

### 3357:13-14-15 Advising System and Services

- (A) North Central State College's advising system and services are provided to assist students in setting and achieving their academic goals efficiently and effectively. Advising staff and faculty help students to identify and overcome any barriers impeding their progress. Through the advising system, College faculty and staff work together to show their care for the student and to help the student persist in meeting academic and career goals.
- (B) The College's advising system is intrusive in that it is personal, comprehensive, and intentional. It helps each student to develop a map to the student's end goals and then helps the student to get on a program path, keeps the student on the path (or helps the student to choose an alternative path), and encourages the student to learn skills needed for career and continuing education goals.
- (C) Both prescriptive and developmental/holistic advising methods are used in helping students to reach their goals. The paths toward degree, certificate, and transfer are clearly delineated to prescribe the shortest path for success in meeting the students' educational goals. Advisors and faculty monitor students' progress in courses and in programs, particularly the students' success in completing critical milestones. Each student is led through developmental/holistic advising sessions focusing on the individual's strengths, skills, interests, and needs (academic as well as work and life experiences) to help the student become proactive in seeking help when needed and in redefining and shaping future goals and paths.
- (D) The College's advising services are organized along a guided pathway. These services support students from the point of their first connection with the college through their entry to and progress through the College and completion of a degree, a certificate, or specific courses. Advising services provide a continued connection with the students as they transfer to other colleges and begin their careers. The phases of advising define the procedures followed to support and assist students:
1. First Phase--Connection advising (admissions—initial interest through application submission and multiple measures assessment)
  2. Second phase--Entry advising (enrollment through completion of gateway courses)
  3. Third phase--Progress advising (entry into program through completion of division requirements)
  4. Fourth phase--Completion advising (completion of the course of study through earning credential with labor market value)

## Glossary of Advising Terminology

The following terms are used in policies and procedures related to advising at North Central State College.

**Academic Liaison advising:** Meetings between a student and the Academic Liaison advisor in the division where the student's program resides with the purpose of developing and monitoring academic plans through graduation until the student is transitioned to their faculty advisor.

**Academic Planning & Registration Tool:** System used by student to view academic plan, monitor progress towards degree completion; and register for classes.

**Admissions advising:** Advising that takes place for new and returning students before enrolling in classes

**Aviso Engage:** Automated system used for entering and retrieving advising notes documenting students' progress on their pathways and that is used as a database of student records for statistical analysis of the type, purpose and content of advising contacts.

**Career Services Advising:** Advising available to students at any time in their academic path that includes career exploration, internships and employment opportunities, and skills related to job seeking.

**Case management:** Advising method through which advisors are assigned student advisees who then become their caseload. Case management advising requires the ability to get to know students on a deeper level, proactively monitor their progress, and follow up with them regularly in order to address barriers that impede academic success. The approach also includes providing referrals to on-campus and community resources and coordinating intervention and support efforts across systems in order to holistically support students.

**College Credit Plus (CCP) advising:** Advising services provided to all CCP students who are taking North Central State College courses for dual credit (high school and college credit).

**Completion Advising:** The fourth phase of advising that includes the advising procedures, processes and points of contact from the students' completion of their course of study through their earning credentials with labor market value.

**Connection advising:** The first phase of advising that includes the advising procedures, processes and points of contact from pre-admissions and students' initial indication of interest in the College through their application submission.

**Directions advising:** Intrusive advising program for students who are taking developmental courses until completion of required college-level ENG and MATH classes for their required program.

**Disability Services:** Support services that assist student with special needs to obtain accommodations for physical, learning, and mental health.

Early alerts: Notices sent to the student and their assigned advisor when the student's academic performance puts the student at risk of failing.

Multiple Measures: North Central State College uses a Multiple Measures placement process to ensure that enrolling post-high school students' skills are assessed as accurately as possible. The primary measure of placement used is the students' high school GPA (minimally through the end of the first semester of 12th grade). Research studies done by organizations such as the Community College Research Center (CCRC) have shown that high school GPAs are a more accurate predictor of college readiness than standardized tests. For students whose GPA is lower than 2.5 (which is the qualification for college-level English and mathematics classes), placement tests will be used as a secondary measure to ensure that students whose scores meet the remediation-free thresholds set by the state of Ohio are allowed to enroll in college-level classes. The pairing of GPA and placement tests will result in more accurate placement and accelerated completion of gateway English and mathematics classes. Placement based on GPA does not apply to College Credit Plus (CCP) program eligibility, for which the Ohio Department of Higher Education defines rules for participation (see Eligibility Chart on the ODHE website).

New Student Advising: Advising that follows multiple measures and admissions advising in which students and advisors create a two-term academic plan.

Entry advising: Second phase of advising that includes the procedures, processes, and points of contact from enrollment of students in the college through their completion of gateway courses.

Gateway Courses: Academic Milestones are identified on curriculum worksheets and are used to indicate the type of challenge that the course represents. One type of milestone is a Gateway Milestone, which identifies entry-level courses with a high degree of difficulty (as measured by the number of students withdrawing from the course or earning a grade of less than C-). The College identifies these Gateway Milestone courses for enrolling students so that they understand the investment of time and effort that these courses require and advises students to consider balancing their academic schedule and personal commitments.

Financial aid advising: Advising to help students apply for aid, scholarships, and loans.

College Student Inventory (CSI) Advising: Advising provided in First Year Experience courses.

Graduation planning advising: Advising provided to support students' timely completion of their degrees or certificates.

Major: Declared and well-defined program of study.

Mediated course drop: Requirement that any student wanting to withdraw from a course after the first week of the term obtain the signature of their faculty instructor or in the case of withdrawing from all courses the signature of the advisor.

Orientation and registration advising: Mandatory orientation that includes course registration for all new, returning, and on-campus CCP students.

Person Restriction (PERC): Restriction or hold placed on a student's record in the student information system (Colleague). It can be used to fully stop a student from registering or restrict a student to registering only for those courses approved by an advisor.

Placement testing advising: Advising provided after placement testing to inform students of their placement level into English, mathematics, reading, and computer literacy.

Prior Learning Assessment (PLA): Students are evaluated on their knowledge and skills they have gained outside of the classroom for college credit. Examples of PLA include but are not limited to work experience, credit by exam (CBE), military experience and college level examination program (CLEP) testing.

Probation: Requirement that students who have not maintained at least a 2.0 GPA after completing six credit hours of coursework at the College must work with their assigned advisor to approve their Academic Plan.

Progress Advising: The third phase of advising that includes the advising procedures, processes and points of contact from students' entry into a program of study through their completion of division requirements.

Reverse transfer: Program that is part of a state-wide initiative to assist students who transferred out to a public four-year institution without earning their associate degree to apply for and be awarded associate degrees.

Solutions: A program which resides in the North Central State College Tutoring Resource Center, supported through grant funding, that allows students who initially place into developmental coursework to receive individualized, self-paced instruction at no cost to the student. This program can also develop individual learning plans for Reading, Math, & Writing, outside of a traditional course structure, and for anyone in the community interested in a skills review. In order to enroll in Solutions, a student cannot be enrolled in any core class at the college with similar curriculum.

Transfer advising: Advising for students who are seeking a bachelor's degree or beyond.

TRiO Student Support Services program: Federally-funded grant program intended to increase college retention, graduation and transfer rates to four-year institutions and that provides a variety of educational support services for students who are first generation, low income and/or students with disabilities.

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