

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 (pre-admissions—initial interest through application submission)
 2. Second phase--Entry advising (enrollment through completion of gateway courses)
 3. Third phase--Progress advising (entry into program through completion of 75% of the 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.

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

AdvisorTrac: 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 counseling: 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.

Child Care/Child Development Center (CDC): College facility that provides childcare for children six weeks through kindergarten, a summer school age program, and a program for expecting mothers.

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.

Dean's List: Designation used each term to recognize and encourage high scholastic achievement.

Directions advising program: Intrusive advising program for students who are taking developmental classes during their first terms.

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

Early alerts—Notices sent by faculty to a students and the assigned advisor when the student's attendance or grades might put the student at risk of failing.

Enrollment advising: Advising that follows placement testing and admissions advising in which students 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.

Exploratory major: A general area of interest that students may declare instead of a major for their first term (rarely carried into their second term) in the College until these students have better defined their own interests and aptitudes. Also known as meta-major.

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

FYEX 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 an advisor or faculty instructor.

Meta-major. See Exploratory major.

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

PERC hold: A system device that prevents students from registering for a term without assistance.

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

Pre-admissions advising: A type of Connection advising that establishes a match between student and college and sets students' expectations.

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 Student Success Coaches to register for classes and make changes to their class schedule.

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 75% of the 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 supported through a partnership between North Central State College and Mansfield City School District Adult Basic Education that allows students who initially place into

developmental coursework to receive individualized, self-paced instruction at no cost to the student.

Transfer advising: Advising by the Liberal Arts Academic Liaison or TRiO advisor 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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