



Advising/Access Code Form

Student Name: _____

Star ID/Student ID: _____

Star ID is used to login to computers, access D2L Brightspace, eServices and NCTC email

Major(s): Major _____ / _____ / _____

- Complete and submit Change in Student Status form to update major

Check Transcript / Review Degree Audit Report (DARS)

- Login to eServices, click on "Grades & Transcripts" and select "Interactive Degree Audit Report"
- DARS tracks your progress towards graduation. It shows courses completed and courses still needed to complete your degree
- Transfer student? Check to see that transfer credits are recorded appropriately in DARS

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

- Developmental courses needed: _____
 - Math Foundations (MATH 0080) is **NOT** financial aid eligible!!

Know Your GPA and Course Completion Rate

- GPA _____ Completion Rate _____
- Currently on _____ Warning _____ Probation
 - Eligibility for financial aid may be at risk if on warning, probation or suspension
 - 150% and impact on financial aid eligibility

Registration: Meet with advisor to obtain access code and review progress each semester

- **Access code:** _____ / _____
 - Enter in eServices once each semester

VA: Students using Veterans Education Benefits should contact the Veterans Certifying Official

Service Learning: For more information see <http://www.northlandcollege.edu/academics/service-learning/>.

- _____ N/A _____ Completed _____ Discussed

Graduation: Must complete Graduation Application for degree to be conferred. Application deadlines are October 15 and March 1

Attention Students

- **Take Action and drop classes 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 classes within the drop deadline.
- Tuition Refunds: 100% refund provided only through the 5th day of the semester or prior to the 2nd class meeting for any class that starts after the first day of the semester. After these dates, refunds are provide only for **total** withdraws per Policy 2090.
- Avoid drop for non-payment! Take action at least 15 days prior to the start of the semester to avoid having classes cancelled.
 - Make the appropriate down payment or have FAFSA on file at NCTC
- Northwest Technical College-Bemidji and/or Alexandria Technical College partner college online courses
 - Student **must** take separate action to pay tuition and fees directly to NTC or Alex Tech through eservices
 - Books must be ordered through NTC and/or Alex Tech directly
- Bookstore: Books may be charged against your student account or financial aid for both online and on-campus courses.

Email: NCTC student email is our official means of communication; check regularly. StarID@student.northlandcollege.edu

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Satisfactory Academic Progress (SAP) Policy - Warning and/or Suspension

The SAP policy has two requirements that students must meet:

- Students must earn an appropriate cumulative **GPA**. For most students this is a 2.00 cumulative GPA or higher.
 - Students who have attempted 5 or less credits may have a 0.00 cumulative GPA
 - Students who have attempted 6 to 23 credits must have a 1.75 cumulative GPA
 - Students who have attempted 24 or more credits must have a 2.00 cumulative GPA
- Students must earn an appropriate **percent of completion**. For most students this is a 67% cumulative percent completed.
 - Students who have attempted 5 or less credits may have a 0% completion rate.
 - Students who have attempted 6 or more credits must have a 67% cumulative completion rate.

GPA: 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: For example a B is worth 3 points - multiply it by a 3 credit class = 9 GPA points. Divide 9 GPA points 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	EXAMPLE 1
BIOL 2252	Anatomy & Physiology I	3.00	B	3.00	3.00	9.00	
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	
18 GPA points divided by 12 GPA credits= 1.50 GPA=WARNING and/or SUSPENSION!		12 credits attempted		9 credits earned	12 GPA credits	18 points	GPA 1.50

- FW grades count against GPA and completion rate.
- FN grades do not count in GPA but do count in completion rate.

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

Percent completed: Earned credits compared to attempted credits must be 67% or higher.

Subject	Class	Credits	Grade	Credit Earned	GPA Credit	GPA Points	EXAMPLE 2
BIOL 2252	Anatomy & Physiology I	3.00	W	0.00	0.00	0.00	
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	
12 credits attempted divided by 6 credits earned=50%= WARNING and/or SUSPENSION!		12 credits attempted		6 credits earned	6 GPA credits	24 points	GPA 4.00

- 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%!**
- Calculations are not rounded up, so 66.6666% is considered not meeting the 67% completion requirements.**

W-Withdrawal: There may be many reasons for withdrawing from a course. Visit with an academic advisor or counselor to discuss options prior to withdrawing. Withdrawals must be completed by the date indicated in eServices. Withdraw grades do not lower GPA.

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, to avoid suspension at the end of the term:
 - You need to raise your cumulative completion rate to 67% or higher **AND**
 - Raise your cumulative GPA to 2.00 or higher.

Suspension: While on warning, if you do not earn a cumulative 2.0 GPA and/or 67% completion rate or higher you will be suspended.

- Suspension terms are one calendar year.
- Students returning after suspension should not assume that financial aid will be reinstated. An approved financial aid appeal is required for financial aid to be reinstated.**

Appeals: You may appeal suspension if you have extenuating circumstances. Extenuating circumstances may include, but are not limited to the following: death of a relative, illness, injury, or hospitalization of the student. Documentation of the extenuating circumstance must be submitted with the appeal.

Notifications are sent to your NCTC email at the end of the semester if you are on a warning or suspension status. This information can also be found on your eServices Dashboard.

Please contact the financial aid office to determine eligibility for financial aid.

Northland Community and Technical College is a proud member of the Minnesota State Colleges and Universities system and is an Equal Opportunity employer and educator.