

Student's Name: \_\_\_\_\_

Star ID/Student ID: \_\_\_\_\_

**Activate your Star ID / Password**

- Your Star ID is used to login to computers, access D2L Brightspace, eservices and email

**Major(s)**: Are the correct major(s) declared?

**Check transcript / Review DARS: Interactive Degree Audit Report**

- Login to eServices, click on Grades & Transcripts and select Interactive Degree Audit Report
- DARS shows both courses completed and courses still needed to complete your degree
- If you have transferred from another college, check to see if your transfer credits are showing in the report

**Developmental Courses (Math and/or English) needed? "C" or better is required**

- Math Foundations (MATH 0080) is **NOT** financial aid eligible.

**Know Your GPA and Course Completion**

- "Warning, Suspension, and Probation"
- Your future eligibility for financial aid may be at risk
- 150% Calculation and how it affects financial aid
- Write down your GPA here \_\_\_\_\_ Completion Rate \_\_\_\_\_ (2.00 gpa and 67% completion is standard)

**Registration**

- **Last day for 100% refund:** 5 (five) days from the first day of the semester **and** 1 (one) day for any other class that does not start the first day of the semester. **NO** partial refunds after those dates.
- Meet with your advisor or counselor to acquire your access code each semester.
- **Access code:** \_\_\_\_\_. Enter in eServices one time per semester

**VA**: Check if a student is using Veterans Education Benefits and refer to the Veterans Certifying Official

**Graduation**: Review the Application for Graduation Process and check DARS.

**Attention Students**

- **Take Action to avoid financial liability!** If you do not attend class during the first 5 days, you will receive FN grade(s) and will be expected to pay tuition and fees. Sign in to eServices and drop class(es) within the grace period to **AVOID financial liability!** **Receiving financial aid and the registration for courses are separate processes.**
- Appropriate payment of tuition and fees, including completion of financial aid if appropriate, must be on file 15 days prior to the start of the semester or your classes will be cancelled. Log in to eservices to check your bill, financial aid and/or to make a payment.
- Courses taken online through Northwest Technical College-Bemidji and/or Alexandria Technical College, require you to take action and pay for that college's tuition and fees separately from payments to NCTC. Payments can be made through eServices.
- Bookstore: You may charge books against your student account or financial aid for both online and on-campus courses. Charging, selection, refunds, buyback, online bookstore for distance courses, payments, etc.

**Email**

- ***NCTC student email is the official means of communication; please check regularly. Students can login to their email account using starID@student.northlandcollege.edu***

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Email notifications are sent to your NCTC email after grades are posted notifying if you have received warning/suspension status. This information can also be found in your eServices on the Dashboard.

## Warning and/or Suspension

**1** Fall below \*cumulative 2.00 GPA **AND/OR** **2** Fail classes or withdraw from too many classes and fall below cumulative 67% completion rate. \* Any student who has attempted 1 to 16 cumulative credits must earn a minimum cumulative GPA of 1.75. Any student who has attempted 17 or more cumulative credits must earn a minimum cumulative GPA of 2.0. The FN grade will not affect GPA, but will affect the percentage of completion. The FW grade counts against GPA and completion rate.

**1** First, grades are on a point system: A=4 points, B=3 points, C=2 points, D=1 point and F=0 points. Take the grade and multiply it by the number of credits that class is worth: An example is a B is worth 3 points, multiply it by a 3 credit class=9. Divide 9 by 3 credits (if it's your only class) and your GPA is 3.00.

Subject	Class	Credits	Grade	Credit Earned	GPA Credit	GPA Points	
BIOL 2252	Anatomy & Physiology I	3.00	B	3.00	3.00	9.00	<b>EXAMPLE 1</b>
CPTR 1104	Intro to Computers	3.00	C	3.00	3.00	6.00	
ENGL 1111	Composition I	3.00	D	3.00	3.00	3.00	
PSYC 1105	Intro to Psychology	3.00	F	0.00	3.00	0.00	
<b>18 GPA points divided by 12 GPA credits= 1.50 GPA=WARNING and/or SUSPENSION!</b>		<b>12 credits attempted</b>		9 credits earned	12 GPA credits	<b>18 points</b>	<b>GPA 1.50</b>

Check out this cool and easy link to figure GPA: <http://www.northlandcollege.edu/admissions/transfer-students/transfer-resources/> scroll down and click on GPA calculator.

**2** **AND/OR**...Attempted credits vs. Earned credits must equal or be above 67%.

Subject	Class	Credits	Grade	Credit Earned	GPA Credit	GPA Points	
BIOL 2252	Anatomy & Physiology I	3.00	W	0.00	0.00	0.00	<b>EXAMPLE 2</b>
CPTR 1104	Intro to Computers	3.00	W	0.00	0.00	0.00	
ENGL 1111	Composition I	3.00	A	3.00	3.00	12.00	
PSYC 1105	Intro to Psychology	3.00	A	3.00	3.00	12.00	
<b>12 credits attempted divided by 6 credits earned=50%= WARNING and/or SUSPENSION!</b>		<b>12 credits attempted</b>		<b>6 credits earned</b>	6 GPA credits	24 points	<b>GPA 4.00</b>

*Huh...?!? How can I get A's, be a 4.00 student, and still go on Warning?!? By withdrawing from too many classes and falling below 67% is how! The college does not round so 66.6666% doesn't equal 67% completion. See Advisor/Counselor for more information.*

**W-Withdrawal:** Why withdraw from a course? There may be many reasons for withdrawing from a course but visit with an academic advisor or counselor prior to making that decision.

**Warning:** The first time your overall GPA falls below 2.00 **AND/OR** your cumulative completion rate falls below 67%, **YOU ARE STILL ALLOWED TO REGISTER FOR CLASSES, however,**

- You will need to raise your cumulative completion rate to 67% **AND**
- Raise your cumulative GPA to at least a 2.00 GPA or higher.

**\*Please contact the financial aid office when determining eligibility for financial aid.**

**Suspension:** While on warning, if you do not earn a cumulative 2.0 GPA and/or fall below a cumulative 67% completion rate you will end up on suspension. The earliest that a student suspended for the first time may re-enroll at Northland College is as follows:

- If suspended after spring or summer semester, the student may enroll the following spring semester.
- If suspended after fall semester, the student may enroll the following summer semester.
- The second suspension will be for one calendar year.
- The third suspension will be for five years.
- **Students returning after a period of suspension should not assume that financial aid will be reinstated. An appeal to the Financial Aid office will be required.**

**Appeals:** You may appeal your suspension (not warning since you are still allowed to enroll) if you have documented unusual extenuating circumstances. Unusual or extenuating circumstances may include but are not limited to the following: death of a relative, illness, injury, or hospitalization of the student. You will need to submit the necessary documentation required to file an appeal.