Welcome to Advisor Training

Middlesex County College
Academic Advising Center
Johnson Learning Center 243
732.906.2596
advising@middlesexcc.edu
The Academic Advising Center’s Unofficial Motto

Those who give advice have one of life's enormous responsibilities.
They provide the clay for potters to form and shape their work.
They provide the tapestry with which painters can fashion their art.
They provide the earth from which seeds can blossom into beautiful flowers.
Their responsibility is only outweighed by the joy they experience in the success of their endeavors.
Academic Advising “At Its Best”

- Providing accuracy above all else
- Developing a **proper attitude**
- Focusing on **advice**, not orders
- Sharpening **listening** and **questioning** skills
- Understanding **prescriptive** vs. **developmental** advising
- Striving always to **help students achieve success**
Different Corridors at MCC

- Division of Corporate and Community Education
- Career Training Center
- Institute for Management and Technical Development
Middlesex County College Basics

- An associate degree-granting college
- The “two year” college misconception
- An open admissions philosophy
Degrees Awarded by MCC

- Associate in Science Degree
- Associate in Fine Arts Degree
- Associate in Arts Degree
- Associate in Applied Science Degree
Certificates Awarded by MCC

- Certificate of Achievement
- Technical Certificate
Family Educational Rights and Privacy Act (FERPA)

- Measures to protect the privacy of educational records
- Students’ rights to inspect and review those records
- The sharing of certain information
- Process to follow when parents or friends accompany a student
- Procedures for uncertain situations (contact the Registrar)
Eligibility for Admission

- High school graduate
- GED recipient
- Student who is 18 or older with neither a high school diploma nor a GED

MCC offers students the opportunity to complete a GED.
High School Scholars

Schedule

- Fall and Spring—one course ($100 and fees)
- Summer—regular tuition and fees

Requirements

- Contact the Office of School Relations (732.906.2554)
- Demonstrate no need for developmental courses
- Submit approval of parents and high school counselor
NJ STARS students

- The NJ Student Tuition Assistance Reward Scholarship

- **Top 20%** of their high school class

- At least 12 credits each semester and up to 15—one can be developmental

- **Must apply** for all other federal and state financial aid available to them

- Must obtain a 3.0 GPA after the Spring semester to retain the award

- Covers up to 5 semesters of tuition and approved fees
Placement Testing--ESL

Graduates of US high schools with fewer than four years of high school English take the ESL Placement Test

- Listening component
- Written essay
- Language Usage
- Reading comprehension
- Interview with a member of the ESL Department

High school and college graduates from certain countries are exempt. The countries are listed in the Manual.

ESL testing is available on a walk-in basis on Thursdays between 9 am and 5 pm. A student needs a Photo ID and SS# or Student#. 
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 or received transfer credit for one semester of college-level composition and one semester of college-level mathematics and a sufficient number of courses with a strong reading component

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-1 pm. The College Placement Test is not available on Thursdays. A student needs a Photo ID and SS# or Student#.
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 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
- Six approaches to English courses (including hybrid version)
- ENG 122/125
- ENG 122 and Special Topics
- ENG 121-HD and ENG 212-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 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 for proper placement.

- Whenever MAT 001 and MAT 002 are seen together—find the raw math scores in Colleague 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.
Challenge Tests for Accuplacer (CPT)

Students may challenge their placement under the following conditions:

- Placed into Reading 009—with a score of 57-60 or advisor recommendation before the semester begins
- Placed into Reading 011—before the semester begins
- Placed into ENG 009 or ENG 010—advisor recommendation before the semester begins
- Placed into developmental math—student initiative is best; through the first week of the semester is permitted in the class
- Challenges in RDG 009/011 and ENG 009/010 are no longer provided during the first week of class
“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.
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 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 is a combination of MAT 013 and MAT 014. These students will have an invitation letter from the Math Department.
- 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 seeking MAT 129 (Precalculus) without the sufficient SAT score of 550 need to 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 hybrid format (HD).
“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.

Students needing developmental classes may carry no more than 15 credit/credit equivalents in a semester. Dean’s permission is needed for students who want to exceed that limit.

If a situation arises where a student cannot register for a developmental course (late in the enrollment cycle when a time or section may be unavailable), please remember to complete a Request for Registration Waiver Form. Please do not use the registration form itself as the document for the deferral. This will be of enormous assistance in the non-compliance process.

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 or EST 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.
- Depending on their curricula, students may need to take BIO 010 and/or CHM 010.
Developmental Classes and SSD 101

- **New** students who have placed in **any two** of the following classes—RDG 011, ENG 009 or ENG 010, MAT 010 or MAT 013—are required to enroll in SSD 101.

- Part time students must include the SSD 101 course. If a student in this situation wants only **one** course, the student should register for the appropriate RDG or ENG or MAT.

- All other new students may enroll in SSD 101.
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
- Computer Science Technical Certificates
- 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.
The College’s Semester System and Its Multiple Variations

- Traditional 14 week Fall and Spring semesters
- Intense 3 week winter session
- Fall II and Spring II
- Summer and its multiple variations
Dropping/Repeating Classes
Part I

- There may be consequences for dropping a class within the refund period.
- Students dropping a developmental course no longer need the secondary signature of the Director of Testing.
- EOF students need the approval of EOF prior to obtaining an advisor’s signature.
- Students with an F-1 visa need to consult with Rita Burton or Lafayette Smith in the Office of Counseling and Career Services in ED 100.
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.
- 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 Probation.
- **Academic Suspension**—student cannot register for one “short” and one “long” session and returns on Probation
- **Academic Dismissal**—two years
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.
- SCI 155 has a math prerequisite (MAT 013), not a lab science prerequisite.
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 Career and Counseling 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 high school lab 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 (Addnl 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** 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. This procedure also applies to Open College students wishing to change majors.

- **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.
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.
“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—**ASL 121 and 122** (American Sign Language I and II) **ENG 241** (Feature Writing), **ENG 255** (Introduction to Film), and **ENG 260** (Scriptwriting) The two ASL courses are also diversity electives.

- New LAWRT.AA option--Twelve credits must come from these courses (ENG 205, 206, 236, 238, 240, 260)
“Newest of the New II”

- No Spring 2007 Nursing
- HED selection with developmental courses
- Procedures for enrolling in an Internet course
- Revisions in the MAD curriculum
- Foreign students and credit evaluation services

- New computerized foreign language placement test
- Always remember the Advisors’ Manual
- New CSC programs
- New Energy Utility Technology (EUT.AAS) degree
- Curriculum Checksheets on the Infonet in PDF format
Factors to Consider
When Advising a Student

- New student or current student?
- Full time or part time?
- Major?
- RDG 009?
- Placed into SSD 101?
- Remaining developmental courses?
- Any academic status?
- Prerequisites and/or corequisites?
- Any admission requirements remaining?
- Math and/or science requirements?
- STARS student?
- Humanities and/or Social Science Electives?
- Diversity courses for LA majors?
- What if a student is totally uncertain?
Course Selection Exercise
Student #1
LABUS  OCNUR  ACC

High School Grades from Colleague’s NCWS screen
- BIOL-D
- CHML-C
- SCIN-A
- ALG1-C
- ALG2-B+
- PRECALC-now

CPT Results from Colleague’s XTRI and TSUM screens—No SAT scores
- RDG 011
- ENG 010
- MAT 013
- CPTZ.ALG1  93
- CPTZ.CLM  27
Course Selection Exercise
Student #2
LABUS OCNUR ACC

High School Grades from Colleague’s NCWS screen
- BIOL-C
- PHYL-B+
- ALG1-B
- ALG2-C

CPT Results from Colleague’s XTRI screen—SAT Math score from the TSUM screen
- RDG 009
- ENG 010
- MAT 013
- MAT 014
- SATM 530
Course Selection Exercise
Student #3
LABUS  OCNUR  ACC

High School Grades from Colleague’s NCWS screen
- CHMN-A
- PHYN-B+
- ALG1-D
- ALG2-D

CPT Results from Colleague’s XTRI and TSUM screens—No SAT scores
- RDG 009
- ENG 009
- MAT 013
- CPTZ.ALG1 75
- CPTZ.CLM 10
Course Selection Exercise  
Student #4  
LABUS OCNUR ACC

High School Grades from Colleague’s NCWS screen
- BIOL-C-
- CHML-C-
- SCIN-B
- ALG1-B

CPT Results from Colleague’s XTRI and TSUM screens—No SAT scores
- RDG 011
- ENG 010
- CPTZ.ARI  73
- CPTZ.ALG1  28