

# Academic Advising Refresher Training



**Fall 2017**

SUCCESS STARTS HERE

# Today's Agenda

- 1. What's New In Advising**
  - 2. General Updates**
  - 3. Academic Advising Review:**
    - *Practice and Policies*
    - *Developmental Courses*
    - *Major Programs*
    - *Course Review*
  - 5. Discussion and Wrap Up**
- 

# Welcome to Advising Refresher!

- 1. What office do you work in?**
  - 2. What is one trend that you have seen with students?**
  - 3. What do you hope to gain from today's training?**
- 

# What's New In Advising



# What's New In Advising

## **Student Planning Launched 10/10/17!**

Fall 2015 Pilot Groups – Group Advising (over 3,000)

- *E-mail Blast*
- *Student Planning101 Website (Located on the Academic Advising page)*
- *How To Video and Handout*
- *Demonstration Table and Workshops (Month of October)*
- *Posters and Table Tents*

<https://www.middlesexcc.edu/student-planning>



# Student Planner



## Student Planning 101 - How To Get Started!

**1**

MyCruiser ▾ WebAdvisor ▾ Emergency

Select Student Services

Student Services  
Faculty Services  
Applicant Services  
Tutoring Services

Classes: Check WebAdvisor for Real Time Class S  
: Current ▾

Log In to Campus Cruiser and select Web Advisor > Student Services

**2**

WebAdvisor > Student Services > \*Search for Classes

\*Search & Register  
\*Express Register  
\*Drop Classes  
\*Return to Registration Selections  
\*Student Planning  
\*Manage My Waitlist

Welcome to the MCC Online Course Schedule. Select from hundreds of course sections to advan

Search for course sections with these instructions:

1. Select the Term from the drop down box.
2. Select one or more Subjects from the drop down boxes.
3. Click Search.

Click Student Planning

Admissions & Registration  
Current Students - Log In to CampusCruiser-WebAdvisor

# Student Planning Sessions

*These are drop in events. Come by anytime that works with your schedule!*

## **Student Planning How To Table!**

**College Center Lobby**

**11:00 AM – 2:00 PM**

**Wednesdays**

**10/11**

**10/18**

**10/25**

*Stop by the **Student Planning Table** to view this program and get started!*

## **Student Planning 101 Sessions**

**12:00 PM – 4:00 PM**

**Thursdays**

**10/12 – Crabel Hall – RM 221**

**10/19 – West Hall Parkview**

**10/26 – West Hall Parkview**

*Meet with an Academic Advisor and use Student Planning to start your graduation plan, register for classes, and learn about some of the planning resources!*

# What's New In Advising



## Academic Advising Training Hub

Welcome to the Academic Advising Training Hub! This hub will provide information on advising policies and procedures, curriculum changes, resources, and assessments. You can also submit changes pertaining to your academic area or office each semester.

Upcoming Training Events  
or Request a Training

General Advising  
Practices

First Year Students

Past Clinic/Training  
Resources

How To Hub  
(Colleague and Student Planner)

Developmental Courses

New Advisors

Special Population  
(PC, EOF, NJ STAR, VET, etc. )

Major and Course  
Updates

Send an Update?

Advising Manual

Assessments

Contact Us

## How to Access Training Hub:

Go to:

[Academic Advising](#)

Choose:

[Advisor Training](#)

Username/Password:

[advising \(for both\)](#)

# New Student Orientation Overview and Updates

**Fall 2017 Cohort Group Advising**  
2,247 (March – September)

**Group Advising Spring 2018** (*New Location!*)  
October 23rd – January 19<sup>th</sup>

**Online Orientation (New)**  
Fall 2018 Incoming Class

**New Student Day (Orientation)**  
January 19, 2017

**First Year Advising Team**  
Group Advising and Student Planning Workshops



Group Advising



New Student Day



Online Orientation

# Group Advising Highlights

## **New Location (West Hall Pilot)**

- Advisor/Student Ratio
- Consistency/Student Experience
- Technology and Engagement - Group Advising Online
- Quick Quizzes/Assessment
- Resources/Financial Aid/ID Pictures/Student Accounts
- *New Initiative* – Parent Online Session

# New Student Orientation

## Sharing some data...

- **Change of Major**
  - **Counseling – Transfer and/or Career**
  - **New Brunswick and Perth Amboy Centers**
- 

# General Updates

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## Updates

- Important Dates (Handout)
- Registration Updates
- Canvas and My MCC

## Reminders

- Testing Policy - Challenging
- Testing Parameter Placement
- Change of Academic Information Form
- Change of Major (New Students)

# Important Dates to Remember

## Withdrawal Deadlines: Fall 2017

- November 9<sup>th</sup> – Fall
- November 16<sup>th</sup> - Spring II
- November 30<sup>th</sup> – Seven Week Classes (10/30)

## Winter 2018 Registration

- September 15<sup>th</sup>

## Spring 2018 Registration

- October 16<sup>th</sup> / October 23<sup>rd</sup> (New)

## Summer 2018

- December 18<sup>th</sup> / 27<sup>th</sup> (New)

# Important Dates and Reminders

1. **Academic Performance Notifications** – **September 22<sup>nd</sup> – 29<sup>th</sup>**
2. **Midterm Grades** – **October 19<sup>th</sup> – 26<sup>th</sup>**
3. **SAP (Satisfactory Academic Progress) Appeals** are done in the Academic Advising Center with our hybrid (Academic/Financial Aid) Advisors **\*Only SAP Offered\***
4. **Y18SP** is the code to release academic holds for **Winter/Spring 2018**.
5. **Financial Aid e-mails** – Generated daily to identify courses outside of **major**.

# Registration Updates

- **Immunization Holds** – Students can now register on Web Advisor/Student Planner for up to **11 credits**
- **Evaluators** now reviewing “**Change of Program**” students that are “**Transfer**” to determine if additional transfer credit is warranted as applicable to the new program the student will be pursuing.
- **Unofficial Transcripts** – students are being directed to **Student Planning** to view their “Unofficial Transcript”

# General Updates

- **Canvas – January 2018!**

All Winter Courses will be on Canvas

- **New E-mail Address for Students:**

@my.middlesexcc.edu.

- **My MCC Apps**

The screenshot shows the myMCC website interface. At the top, there is a blue header with the Middlesex County College logo and 'myMCC'. Below the header is a red banner with the Microsoft Office 365 logo and the text 'Microsoft Office 365 is now available!' and a 'Click here to log in' button. A red arrow points from this banner down to the 'Online Apps and Services' section. This section contains a grid of icons for Outlook Email, Canvas, Campus Cruiser, Office 365, Search for Classes, and Emergency & Weather Alerts. Below this is the 'Helpful Links' section with icons for Library, Canvas Information, Bookstore, and Directory. A second red arrow points from the 'Canvas Information' link back up to the Canvas icon in the 'Online Apps and Services' section.

# Challenging Testing Policy

- Students can challenge before registering for classes.
- Students can challenge any test one time.
- **High School Transcripts** can be evaluated for **ENG/MATH** *\*Refer to Handout\**
- Returning students have the option of retaking the placement exam if it has been 2 or more years since the last time they tested or have taken a class.
- TSUM - Should be used to look up scores if needed.

# Testing Policies

Anticipated (Summer/Fall 2018)

- ACT Exam
- Next Generation Accuplacer

## Multiple Measures Approach

- Accuplacer and Next Generation Accuplacer
  - SAT
  - PARCC
  - ACT
  - High School Transcript (Challenge Only)
- 

# Change of Academic Information Forms

Change of Academic Information Form

Office use only:

Signature \_\_\_\_\_  
Date \_\_\_\_\_

*Please print clearly:*

Name \_\_\_\_\_  
(First) (Middle) (Last)

Student ID # \_\_\_\_\_ Date of birth: \_\_\_\_\_ Best contact phone number: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please check box next to requested change(s):*

Change of major: (Advisor approval required and \$10 fee required for continuing students<sup>1</sup>)

From \_\_\_\_\_ to \_\_\_\_\_

Advisor signature \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup> Students who are beyond their first semester of study at MCC.

Declaring a major: (Please send all official transcripts to Enrollment Services in West Hall)

From \_\_\_\_\_ to \_\_\_\_\_

Please complete the following:

Are you a High School or GED graduate? Yes \_\_\_\_\_ No \_\_\_\_\_

High School last attended \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Year of high school graduation \_\_\_\_\_ or GED

**Replaces:**

- **Miscellaneous Change**
- **Declaration of Major**
- **Add/Drop (Major)**

**\*\*Change of Major\*\***

**New Students**

All New Students can change their major **free** of charge until the end of their **first** semester at MCC!

*i.e. Use end dates for each semester to determine eligibility*

General Updates

# Academic Advising Review

# Health Technology Applicants

- For Health Technology students, please don't rely on the GPA in Colleague because **it might not be correct!!**
- When speaking about the GPA needed for competitive Health Technology admissions, please remember that the GPA will be utilized from **all** colleges attended in the previous five years.
- Please remember to tell students about the Health Technology Information Sessions. **\*Found on the Admissions Website\***
- TEAS requirements have changed for NURSING. Please refer to the Nursing Program Criteria

**Questions or More Details: [Healthtech@middlesexcc.edu](mailto:Healthtech@middlesexcc.edu)**

# Health Technology Applicants (**Cont.**)

How to Advise Allied Health Majors that are going to Apply for a Health Tech Program:

- Use the **Recommended Courses** from Allied Health
- Use **Curriculum for Program** (Nursing, Dental Hygiene, Med Lab, Radiography)
- Review Deadlines (Pre-Requisites should be finished by the end of each **Fall semester**)
- Advise Up (**BIO 010 and CHM 010**)

# Academic Advising

- Complete a developmental [Inventory](#) With All Students
- Review Academic Status
  - Restriction - Probation - Suspension - Dismissal*
- Confirm the Students **Major** at each visit
  - Financial Aid purposes - Type of Degree – Academic Goals*
- Use the **Y18SP** Code after Advising
- Confirm that the Student can use Web Advisor/Student Planning

## *Forms (Reminders)*

**Add/Drop Forms (*Change to Schedule*)**

**In person Forms (**Initial Registration**)**

# Change of Major Steps

- Complete a Change of Academic Information Form
  - New Student Policy - *First Semester (fee waived)*
  - Continuing Students - \$10 Fee
- Review course evaluation with the student. *Review any courses that will not go towards the new major*
- Confirm that the Student can use Web Advisor/Student Planning

# Do you really need to sign that form?

- In general the **STMC screen** will release an academic hold for students. However, there are instances when **forms** need to be signed:
  1. Fourth or more attempt *\*Appeal will also be needed\**
  2. Language placement
  3. Transfer students (Not Evaluated)
  4. New students late in the registration process
  5. CSC 106 (CSC 105 Waived)

# ESL Students Updates

- ESL students should be advised in the ESL Dept. until they have completed their capstone course **097/098**. Students are **no longer required to take the English and Reading Placement Exam**.
- Registration Rule will allow students to register on their own if there are no academic holds.
- Students in the ESL 70s are permitted to take their MAT placement test. If an ESL 70s student visits us and inquires about his/her appropriate math, please advise them **only** about that one course.

# Advising Reminders

- Please complete a developmental course inventory to be sure students don't have remaining developmental needs.
- Don't surrender to the lower math, especially with BUS 115!  
(Always confirm the student's **major** and plans for transfer).
- **CHM 010** is for health technology students while **CHM 020** is for BIO, CHM, CSC, MAT and PHY majors.
- CHM 010 has MAT 013 as its prerequisite while MAT 014 is the prerequisite for CHM 020.

# “D” Grades and Subsequent Science Course

- Bio 112 requires a “C” or better in BIO 111.
- BIO 224 requires a “C” or better in BIO 221.
- CHM 122/126 require a “C” or better in CHM 121/125.
- CHM 222/228 require a “C” or better in CHM 221/227.

# Developmental Courses

# MCC Labels for *Developmental Courses*

<b>READING</b>	<b>ENGLISH</b>	<b>MATH</b>
RDG 011S/RDG011	ENG 0121S = ENG 010 <i>ENG 0121S/121</i>	MAT 013 = MAT 070(SB)
RDG 011	ENG010S/ENG010	MAT 013S/013 = Algebra I MAT 013
	ENG 010	MAT 014S = MAT 013 <i>MAT 014S/014</i>
		MAT 014 = MAT 095 (SB) MAT014 = MAT 090 <i>MAT 014</i>

# Support Courses

## Developmental Support Courses

- RDG 011S/RDG 011 (4 credits)
- ENG 010S/ENG 010 (4 Credits)
- MAT 013S/MAT 013 (5 credits)
- MAT 014S/MAT 014 (5 credits)

*Students can still place into standalone courses for both developmental and college level courses*

## Support Courses/College Level Courses

ENG 0121S/ENG 121 (4 credits)

MAT 090/123 or 129A or 129

# RDG011S/RDG 011

## “Restricted”?

A student in RDG 011S/RDG 011 (Support Course) **can** take previously restricted courses except ENG 121 or ENG 0121S /121 (Support Course)

### Course Details: English Composition I

Subject/Course Number:

ENG-121

Department Description:

English

Course Title:

English Composition I

Short Title:

English Composition I

Description:

Through a variety of writing projects requiring competence in clear, correct, and effective English, students will use inferential and critical skills in the process of composing documented essays. Extensive reading materials serve as structural models and as the bases for discussion and for the writing of essays involving response, analysis, and synthesis.

General Education Categories:

GE COM

Prerequisites:

A passing score on the College Placement Test; or a grade of "C" or better in ENG-010 and RDG-011 (RDG-011 can be a co-requisite; or a grade of "C" or better in ESL-097 or ESL-098.

Co-requisites:

RDG-011 may be taken as a co-requisite if not previously completed with a grade of "C" or better.

Credits:

3

Section: Course Descriptions

Search Catalog:

Go

Choose your search preferences:

Whole word  Phrase Only

# Summer Bridge Review

- Summer Bridge is one credit equivalent rather than three or four; one week rather than 14
- Bridges are assigned to students based on a student's college placement score (See Parameter sheet)
- Students that are placed into a course that requires a support section are given the opportunity to complete the lower course (i.e. **MAT 014S/014 – MAT 070 Bridge** will satisfy the **MAT 014S** portion of the course).
- All Reading and English Bridges have been eliminated

# Math Summer Bridges

- **MAT 070** = MAT 013 Bridge
- MAT014S/MAT014 = MAT 013 Bridge (*MAT 070*)
- **MAT 095** = MAT 014 Bridge
- The Mathematics Bridge is one credit equivalent rather than three; one week (*MAT 014 runs for 8 days*) rather than 14 weeks.

# Math Support Classes and BIO 010, CHM 010, and CHM 020

## “The Higher Course is the Dominant”

- Students in MAT 013S/MAT 013 can register for BIO 010.
- Students in MAT 014S/014 can register for CHM 010.
- Students in MAT 090/129A ,123,129 can register for CHM 020.

# Student Success Holds

- Students that “**challenge**” their placement, or complete a **Summer Bridge** course **may eliminate** their need to register for SSD.
- Always double check before advising a student into the course.
- Students that need **one or more** developmental courses are required to take the course. (excluding MAT 014)
- If you determine that a student does not need SSD, please remove the hold from the students record
- Holds can be removed in **TSUM**

# Course Review Updates

# Course Review (2016 – 2017)

- **Criminal Justice** - Students can take a 3 credit science course
- **Introduction to Homeland Security** - New Course  
HCS 121
- **Education Transfer** - *\*PSY 123 is a pre-req. for EDU courses*
- **IDC 123 is now EDU 123** – *Introduction to Special Education and Disability (Spring 2018)*
- **Engineering Transfer** – *ENR 106 required for Engineering Science (Next Catalog Year)*

# Course Review Updates

## General Education Newest Courses!

**CHN 121/CHN 122 - Elementary Chinese**

**SCI 120 - Introduction to Sustainability**

**BIO 210 - Introduction to Marine Biology**

**HIN 121 - Hindi 1**

# Math Courses

## *Fall 2016 Change*

- MAT 101 and 102 - Have new title changes
- MAT 102 - No longer requires MAT 101 as a Pre-Requisite
- MAT 013 is a pre-requisite for both courses

<b>MAT 101</b>	<b>MAT 102</b>
<i>Old Title</i> Freshman Mathematics I	<i>Old Title</i> Freshman Mathematics II
<i>New Title</i> The Mathematics of Money	<i>New Title</i> A Survey of Mathematics

# Science Technology, Engineering and Mathematics (STEM)

- Biology
- Biology Pre-Professional
- Biotechnology
- Chemistry
- Computer Science
- Earth Science
- Engineering Science
- Mathematics
- Physics

**MAT 014 (Algebra II)** designated **STEM** sections for students that are enrolled in one of these majors.

# Questions