

Academic Advising @ BCC

From the Campus-Wide Academic Advising Committee

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Upcoming events

March 19: Fall 2012 schedule of classes available online

March 19: Faculty post available hours for peak advising period (March 19—April 20)

March 26: Web registration begins for current and non-matriculated students

March 30: Last day to drop a course with a “W” grade for full-term courses

April 9—13: Spring Break

April 23: Web Registration available for new students

May 11: Last Day of Classes

May 14—16: Finals

May 24: Graduation

May 29: Summer Sessions

begin

Registration Resources

With registration just around the corner, here are some registration resources that may be useful for faculty advisors:

When do students register?

- ◆ Web registration begins Monday, March 26 for both current and non-matriculated students.
- ◆ New students can begin to register on Monday, April 23.

Where is the schedule of classes?

- ◆ The Fall 2012 course schedule should be available online Monday, March 19.

Do students need a Registration PIN?

- ◆ Current matriculated students need a Registration PIN to register for fall 2012 and need to obtain their PIN from their advisor. PINs are not needed for summer 2012 registration.
- ◆ Registration PINs are available now. Advisors can access them through Banner (Student Information Menu/Advisee Listing). Numbers change every semester; make sure you select Fall 2012 as your active term. You can also obtain them from your department.



Can a student register for a course if they are currently taking the pre-requisite?

- ◆ A student who is currently registered for a pre-requisite course will be permitted to register for the *second* course. If the student fails the *first* course, the Registrar will de-register the student from the second course *if* the first course is a pre-requisite for the second course.

Where can I find more information?

- ◆ Visit Faculty Resources on the [Academic Advising website](#).

Mission Statement of Academic Advising at BCC:

Academic advising at Broome Community College is an ongoing, intentional, educational partnership dedicated to student academic success. The College is committed to a professional academic advising system that guides students to discover and pursue their interests, abilities, transfer, career and life goals and teaches students to become engaged, self-directed learners and competent decision makers.

Quotes of the Issue:

“Frequent faculty-student contact in and out of the classroom is the most important factor in student motivation and involvement.”

A. Chickering & Z. Gamson

Quotes of the Issue:

“Studies on student retention have shown that effective academic advising is positively correlated to students’ satisfaction with their college experiences, persistence in college, and graduation.” Gordon, Habley & Associates, 2000

Contact Us:

The Academic Advising Committee (2011—2012)

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Tips to Help You As You Advise Students

- ◆ Help your advisees prepare for a productive appointment by giving them the **Step by Step Advisement and Registration Guide** before your appointment.
- ◆ Review their Degree Evaluation Report with them during your appointment.
- ◆ Review the **Top Ten Tips for Advising Appointments**.
- ◆ Visit the **Faculty Resource** area on the Academic Advising website for more information. Utilize the **Advisement Contact Form** to document course recommendations.
- ◆ Review your advisee’s academic transcript on MyCollege/Banner. Verify their current academic program during your appointment. Discuss their choice of major. What do they want to do after BCC? Is their current program consistent with their goals? Do they need career counseling?
- ◆ Ask your advisee how she or he is doing this semester. Are they in jeopardy of failing any course? Remind them to contact you as soon as possible if they fail a course.
- ◆ Know who your advisees are and the risk factors that may affect them. George Kuh compiled a list of eight risk factors that threaten college persistence: being academically underprepared; not entering college directly after high school; attending college part-time; being a single parent; being financially independent; caring for children at home; working more than thirty hours per week; and being a first-generation college student. The easiest way to find out your advisees’ risk factors is to talk with them and develop a relationship with them.

What is the Degree Evaluation and How to Use it Effectively

- ◆ The Degree Evaluation is a report that shows a student’s progress towards their degree or certificate program. It looks at the courses taken at BCC and any courses accepted for transfer. It then checks these courses against the requirements of the student’s declared program and helps students keep track of their graduation progress.
- ◆ Advisors should have their advisees run the report before and after they register. This will facilitate course selection and ensure that the courses selected apply to their academic program.
- ◆ All approved substitutions/waivers need to be reflected on the Degree Evaluation. If the substitution or waiver does not appear, the faculty advisor should follow up with their Chair. Paperwork must be completed and submitted immediately.
- ◆ Courses not being used on a student’s Degree Evaluation will usually not be covered by financial aid and may extend the time to graduation. A list of these courses appears under “Additional Information” on the Degree Evaluation.
- ◆ The Degree Evaluation is used in the graduation certification process and by the Office of Financial Aid to determine financial aid eligibility.
- ◆ The Degree Evaluation can be run for all current academic programs at BCC.
- ◆ A **quick guide to the Degree Evaluation** is available (give this to your advisees).
- ◆ A **detailed guide for faculty** is available.