Welcome to Advisor Training
“Refresher Session”

Middlesex County College
Academic Advising Center
Johnson Learning Center 243
732.906.2596
“Measuring” the Work of the Academic Advising Center

The Academic Advising Center had three means of assessing its performance for the 2005-2006 academic year.

- Students will receive **prompt** (no later than next business day) responses to their e-mail inquiries to the Advising Center. (August, September, December, January were the “target” months—193 received and answered during the designated time period—100% compliance.)

- Full-time students (6822) will know the names of their assigned advisors at the earliest opportunity. (The goal was 95% by September 19; 100% was attained on September 13.)

- All faculty advisors will make their Fall 2005 office hours and location available to the Advising Center. (All 178 academic advisors have their office hours on file in the Center; however, 47 were obtained via secondary or tertiary reminders or through phone calls to departmental offices.)
“Newest of the New” I

- Starting in Fall 2006, students taking NRS, RESP, and PSRT clinical classes will pay the UMDNJ tuition rate.
- Five new humanities electives—**ENG 241** (Feature Writing), **ENG 255** (Introduction to Film) and **ENG 260** (Scriptwriting); **ASL 121** and **122** (American Sign Language I and II—the latter two are also diversity electives but cannot be used for the LA modern language requirement)
- New option in Liberal Arts—Writing (**LAWRT.AA**) Twelve credits must come from these courses (ENG 205, 206, 236, 238, 240, 260)
- New Technical Certificates—**Information System Security (CSS.TC)** and **Computer Help Desk (CSH.TC)**; Revised Technical Certificate (**CSWEB.TC**)
- New **Energy Utility Technology (EUT.AAS)** program
- Mat 116 (College Algebra)—"C" or “C+” leads to MAT 123 or 129; “B” or higher leads to MAT 124. This course has MAT 014 as a prerequisite.
- New sheet for modern language placement test results
“Newest of the New” II

There are two important changes to remember in the CSC.AS program (Computer Science Transfer)

- **CSC 161 (Introduction to Computer Science Using Java) and CSC 162 (Object Oriented Programming Using Java)** replace the CSC 133-134 sequence.

- **CSC 234 is now a required course rather than an elective.**
“Newest of the New” III
Changes in MAD.AAS

- ART 103 has been eliminated and replaced with a new course, MAD 102 (3 credits, Art in Industry and Commerce)
- One three credit Social Science and one three credit Humanities are required.
- Some of the names/numbers of the major courses have been changed/revised.
“Newest of the New” IV
Kean and EDPR
Early Childhood Education

**Early Childhood**

- Performance Elective I will come from one of three areas
  - Performing Music
  - Studio Art
  - Acting

- Performance Elective II will be a course from one of the other two areas not chosen for the first Performance Elective.

These two Performance Elective courses are **not** to be used in the place of the Approved Electives.

**Performing Music**

- MUS 140
- MUS 130
- MUS 131

**Studio Art**

- ART 105
- ART 109
- ART 110
- ART 145
- ART 146
- ART 150
- ART 201
- ART 219
- ART 220
- ART 221
- ART 222
- ART 224

**Acting**

- THE 131
“Newest of the New” IV
Kean and EDPR
Elementary Education

- **Art History**
- **Music Course**

These two Performance Elective courses (one from each group) are **not** to be used in the place of the Approved Electives.

- **Art History**
  ART 123 (path of least resistance)
  ART 124 (only if you graduate and transfer with the complete degree)
  ART 125 (only if you graduate and transfer with the complete degree)

- **Music Course**
  MUS 107
  MUS 140
  MUS 131
NJ STARS Requirements (Covers Tuition and Fees)

- Graduate in the top 20% of your high school class in 2006
- Apply to MCC and for Financial Aid
- Enroll in a degree program and register for at least 12 college level credits
- Be a US citizen or permanent resident
- Maintain a 3.0 GPA at end of each academic year
- STARS pays for up to 15 credit/credit equivalents—students pay for any additional credit(s).
- As an NJ STARS student, if you graduate from an MCC degree program with a 3.0 GPA, you are eligible for STARS II (no tuition or fees) at a public four-year NJ college.
- A situation may arise where a student needs to go beyond 15 credits/credit equivalents with a developmental course. Please call the student’s Dean for pro forma permission.
NJ STARS (continued)

- The NJ STARS Ad Hoc Committee is in the process of meeting with IT to have an easier means of identifying an NJ STARS student.
- The Committee will ask that a “My Honors” line be added for students in CampusCruiser or WebAdvisor.
- STARS students **CANNOT** drop below 12 college credits **AT ANY TIME**—this may require the student to take an academic “hit” at the April 17 deadline in order to keep STARS benefits. As standard operating procedure for all of us, please ask a student if s/he is an NJ STARS student when a student wants to drop a class.
Wider Advisor Discretion—with the Permission of the Biology Department

- If a student is already registered for a course such as BIO 111 or BIO 123 and wants to register for 112 or 124, an advisor can provide a signature even if there are no electronic comments on STRK or no mention of BIO 010 and CHM 010 on XTRI. This student received the permission for the first registration from the chair and an advisor can approve the higher level course.

- Students enrolled in BIO 123, BIO 111, or BIO 211 may enroll in any other course with equivalent prerequisites even with no comments on STRK or no mention of BIO 010 and/or CHM 010 on the XTRI screen.
Wider Advisor Discretion—with the Permission of the Biology Department II

- If a student has completed between 18-20 credits with a GPA of 3.0 or higher and expresses an interest in BIO 105 or 106, advisors can approve the course even if there is no evidence of a high school lab science.

- Foreign students with a foreign high school transcript (translated if necessary) of a year of high school biology and a year of high school chemistry can be permitted to register for BIO 111 or BIO 123.
Changes in the Summer Session

- **Seven Week Sessions**
  May 22- July 17 and July 10-August 24 (2 days or 2 evenings per week)

- **Fourteen Week Sessions**
  May 22-August 24 (1 day or 1 evening per week)

- **Four Week Sessions**
  May 22-June 14; June 19-July 12; July 17-August 8 (4 days or 4 evenings per week)
EVAL and PSPR in Colleague

EVAL SCREEN
- Allows the advisor to determine which courses have been completed by his/her advisee and which courses are still needed for graduation.

PSPR SCREEN
- Allows the advisor to view a different major for his/her advisee and then determine which courses are still needed for graduation.
Points of Emphasis I

- If you are deferring a developmental course, please check the STRK screen to learn if the course had already been deferred.
- Remember that for Liberal Arts Majors, the Diversity requirement can also fulfill another graduation requirement in selected areas (**"Two checks for the price of one"**).
- Students in developmental RDG and ENG should be directed to HED 150, not HED 200 or HED 205.
- The course “triggers” for SSD 101
- SSD 101 and part time students
Points of Emphasis II

- Deferring a developmental course or SSD 101 with the proper form *(Request for Registration Waiver)*
- Foreign students and credit evaluation services
- Reviewing the revisions in the procedures for Challenge Tests
- “Folder review” recap
- Enrolling for Internet Sections (PSY, ENG, MAT, and courses within the BAM Department)
- Using EVAL and PSPR in Colleague
- Summer session courses and Rutgers University’s New Brunswick area campuses
- **Double-checking a registration when a student is making a change**
Revisions in the Challenge Test Policy

Students may challenge their placement(s) under the following conditions:

- Placed into Reading 011—challenge permitted for all scores
- Placed into RDG 009—challenge permitted with a score of 57-60 or with advisor recommendation
- Placed into ENG 009 and 010—challenge permitted with advisor recommendation
- Placed into developmental math—student initiative; advisors should urge students to use discretion

All challenges must be completed before the first day of class.
Placement Testing
Who Must Take Accuplacer (CPT)

- New full-time students
- New part-time students entering degree programs
- Part-time non-matriculated students who have completed one semester
- Full-time and part-time transfer students who have not attained sophomore status at an accredited US college or university nor received transfer credit for one semester of college-level composition and one semester of college-level mathematics.

The College Placement Test is available on a walk-in basis on Mondays from 9 am-4 pm and on Tuesdays, Wednesdays, and Fridays from 9 am-2 pm. The College Placement Test is not available on Thursdays as that day is reserved for ESL Placement.
“Older” Placement Test Results

- Students with placement test results that are older than one year and have not registered for a particular developmental course should consult with the Testing Center to inquire if they may take that portion or portions of the CPT again.
Exemptions from Accuplacer (CPT)

- Students with a score of **500 or higher** in the Verbal portion of the SAT within the last five years are exempt from the Reading portion.
- Students with a score of **500 or higher** in the Math portion of the SAT within the last five years are exempt from the Math portion.
- All students must provide a writing sample unless their academic work elsewhere provides the basis for an exemption from the essay portion.
- College graduates from certain countries are exempt from the CPT. The countries are listed in the Advisors’ Manual.
Reading XTRI on Colleague
Understanding its Peculiar Logic
Reading and English Placement

- RDG 011—the student needs no developmental reading
- RDG 009—the student earned the equivalent of RDG 009 and needs RDG 011
- RDG 001—the student placed into RDG 009
- ENG 010—the student needs no developmental writing
- ENG 009—the student earned the equivalent of ENG 009 and needs ENG 010
- ENG 001—the student placed into ENG 009
Advising Students
Reading and English Courses

- Learning communities
- Five approaches to English courses
- ENG 122/125
- ENG 122 and Special Topics
- ENG 121-HD

ENG 121 and ENG 122/125 require grades of “C” or better for graduation.
Reading XTRI on Colleague
Understanding its Peculiar Logic
Math Placement

- Whenever MAT 013 and MAT 014 are seen together, the student has an SAT score—find the SAT score in Colleague (Field 6 of SASM) and check the grid in the Manual for placement.

- Even if a student performs brilliantly on the CPT, Colleague will only show MAT 013—check the raw math scores (Field 6 of SASM) for proper placement.

- Whenever MAT 001 and MAT 002 are seen together—find the raw math scores in Colleague (Field 6 of SASM) and check the grid in the Manual for possible placement in a combination math class.

- Whenever MAT 010 and MAT 002 are seen together, this indicates that the student needs MAT 013.
The Intricacies of Math Advising

Part I

It is imperative to know the correct CPT or SAT math scores for a student. Find the scores in Colleague (Field 6 of SASM) and use the grid in the Advisors’ Manual.

- Be aware of the “combination” math classes—MAT 009/013A or MAT 009/013.
- Note that MAT 080-50/014-50 returns in Fall 2006 as a combination of MAT 013 and MAT 014. Invited students will have a letter.
- Remember that some majors have MAT 014 as a prerequisite.
- Recognize that MAT 010, 013, 014, 129 and 131 have two semester variations.
- Keep in mind that students may change to the “A” version of these math classes during the first three weeks of a semester.
- Consider transfer possibilities when discussing math classes and refer students to the Office of Counseling and Career Services in ED 100.
The Intricacies of Math Advising
Part II

- Students requesting MAT 129 (Precalculus) without the sufficient SAT score of 550 **must** take the diagnostic test offered in the Testing Center.
- Students receiving a “C” or “C+” in MAT 014 **must** take the two semester variation of MAT 129.
- Students in curricula requiring a three-credit math such as BUS 115 or MAT 101 and who want to take a higher level math may do so with the proper prerequisites.

Certain math classes are available in computer-assisted or Internet formats. There is also a MAT 129-HD.
General Observations
Developmental Classes—Part I

- “D’s don’t do it.” Any developmental class with that grade must be retaken.
- Students **must** include developmental classes as part of their registration until they are completed.
- If a student’s schedule cannot accommodate a developmental course, please remember to complete a Request for Registration Waiver Form in order to defer the course.
- Students needing developmental classes may carry **no more than 15 credit/credit equivalents in a semester.**
- Developmental classes are credit-equivalent classes.
General Observations
Developmental Classes—Part II

- Students may be placed in as many as 7 developmental classes—RDG 009, RDG 011, ENG 009, ENG 010, MAT 010, MAT 013, MAT 014. Not all majors require MAT 014.

- Students placed into RDG 009 are not permitted to take any credit classes that semester except for the proper math. RDG 009 students desiring full time status need to select the appropriate seminar class depending on their choice of curriculum.

- Students in developmental math should be made aware of the two semester variations, especially if their score is low.
Curricula that Require MAT 014

- Biology Pre-Professional
- Biology Transfer
- Business Administration Transfer
- Chemistry Transfer
- Civil/Construction Engineering Technology
- Computer Aided Drafting Certificate
- Computer Science—CSI, CSNN, and Transfer
- Electronic and Computer Engineering Technology
- Engineering Science
- Mathematics Transfer
- Mechanical Engineering Technology
- Mecomtronics Engineering Technology
- Physics Transfer
- Respiratory Care
Curricula that Require Two H.S. Lab Sciences ("C" or better) as Admission Requirements

- Biology Transfer
- Biology Pre-Professional
- Chemistry Transfer
- Computer Science Transfer
- Dental Hygiene
- Engineering Science
- Health Science
- Mathematics Transfer
- Medical Laboratory Technology
- Nursing
- Physics Transfer
- Radiography
- Respiratory Care

Please note that the required lab sciences may differ depending on the curriculum.
Curricula that Require One H.S. Lab Science ("C" or better) as an Admission Requirement

- Biotechnology
- Business Administration Transfer
- Chemical Technology
- Criminal Justice
- Dietetic Technology

- Environmental Technology
- Fire Science Technology
- Liberal Arts
- Pharmacy Assistant
- Psychosocial Rehabilitation and Treatment

Please note that the required lab science may differ depending on the curriculum.
Full Time vs. Part Time

- Full time—12 or more credits/credit equivalents
- Part time—11 or fewer credits/credit equivalents
- Four reasons why a student **must** be full time
- Number of hours a week a student should devote to college work

Students can change their minds from semester to semester as long as they remain in good academic standing.
Dropping/Repeating Classes
Part I

- This semester’s last day to withdraw is April 17.
- A student dropping a developmental class no longer needs to secure the secondary signature of the Director of Testing.
- EOF students dropping a class need EOF approval prior to securing an advisor’s signature.
- Students with an F-1 visa should consult with Rita Burton or Lafayette Smith in the Office of Counseling and Career Services.
- Be mindful of the 12 credits of college courses needed at all times for NJ STARS students.
Dropping/Repeating Classes
Part II

No student can register for a class more than three times.

- Review the XDSG screen in Colleague to determine a student’s mid-term grade for the purpose of advising. Remember that you can only use the student’s number for this screen.
- While both grades remain visible on the transcript, only the higher grade is used in the computation of the GPA.
- Provisions of Academic Amnesty
Academic Status

- Academic Warning
- Academic Probation—no more than 4 classes or 14 credits/credit equivalents, **whichever is fewer**
- Academic Restriction—no more than 2 classes or 8 credits/credit equivalents, **whichever is fewer**
- A student on Academic Restriction who voluntarily does not enroll for the next semester returns on Academic Probation.
- Academic Suspension—student cannot register for one “short” **and** one “long” session and returns on Probation
- Academic Dismissal—two years; a student must submit a reinstatement appeal for ruling by the Deans’ Council.
Four Credit Science Electives

- Business Administration Transfer students are **required** to take one 4 credit science.
- Liberal Arts students are **required** to take either two 4 credit sciences or one 3 credit science plus one 4 credit science.
- Criminal Justice students have the **option** of taking two 4 credit sciences or two mathematics classes.
- Fine Arts majors **may choose** to mix and match two science and/or math classes that equal at least 6 credits.
Three Credit Science Electives

- Have no science or math prerequisites
- Serve as the prerequisite for BIO 105 or 106
- Students in AAS programs in Business (except for Dietetic Technology) **need** one 3 credit science.
- Liberal Arts Students **may** take one 3 credit science.
- Fine Arts Students **may** take one 3 credit science.

Transfer issues should be discussed with the Office of Counseling and Career Services in ED 100.
XTRI and Science Courses

- BIO 010—student had at least a “C” in high school biology with a lab
- CHM 010—student had at least a “C” in high school chemistry with a lab
- PHY 010—student had at least a “C” in high school physics with a lab
- SCI 010—student had at least a “C” in a different high school science with a lab
Science Majors

- Biology Transfer, Chemistry Transfer, Computer Science Transfer, Engineering, Mathematics Transfer and Physics Transfer Majors
- Please check the proper math and lab science sequences for these majors. The lab science sequence may vary depending on the next institution, at which point the student should consult the Office of Counseling and Career Services.

These courses are not appropriate for non-science majors.
How to use the NCWS Screen to find the exact science grade

- Start on the SASM screen. The SASM screen automatically defaults to Field 1, the Applications Field.
- At that point, F2 to detail, F4 to 24 (Addl info), enter, F2 to detail again, press 7 and then enter again. This will access the NCWS screen which will summarize the most relevant high school grades of a student.

- If you are looking for a Biology lab grade, for example, you will see Hs: Biology.
- Next to that column will be the Equivalency column which will be marked “Yes” or “No.”
- The next column or Grade column will indicate the letter grade for the high school course. In fact, if you F2 to detail on the word “Biology” or “Chemistry,” the NCRS screen will come into view which will indicate BIOL or BION toward the upper left hand corner for Biology-Lab or Biology-No Lab.
Open College Program

- Full time enrollment
- Opportunity to explore possibilities of majors
- Academic preparation and foundation
- Initial program for many health technology students
- Must enroll in writing each term until ENG 122 or 125 is completed
Health Technology Admissions

- Students interested in DH, NUR, RAD, and RST must complete all necessary developmental courses by the end of Wintersession.
- The above students must apply by 1/15 for fall.
- The above students must take the preadmission exam by its deadline.
- Student interested in Med Lab must apply by 5/1 and complete all necessary developmental courses by the close of the summer session. There is no preadmission exam.
- Students interested in PSR must apply by 5/1 and complete all necessary developmental courses by the close of the summer session. There is no preadmission exam.

Students should be aware that the competitive nature of the selective admission process may necessitate the repetition of a high school lab science with a grade of “C.”
Changing a Major

- **Matriculated students (including Open College)** visit the Dean or Chairperson of the new major for a signature on an Add/Drop Form. The student pays a $10 fee in the Bursar’s Office and submits the receipt and the signed form to the Registrar’s Office.

- **Non-matriculated students** fill out an application form in the Admissions Office. No fee is required.

- Students need to be aware of the differences between BUS.AS and LABUS.AA.

- Students need to realize that changing a major may lead to a possible loss of credits.
Factors to Consider
When Advising a Student

- New or continuing?
- Full time or part time?
- Major?
- RDG 009?
- Placed into SSD 101?
- Remaining developmental courses?
- Any academic status?
- Prerequisites and corequisites?
- Math and/or science requirements?
- Any admission requirements remaining?
- Possible referral to Counseling and Career Services?
- NJ STARS student?
- If the student is changing a registration, was the original advice correct?