

March 2016



Resources for Advisors

Check the CAPSS webpage for advising forms, program sheets, core requirements for students entering prior to Fall 2015 and students entering Fall 2015 or later, and more.

NV.edu

- ▶ Student Life tab
- ▶ CAPSS (counseling/advising)
- ▶ Academic Advisor Resources

OR Copy/paste into web browser:

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

Registration Dates

- ▶ Registration for continuing students begins **April 1st** for Summer 2016
- ▶ Registration for continuing students begins **April 5th** for Fall 2016



Naugatuck Valley Community College

Center for Academic Planning & Student Success

Call us at (203) 575-8025 or stop by the CAPSS Office for more information!

March 2016



TAP PATHWAYS

Please join us for discussion and Q & A on the TAP system-wide transfer programs with BOR TAP Co-Managers, Ken Klucznik and Candace Barrington on ***Monday, March 14th at 1:00 pm in K715.***

For more information on TAP pathways, cut and paste into web-browser :
<http://www.ct.edu/initiatives/tap#pathways>



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Who, What, & When

Please re-check your list of advisees for new or reassigned students.

1. Log into <http://my.comnet.edu>
2. Select Banner Student & Faculty Self Service
3. Select Faculty/Advisor Services
4. Select Advisee List (may take a few minutes to populate)

March is Advising Month

- ✓ Encourage students to meet with you **early** to plan courses for best selection of instructors, days, and times
- ✓ Registration for continuing students begins **April 1st** for Summer 2016
- ✓ Registration for continuing students begins **April 5th** for Fall 2016



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February 2016



Your list of advisees is visible in Web Banner

How to Find Your Advisees in 4 steps

1. Log into <http://my.comnet.edu>
2. Select Banner Student & Faculty Self Service
3. Select Faculty/Advisor Services
4. Select Advisee List (may take a few minutes to populate)

I have my advisee list, now what?

You can email students from mycommnet or export to Excel and use mail merge.

Information to include in email. Sample emails attached.

- ✓ Remind new and continuing students to meet with you prior to registering for the fall or summer semesters
- ✓ Provide contact information including office phone number and location
- ✓ Provide office hours and any times you might be setting aside for advising
- ✓ Provide an alternative if advisees are unable to meet with you (e.g. Division Director's office, as appropriate)



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January 2016

Welcome Back Faculty Advisors!



Hope you had a restful break. We are still registering students although the semester has officially begun.

- ❖ Last day to add/swap classes is Friday, January 29th
- ❖ Late Start classes begin on Thursday, February 4th

Reminder- the last day to use financial aid at the bookstore is February 8th.



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