

ACADEMIC ADVISING

QUICK REFERENCE GUIDE

This Academic Advising Quick Reference Guide was compiled by the Center for Academic Excellence to provide a convenient aid for preeminent advising. Preeminent advising provides the basis for positive faculty-student communication and plays a *vital* role in retaining and successfully graduating students.



ACADEMIC ADVISING

1. Take an interest in advisees and keep in frequent contact with them.
2. Establish a warm, genuine and open relationship.
3. Display empathy, helpful intent and involvement.
4. Be a good listener.
5. Establish a rapport with advisees by remembering personal information. Keep a record of past conversations.
6. Be available, keep office hours and appointments, and seek out advisees in formal and informal settings.
7. Provide accurate information.
8. Refer to the current University Bulletin, Academic Advising Web Portal, etc.
9. Know how and when to make referrals, allow students to do it in your presence and be familiar with referral sources.
10. If a situation is not within your qualifications, direct advisees to the appropriate support services.
11. Help students make their own decisions.
12. Focus on the advisee's strengths rather than limitations.
13. Determine reasons for poor academic performance and direct advisees to appropriate support services.
14. Clearly outline the advisee's responsibilities and monitor their progress toward educational goals.
15. Follow up on commitments made to advisees.
16. Encourage advisees to consider and develop career alternatives when appropriate.
17. As advisees to provide feedback about your advising effectiveness.



ACADEMIC POLICIES

FERPA (Federal Educational Rights and Privacy Act) (www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

- When a student turns 18 years old, or enters a postsecondary institution **at any age**, the rights under FERPA transfer from the parents to the student (“eligible student”).
- Educational records include but are not limited to grades, transcripts, class lists, student course schedules, health records (at the K-12 level), student financial information (at the postsecondary level) and student discipline files.
- Student Release Authorization Forms are located on the Office of the Registrar website.
- The Office of the Registrar will not release PINs or Banner ID information.
- The Office of the Registrar will not release GPAs over the phone.
- The form must be completed and signed by the student.
- Completed forms are submitted to the Office of the Registrar for processing.
- You may view the completed form information on SGASADD and any notes on SPACMNT in Internet Native Banner (INB).

Grading Scale

The university utilizes the plus/minus (+/-) grading system. Below is the value (grade point) assigned to each grade in computing grade point averages:

GRADE	QUALITY POINT VALUE
A	4.0
A-	3.7
B+	3.3
B-	3.0
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0
I	0.0

The following grades may be given for non-letter grade courses:

GRADE	DESCRIPTION
U	Unsatisfactory
I	Incomplete
CE	Credit by Examination
S	Satisfactory
AU	Satisfactory Audit
W	Withdrawal
P	Passing

- The grading scale must be included in the syllabus given to each student.
- Courses designated as requiring a “C” to pass will still need a “C”; a “C-” will not satisfy this requirement.
- Dean’s List designation = 3.25 GPA and earning a minimum of 12 hours per semester (no grades of “D” or “F”).
- Chancellor’s List designation = 3.75 GPA and earning a minimum of 12 hours per semester (no grades of “D” or “F”).

Standards of Academic Standing

Undergraduate students are considered to be in good academic standing if they meet satisfactory academic progress (SAP) by successfully maintaining the following standards:

- Must have a cumulative grade point average (GPA) of 2.0 or higher at the end of each semester.
- Must earn 67% of hours attempted (*including transfer credits*).
- Must not exceed 150% of hours required for degree completion.

ACADEMIC STANDING	DESCRIPTION
Good Standing (GS)	Students earning a minimum 2.0 cumulative GPA and 67% of attempted plus transferred credit hours
Academic Warning (AW)	Students failing to earn 67% of attempted, plus transferred credit hours
Academic Probation (PR)	Students failing to earn a minimum 2.0 semester GPA
Academic Suspension (SU)	Students on academic probation who fail to earn a minimum 2.0 semester GPA and 67% of attempted plus transfer credit hours
Academic Dismissal	Students failing to earn a semester 2.0 GPA and 67% of attempted hours after returning from serving one semester suspension or having successfully appealed their academic suspension



Repetition of Courses and Grade Forgiveness

- During a student's academic career at the university, a maximum of 16 credit hours may be repeated.
- Course repeats are all included on official transcripts.
- All grades earned are used in the calculation for SAP and graduation honors.
- Undergraduate students who earn a grade of "C" or higher are not permitted to repeat the course.
- Official course withdrawals are not counted toward the maximum 16 credit hours of repeats.
- Financial aid implications for repeated courses should be discussed with the Office of Financial Aid.
- Students will not receive additional credit hours for repeated courses in which they originally earned a passing grade.

Withdrawal from an Individual Course or All Courses

- For withdrawals beginning July 2019, students are limited to a maximum of 16 credit hours during the student's academic career.
- A student may withdraw from any courses by submitting a *Change of Schedule Form* to the Office of the Registrar on or before the last day to withdraw from an individual course, as published in the Academic Calendar.
- Students who withdraw from any courses on or before the last day to withdraw from an individual course are assigned a grade of "W". Failure to attend class does not constitute a withdrawal from that course or courses.

- If a student elects to withdraw from ALL courses, the Official Student Withdrawal Form must be completed. The form is located in the Office of the Registrar.

Retroactive Withdrawal

A student who was unable to initiate the process for withdrawal from the university by the last day to withdraw, as published in the academic calendar, may request a retroactive withdrawal. Requests for a retroactive withdrawal shall be considered on a case-by-case basis and based on the following:

- Serious illness or documented medical condition;
- Death of an immediate family member;
- Involuntary call to active military duty;
- Documented change in conditions of employment;
- Newly documented learning disability; or
- Other emergency circumstances, legal requirements or extraordinary situations.

Except under extraordinary circumstances or to comply with legal requirements, for retroactive withdrawals subsequent to the effective date of this policy, students are limited to one (1) retroactive withdrawal during their academic career.





Two-year Readmission Policy

Under the Two-Year Readmission and Forgiveness Policy, an undergraduate student who has not been enrolled at the university for at least two calendar years may request that North Carolina A&T State University coursework, in which a grade of “F” was earned and is two calendar years or older, be excluded from GPA calculations and in determining graduation eligibility. The Two-Year Readmission and Forgiveness Policy has no effect on the student’s financial aid eligibility. Students should contact the Office of Student Financial Aid for additional information.

Reverse Transfer Program

The Reverse Transfer Program (RTP) enables students who transfer to North Carolina A&T State University from one of the 58 North Carolina community colleges to fulfill their requirements for an associate’s degree while working towards bachelor’s degree. In order to be eligible to participate in the program, the students must have enrolled prior to the awarding of an associate degree and must have earned at least 16 college-level credit hours at one community college that will apply toward their associate’s degree.

Readmission of Former and Academically Suspended or Dismissed Undergraduate Students

An undergraduate student who has not been enrolled for one or more semesters, or who is returning after academic or disciplinary suspension or academic or disciplinary suspension or academic dismissal, must apply for readmission. Readmission applications and the application processing fee, must be submitted no later than the deadline to apply for readmission as published in the academic calendar. A returning student should be aware that current enrollment restrictions may affect his/her readmission.

A student who was eligible to continue at the time of leaving and who has a cumulative grade point average of at least 2.0 will be:

- Considered for readmission upon approval of the student’s academic department and college as evidenced by submission an approved Academic Plan of Action, and
- Allowed, during the readmission process, to simultaneously seek and execute a change of major. Such a change of major and the student’s readmission must be supported by the student’s new academic department.

A student who academically suspended will be:

- Considered for readmission upon serving the conditions of the academic suspension and receiving approval from the student’s academic department and college as evidenced by submission of an Academic Plan of Action, and
- Placed on Academic Probation after Suspension Status for at least one semester, and
- Allowed during the readmission process, to simultaneously seek and execute a change of major. Such a change of major and the student’s readmission must be supported by the student’s new academic department.

A student who was academically dismissed and wishes to get readmitted to the university may be considered for readmission to the university in one of four ways:

- Earn an associate’s degree: Associate of Arts (AA), Associate of Science (AS), Associate of Engineering (AE), or Associate of Fine Arts (AFA) from a regionally accredited institution. Not all earned credit hours may transfer.
- Earn an Associate of Applied Sciences (AAS), Associate of Applied Business (AAB), Associate of Applied Technology (AAT). Not all earned credit hours may transfer.
- Do not enroll at North Carolina A&T State University for 24 consecutive months. After that time, the student is eligible for readmission under the grade forgiveness policy.

A returning student who left the university as an undeclared student may be accepted as an undeclared student with the approval of the Director of the center for Academic Excellence. All other returning students must be accepted into an academic major degree program; the individual may not be readmitted as an undeclared student.

A former student whose attendance at North Carolina A&T State University was interrupted by the university for disciplinary reasons, must also apply to the Vice Chancellor of Student Affairs for approval to be readmitted.

Advanced Placement (AP) Credit

Students who have had official AP test scores submitted to the Office of Undergraduate Admissions may be granted credit with the required passing score. Once scores have been received, verifying the necessary score, the credit will be listed in SHATRNS in Internet Native Banner. Advisors can access the score through Banner or can contact the Office of Undergraduate Admissions for additional assistance.



ACADEMIC ADVISING TOOLS

Math Course Placement

Placement, Prerequisite and Progression Metrics

(Effective Fall 2018 to reflect the migration of old SAT Math subscores to redesigned SAT Math subscores and new co-requisite redesign MATH 101 Enhanced (E) course and discontinuation of MATH 099)

First Course	Second Course	Third Course	Fourth Course
MATH 101/101E	MATH 103	MATH 104	MATH 131
MATH 101/101E	MATH 102	MATH 110/111	MATH 131
MATH 103	MATH 104	MATH 131	MATH 132
MATH 110/111	MATH 131	MATH 132	
MATH 131	MATH 132		
First Course	Second Course	Third Course	Fourth Course
MATH 101/101E	MATH 103	MATH 104	MATH 112
MATH 101/101E	MATH 102	MATH 110/111	MATH 112
MATH 103	MATH 104	MATH 112	
MATH 111/110	MATH 112		
First Course	Second Course	Third Course	Fourth Course
MATH 101E	MATH 102		
MATH 101	MATH 102		
MATH 101E (Co-requisite redesign of MATH 099+101): SAT Math Score below 480, or ACT Math Score below 18, or Math Dept. Algebra Placement Test Score below 15			
MATH 101/103: SAT Math Score 480-510, or ACT MATH Score 18-20, or Math Dept. Algebra Placement Test Score 15-19; or a "C" or better grade in MATH 101E			
MATH 102: A "C" or better grade in MATH 101 or MATH 101E			
MATH 104: A "C" or better grade in MATH 103			
MATH 110: SAT Math Score 520-570, ACT MATH Score 21-23, or Math Dept. Placement Test Scores: Algebra at least 20 or Pre-calculus at least 13-16, or a "C" or better grade in MATH 10			
MATH 111: SAT Math Score 520-570, ACT MATH Score 21-23, or Math Dept. Algebra Placement Test Score at least 20; or a "C" or better in MATH 102			
MATH 112: A passing grade in MATH 104, MATH 110 or MATH 111			
MATH 131: SAT Math Score at least 570, ACT MATH Score at least 24, or Math Dept. Pre-calculus Placement Test Score at least 17, or a "C" or better grade in MATH 104, MATH 110 or MATH 111			
MATH 132: a passing grade in MATH 131			
MATH 103+104 ≈ MATH 110 or MATH 111			
1st Calculus Course: MATH 112 (BE, TE or AG majors)/MATH 131 (STEM majors)			

For additional information, contact: Department of Mathematics, 102 Marteena Hall, 336-285-2033



ADVISING STUDENT ATHLETES

The Student Athlete Academic Enhancement Program (SAAEP), a component of the Center for Academic Excellence, is responsible for the monitoring and academic certification of student athletes.

Why is academic advising for student athletes important? Academic Progress Rates (APR) is a team-based metric that accounts for the eligibility and retention of each student-athlete aid, each term.

What is needed?

- Degree audit for each student athlete, each term
- Course substitutions submitted at time of agreement
- Degree applicable course scheduling

12-hour Rule

- Student athletes **MUST** remain enrolled in 12 full-time degree applicable hours each term.
- **The moment a student athlete is below 12 credit hours, they become automatically ineligible.**

6-9-18-24 Rule

- Earn a minimum of six degree applicable credit hours per semester.
- FOOTBALL ONLY: Earn a minimum of nine degree applicable credit hours during the fall semester.
- Earn a minimum of 18 degree applicable credit hours between fall and spring semesters, and
- Earn a minimum of 24 credit hours (including summer session) during the **first academic year** as a full-time student.

40-60-80 Rule

- Beginning of semester 5: 40% of degree completed
- Beginning of semester 7: 60% of degree completed
- Beginning of semester 9: 80% of degree completed

GPA Requirement

All student-athletes should maintain a minimum GPA of 2.0.

TIP: Ensure enrollment of 15 degree applicable credits to meet each PTD rule.

Change of Major and Course Withdrawals

If:

- A student-athlete wants to change their major
- A student-athlete wants to withdraw from a course, or
- A student-athlete indicates they want to transfer

Please refer them to SAAEP immediately. Once change may cause a student-athlete the loss of eligibility.

What is a Learning Specialist?

A Learning Specialist is a member of the SAAEP that will support a minimum number of student athletes with learning challenges or learning disabilities by providing intensive academic support while working closely with Accessibility Resources.

For more information, please contact (336) 285-4235.



ADVISING AND COURSE SELECTIONS FOR STUDENTS WITH DISABILITIES

To effectively advise a student with a disability, it requires a thorough understanding of the student's goals, as well as the student's disability, the barriers the institution may have inadvertently created, and the resources the university provides that can be used to assist the student in pursuing his or her educational aspirations. Students must register with the Office of Accessibility Services each semester. The registration is not retroactive or transferred from semester to semester.

Encourage self-disclosure:

What is important for the academic coach/advisor to know to better help you put together a manageable schedule?

- Are they more alert, do better in the morning?
- Difficult topics require more time (i.e. math, foreign language, etc.).

- Consider trigger topics: "x" trigger reaction (i.e. seizure, anxiety, post-traumatic stress, etc.)
- Physical considerations: Students with physical limitations may need additional time to get going in the morning, to get from class to class, they may need to use catheters or need assistance to use the restroom (which takes a lot of time), might need additional time to eat or have to take medications at certain times of the day.

What factors/variables are important in choosing your classes?

- Class format (small group discussion vs large lecture)
- Amount of reading
- Number of credit hours (desired or manageable vs. advised or required)



GENERAL EDUCATION COURSE CORE REQUIREMENTS

The General Education Core Curriculum at North Carolina A&T State University is the part of the academic experience that all students have in common. The General Education Core is comprised of 32 credit hours, defines an important set of knowledge and skills that will aid our students in lifelong learning, adaptation to change, and becoming citizens who can make wise choices and contribute to the global society.

The Core consists of the following:

- Written Communication: 6 credit hours
- Mathematical, logical and analytical reasoning: 6 credit hours
- Scientific Reasoning: 7 credit hours
- Social/behavioral Sciences: 3 credit hours
- Humanities/Fine Arts: 3 credit hours
- Global Awareness: 3 credit hours
- Knowledge of African-American Culture and History: 3 credit hours
- Student Success Course: 1 credit hour



HOW TO CONDUCT A SUCCESSFUL ADVISING SESSION IN 20 MINUTES

- **Establish the purpose of the appointment.** What does the student need or want? What needs to be accomplished? By whom?
- **Summarize** what will be done during the appointment by the advisor/ advisee.
- **Conduct the advising interview** as a goal-oriented activity. Establish goals during the initial meeting or review goals set during the last meeting. If this is a second meeting, determine if set goals have been met. Establish goals or action items for the next meeting.
- **Review** how the semester is going. Identify trouble spots and make necessary referrals.
- **Use questions to probe** beyond the “presenting problem”.
- **Conduct cursory degree audit.** Review curriculum guide and grades.
- **Summarize appointment.** Ask, “Have we accomplished what you needed? Is there anything else that you want to address?”
- **Give “assignments” and set expectations** for the next appointment
- Document advising session in the Early Alert System (GradesFirst) by completing an Advisor Report

(Adapted from Noel-Levitz)

- The Remote Learning Guide is a document that is designed to assist students with learning in a remote environment:
<https://hub.ncat.edu/administration/university-relations/remote-learning-guide.php>
- Learner Support Commons in Blackboard:
http://video.ncat.edu/itsde/open_enrollment_student_commons.pdf
- Upswing is an online service that provides 24/7 tutorial and writing assistance to our students: ncat.upswing.io



BANNER ADVISING SCREENS

BANNER FORM	FUNCTION
SFAREGQ	Student course schedule
SFAREGS	Registration
SFARHST	Mid-term & Final grades
SFASLST	Class list for a course section
SFASTCA	Registration audit trail
SGAADVR	Advisor
SGASADD	Special populations, FERPA permission
SGASTDN	General student information, curriculum, academic standing, expected graduation date
SGASPRT	Athletic sport
SGASTDQ	Student information summary
SHACRSE	Course summary, academic history
SHASUBJ	Course history by subject
SHATERM	Course history by term
SHATRNS, SHATERM	Transfer credit information
SOAHOLD	Student holds
SOAHSCH	High school, class rank and GPA
SOAIDEN	Student search
SOAPCOL	Prior college information
SOATEST	Test score information (SAT, ACT, etc.)
SPAAPIN	Registration PIN
SPACMNT	Comment section or advising notes
SPAIDEN	Address, telephone, email, biographical information, emergency contact
SSASECT	Course section, enrollment limits, meeting pattern and place, faculty assignment



ADVISING FAQS

What is the role of the Faculty Advisor?

Faculty Advisors play an important role in guiding, supporting and motivating students. They are teaching faculty within specific disciplines who are assigned to students majoring in that discipline and provide mentoring, career planning and advisement.

What is a Professional Advisor?

A professional advisor helps students chart efficient and effective learning paths. As part of the Center for Academic Excellence's mission, professional advisors ensure their students meet SAP toward completing their degree. Additionally, professional advisors will most likely advise the undeclared students enrolled in their College Success course.

What is Preeminent Advising?

Preeminent Advising is the brand of the highest quality of advising services that can be offered. Advising will be assessed, evaluated and monitored for quality delivery to every student enrolled at North Carolina A&T State University. Preeminence Advising will transition university's advising programs to a shared advising model.

What is the Early Alert System (EAS)?

An Early Alert System (EAS) is an academic monitoring system that has been adopted by the university to provide, faculty, advisors and other campus partners with a vehicle to identify at-risk students to assist in ensuring student success and persistence. Additionally, EAS promotes a holistic student success culture, provides academic interventions and improves communication among students, faculty and academic support units.

What is a degree audit?

A degree audit is an analysis of a student's progress toward degree. A degree audit is based on the plan of study and should be conducted when a student is advised, specifically during the registration period. It is a comparison of the list of courses successfully completed to those courses required to complete the degree.

How do students change majors?

A change of major form must be completed to institute a change of major. This form can be found in the Office of the Registrar. Students should consult with their advisors before changing a major. Additionally, students must meet the grade point average (GPA) requirement for the new major to be accepted.

What resources are available to faculty for advising students?

All student academic records are available through the Banner system, either Internet Native Banner or Aggie Access. Through this system, faculty advisors have access to transferred credits, degree audits, transcripts, etc. The Center for Academic Excellence has a variety of resources located on their website for easy access.

How often should your advisees be advised?

Faculty Advisors are encouraged to meet with students a minimum of two times each semester—one of those times during advising for registration for the upcoming semester. More frequent meetings may be needed depending on the needs of the student. Faculty advisors should make contact with their advisees during the first two weeks of classes each semester. The purpose of this "informal" contact is to simply touch base with advisees and give general information. It is suggested that Faculty Advisors provide advisees a formal appointment schedule, so the advisees can sign up for specific time slots in preparation for advisement.





Aggies at the Goal Line is a degree completion program designed to help former Aggies who left the university before earning their bachelor's degree, return and complete the requirements for graduation.

Program Admission Criteria

- Have stopped out of school for at least two years
- Have a minimum 2.0 cumulative grade point average at the time of stop out
- Have earned 90 or more credits towards a bachelor's degree requirement.

The AGL program offers:

- Fully online programs to fit adult learner's busy schedule
- Help with the readmission application process (application fee waived)
- Help with applying for financial assistance
- Academic advisors to help students to develop an academic plan and course registration
- Assistance with the articulation of credits earned elsewhere
- Academic support services (e.g. 24/7 online tutoring, mentoring, career exploration)
- Affordable tuition and fees

Targeted Major Options-Online Delivery*

College of Arts, Humanities and Social Sciences

College of Business and Economics

- Business Education-IT Concentration (B.S.)

College of Science and Technology

- Information and Technology (B.S.)

Liberal Studies:

- African American Studies (B.A.)
- Applied Cultural Thought (B.A.)
- Interdisciplinary Studies (B.A.)

*Online delivery preferred. Face-to-face also available



STUDENT SUPPORT SERVICES

RESOURCE	LOCATION	TELEPHONE	EMAIL
Accessibility Resources	Murphy Hall, Suite 001	336-334-7765	accessibilityresources@ncat.edu
Center for Academic Excellence	Academic Classroom Building (ACB), Suite 320	336-334-7855	cae@ncat.edu
Client Technical Services	Bluford Library	336-334-7195	helpdesk@ncat.edu
Counseling Services	Murphy Hall, Suite 109	336-334-7727	counselingservices@ncat.edu
LGBTQA Resource Center	Student Center, Suite 353	336-334-7800	msc@ncat.edu
Multicultural Student Center	Student Center, Suite 367	336-334-7800	msc@ncat.edu
Office of Accessibility Resources	Murphy Hall, Suite 101	336-334-7765	accessibilityresources@ncat.edu
Office of Career Services	Murphy Hall, Suite 101	336-334-7755	ocs@ncat.edu
Office of Financial Aid	Dowdy Building, Room 100	336-334-7973	finaid@ncate.edu
Registrar's Office	Dowdy Building, Room 107	336-334-7595	registra@ncat.edu
Student Health Center	112 N. Benbow Road	336-334-7880	health@ncat.edu
Transfer Articulation Office	Dowdy Building, Room 107	336-285-4149	articulation@ncat.edu
Treasurer's Office	Dowdy Building, Room 112	336-334-7721	treasoff@ncat.edu
TRIO Student Support Services	Murphy Hall, Suite 212	336-334-7982	trisosss@ncat.edu
Virtual Tutoring	Academic Classroom Building (ACB), Suite 320	336-334-7855	cae@ncat.edu
Undegraduate Admissions	Webb Hall	336-334-7946	uadmit@ncat.edu
University Police Department (UPD)	Ward Hall, 406 Laurel Street	336-334-7675	upd@ncat.edu