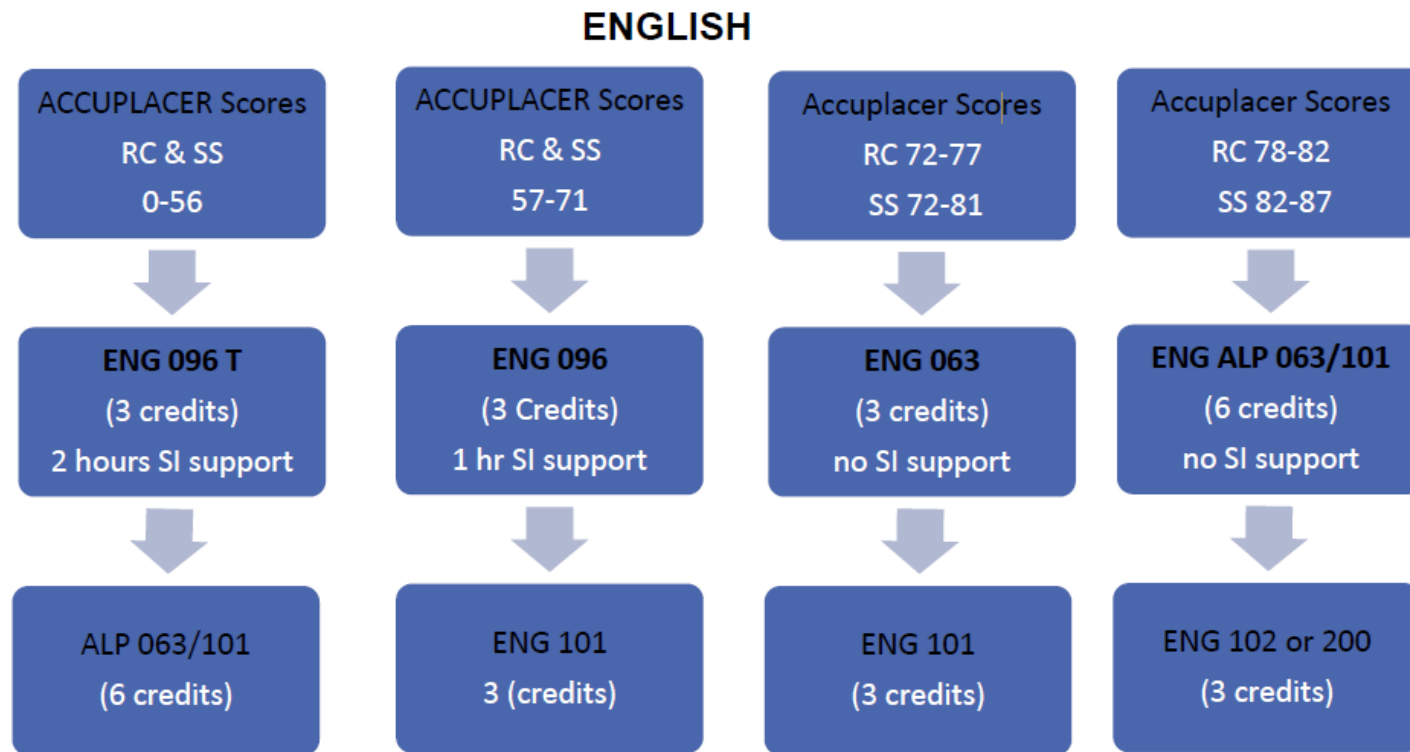
- ▶ <http://www.nv.edu/Student-Life/CAPSS-Counseling-Advising/Academic-Advising>

## A common point of confusion:

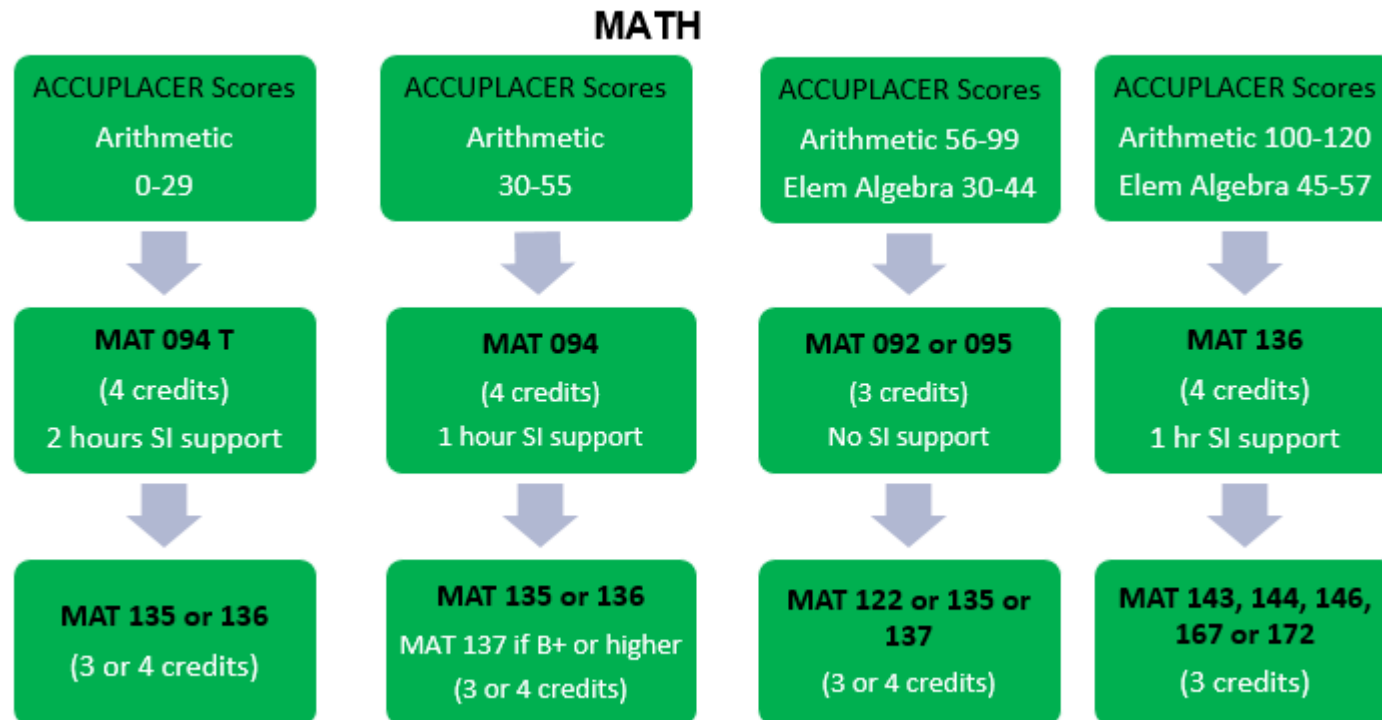
Students who entered NVCC *before* Fall 2015 vs.  
Students who entered *after* Fall 2015

- 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>

# Do 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

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

