



Advisor Checklist

- Major:** Make sure the student has the correct major. If not, complete a Change of Student Status form.
- Check Transcript/DARS/Academic Record**
 - a. 2.0 **cumulative** GPA (1.75 if less than 17 credits attempted)
 - b. 67% **cumulative** completion
 - c. 150% calculation as needed
 - d. **Search Image Now** if needed
- Remind students that a “C” or better is required in developmental courses.
- Check for any holds** and direct students to take care of any that may restrict registration
- Explain Warning and Suspension** include information on:
 - Financial Aid eligibility
 - Students planning on enrolling in a subsequent semester, who do not meet academic progress standards, will be dropped from their courses and no longer eligible to receive Financial Aid without an approved appeal and an Academic Improvement Plan. Be aware of the short turnaround time between Spring and Summer semesters.
 - Students on warning at the end of a previous term should meet with their advisor to complete an Academic Improvement Plan.

ITEMS OF INTEREST TO SHARE WITH STUDENTS

FN

The college does not drop students for “No Shows” during the first week.

- Students will receive a letter grade of “FN” if they do not drop themselves. This will not affect their GPA, but will affect their percentage of completion.
- Students may appeal with extenuating circumstances.

FW

- Calculates as an “F” grade.
This is the grade a student will receive if they stop attending class and don’t withdraw.
- Counts against GPA and completion rate.

DROP WITHDRAW

Last day for 100% refund: 5 days from the first day of the semester. 1 day for any other class that does not start the first day of the semester. NO partial refunds after those dates.

Last Day to Withdraw: per student’s eServices schedule- 80% of the instructional days of the course have elapsed.

Drop for nonpayment:

First drop date will occur 15 days prior to the start date of the semester. A drop will also occur on Friday before the term begins and the 5th day of the term.

- Transfer student information:** Check transfer credits in DARS and discuss Transferology, updated transcript needs, application and transcripts to new college, etc.
- Course selection:** Help student’s select applicable courses for declared major only.
- Check if a student is using **Veterans Education Benefits** and refer to the Veterans Certifying Official
- Bookstore:** Discuss charging, selection, refunds, buyback ,On Line Bookstore for Distance classes, payments, etc
- NCTC email is the official means of communication** – check after grades are posted for any notifications.
- Review the Application for Graduation Process