

Academic Advising Rubric
Returning Students who have been At NECC One semester forward

<p>1. Determine where student are assigned for Academic Advising and proceed accordingly Check to make sure that the student is clear to get advised and registered for courses-No hard holds i.e. Bursar, Athletic, Library, Immunization and Suspension. If there are holds, student should be referred to the appropriate area for resolution (You may be able to call the area \ resolve)</p>	<p>1a. Be sure to have all the necessary documents to properly advise the student: transcript, assessment placement info Advising Handbook, Program Audit Sheet/ Student's Academic Plan</p> <ul style="list-style-type: none"> • Utilize programs such as NECCUM (Northeast Consortium of Colleges & Universities in Mass) cross- registration and MCO (Mass Colleges Online) to get courses that students need, but we are not offering/time conflicts, etc • NECCUM Applications are in the CPAC Centers and at the Welcome/Express desks 	<p>1b. Revisit the student's choice of Academic Program by connecting the choice to student's intended Career Plans</p> <ul style="list-style-type: none"> • Discuss the student's workload on • How the current semester is progressing • Based on this information advise the student to register for the appropriate course load • Make sure that the course load has distributive characteristics, Math Science, English etc 	<p>1c. Introduce student to the concept of Learning Communities, Online, or Hybrid courses depending on the student's study habits and learning style.</p>	<p>1d. Discuss with the students who are taking a fulltime course load the consequences of registering for all of their courses on the same days</p> <ul style="list-style-type: none"> • Final exam crunch • May have more than two exams on the same day • Projects may be due on the same day etc
<p>2. Inquire as to what the student's plans are in terms of continuing on to a 4 year institution or entering the job market. If the student is not sure treat the conversation as if the student will be transferring at some point after graduation</p>	<p>2a. If the student knows he/she will be transferring make sure that the student has chosen the correct Academic Program at NECC that will be acceptable at a 4 year institution that the student has chosen</p>	<p>2b. Encourage the student to complete the Associate Degree in all cases, but be cognizant that in a few cases the student may be pursuing such a specific 4-year degree that he/she may only need to take a specified collection of courses at NECC</p> <p>Examples Student should be in General Studies and the program tailored accordingly.</p> <p><i>Architecture</i> <i>Plant and Soil Sciences</i> <i>Dental Hygiene</i> <i>Fashion Design/Merchandising</i></p>	<p>2c. Be methodical about the choice of Electives for students who are transferring</p> <ul style="list-style-type: none"> • Assist or encourage students to research the 4-year college university website for specific requirements • Refer students to the 4 year Rep, Give them a contact name and number, this can be obtained from one of the Academic Advising staff • Encourage students to attend NECC Transfer events 	<p>2d. Confer with one of the Core Team Academic or Transfer Advisors when discussing transfer issues</p> <ul style="list-style-type: none"> • Changes are frequent in the world of transfer • There is a lack of uniformity in number of credits transferred and requirements for transfer students

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<p>3. If students intend to enter directly into the Work Force</p>	<p>3a. Advisor should have a conversation about the importance of Internships, COOP education, and Job Shadow for resume building</p>	<p>3b. Refer students to resources such as faculty with expertise in the areas of interest, Career Planning specialists, Career Fairs</p>	<p>3c. Reinforce the importance of timeliness by assisting students to make appointments before they leave the Advising area</p>	<p>3d. Encourage them to keep up with the employment trends in the field of choice, by reading the newspapers, checking postings online etc.</p>
<p>4. In subsequent semesters, continue to reinforce to the student choices by using the “Intrusive Model of Advising”</p> <ul style="list-style-type: none"> • Seeking out information on what “Actions” have been taken by students at this point 	<p>4a. Introduce any new programs, workshops or Academic, Career Opportunities, Community Service, Service Learning, and Co-Curricular activities, such as Student Leadership Programs, Clubs and Honor Societies</p>	<p>4b. Stress the importance of developing relationships with faculty advisors or faculty with whom students have had courses.</p> <ul style="list-style-type: none"> • Important to build connections and important when they need letters of recommendation • Particularly critical when addressing students Academic accomplishments and leadership 	<p>4c. It is also important for students to begin to develop a relationship with the 4-year colleges/universities of their choice</p> <ul style="list-style-type: none"> • Visit Open Houses • Transfer days on the colleges/university campus • Begin to explore opportunities available on campus 	<p>4d. It is also recommended that students keep up with changes in programs and requirements via the Colleges/University Websites</p>
<p>5. As students progress, frequent review of their Academic and Career Plans should be encouraged.</p>	<p>5a Address any changes that have occurred in a timely manner so that students can remain as close as possible to their goals and target date of completion</p>	<p>5b. Advisors should be prepared to intervene and serve as advocates for students</p>	<p>5c. All along students should be taught the skills needed to become their own advocates</p>	<p>5d. Students should be assigned the task of taking on an issue with an advisor’s support (but done in the shadows) until an advisor’s assistance becomes absolutely essential</p>
<p>6. After the first semester at NECC, the student should be comfortable enough to start browsing Self Service through the MY NECC button</p>	<p>6a. Assist the student with how to login, but continue to stress the importance of becoming familiar with the Self Service system.</p> <ul style="list-style-type: none"> • Students will only be receiving their grades online • They can also monitor their academic progress, by doing an audit • Conduct <u>What If I</u> analysis to check different majors 	<p>6b. Students now must complete their FAFSA online as well as other paperwork, Health Insurance waiver for all students in 9 credits or more, change of address forms, check bills, check holds on account etc.</p>	<p>6c. Once a student has acquired 12 credits and have a GPA of 2.0 he/she maybe eligible to register and drop courses online</p> <p>6c1. In the future most students will be eligible to register online.</p>	<p>6d. NECC is also moving toward advertising campus events via the website as a primary source of information</p> <ul style="list-style-type: none"> • Students will need to learn how to navigate the website • This will also help them to explore employment opportunities (both on campus and off • Help them navigate other colleges that they are interested in transferring to

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For Programs that are Criteria Based or have Special Conditions

<p>Students who are interested in Health programs and Certificates, Human Services, Deaf Studies, Paralegal Studies, Early Childhood, Elementary Education <u>MUST</u> be advised based on Timelines and Semester sequence where applicable</p> <ul style="list-style-type: none"> • The above programs have either special criteria or timelines involved • PLEASE USE Criteria Packets, Advising Handbook, Program Audit sheets and other special literature to advise these students or refer to the Career Planning and Advising Centers on Haverhill and Lawrence campuses. 	<p>Make sure that students are advised no later than ½ way through their first semester what the special issues are involved in the program that he/she has selected. All timelines and yearly course offerings connected to the program <u>MUST</u> be discussed</p> <ul style="list-style-type: none"> • Transfer students with credits may have a shorter notification timeline depending on the credits that are/will be transferred in • Please be cognizant of prerequisites needed for criteria or for courses that are only offered annually • Specific Policies must be discussed...Ex. Science Policy for ALL Health Programs 	<p>Students who are not doing well in Criteria and Prerequisite requirements should become instant recipients of Intrusive Advising and referrals when necessary</p> <ol style="list-style-type: none"> 1. During the students very next visit an in-depth conversation should occur around the following issues: <ul style="list-style-type: none"> • Reasons for unfavorable grade(s) • Time commitment to assignments, work, family, support systems, tutoring needs and choice of program 	<p>For students pursuing the Health programs that are criteria-based and is not doing well with the criteria requirements or has an extended time period before they will be eligible for review</p> <ul style="list-style-type: none"> • Offer some short term goals such as Health Certificates or other degrees and certificates • Emphasize the importance of having some type of certificate or degree completed while they continue to pursue their long term goal 	<p>Reinforce the need for students interested in ALL Criteria-Based Programs to keep up with the requirements by checking the following:</p> <ul style="list-style-type: none"> • The appropriate Web Page • Checking in with an advisor who is assigned to one of the CPAC Centers • Making sure that they are in the appropriate Prep Program .i.e. General Studies: Nursing or General Studies: Paralegal etc, in case of mailed updates • Reiterate the importance of checking their NECC student email account and program WebPages for potential updates
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