

Academic Advising Rubric
New Students who have been through the Admissions Process

<p>1. All advisors must check to make sure student(s) have not previously attended a college for the purpose of possible transfer credits</p>	<p>1a. Check Assessment placements for levels of Writing, Reading & Math or Check SAT scores for possible Reading and Writing Waivers or if students took Advance Placement tests in High School and is eligible for waivers</p> <p>1a(1) If a student has transfer credits, or Advance Placement courses the advisor must have credits evaluated and applied to the student's record and apply applicable assessment waivers</p>	<p>1b. Check the Assessment Screen for specifics such as Tech Prep, Pace Eligibility</p> <p>1b(1) If students has Tech Prep Credits or any other type of Certification it may result in credits</p>	<p>1c. If you are unfamiliar with the Tech Prep, Advanced Placement, SAT scores, and PACE Eligibility contact the Academic Advising staff for assistance</p> <p>1c(1) Refer students to Tech Prep Coordinator or the Center for Adult and Alternative Studies for proper processing of credits Ext. 3308</p>
<p>2. Inquire about the student's desired/anticipated Career Goals</p>	<p>2a. Student is unsure of Career Choice</p> <p>2a(1). Student knows what his/her Career Goals are</p>	<p>2b. If you can assist student in completing the Holland Inventory Test or refer student to Career Planning for appointment Ext. 3722</p> <p>2b(1) Using the Academic Advising Handbook assist the student in making sure the Academic program he/she chooses will give the students a strong foundation for transfer opportunities or an entry level position in the field</p>	<p>2c. Students completes Inventory and returns, 2b(1) should be the next step</p> <p>2c(1). Preliminary discussions about job opportunities and transfer opportunities</p>

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<p>3. Using the Academic Advising Handbook, the appropriate Program Audit sheet, list of courses being offered <u>teach the student</u> how to read the materials Note: The audit sheet must be the appropriate semester in which the student is starting at NECC</p>	<p>3a. Have a discussion with the student about family, work, athletics, clubs, and other types of commitments. Discuss with the student time-management, motivational, and self- discipline</p>	<p>3b. Develop an Academic and Career Plan with student using the program Audit sheet to layout courses that the student should be taking for at least 1 year including summer sessions (if needed) Note: <u>Pay Special Attention to Criteria Program deadlines for review. Give necessary info and instruct student to return for more detailed Criteria during the semester</u></p>	<p>3c. Whenever possible develop a schedule that is not too reading and writing intensive.</p> <ul style="list-style-type: none"> • Couple Developmental course work with appropriate college level courses • <u>Students who are unsure about math course must always be steered towards the Algebra route</u> <p>Do not schedule student for more than 4 or 5 courses</p>
<p>4. Revisit or inquire about how the student intends on paying for his/her education</p> <ol style="list-style-type: none"> a. Financial Aid Application b. Work study c. Scholarships d. NECC Payment Plan etc 	<p>4a. Assist the student by giving him/her the proper forms or referring student to the appropriate area for assistance The FAFSA Application must be completed online. Student can do so in Room SC 104 with some assistance Questions contact Financial Aid at aid@necc.mass.edu or visit the website at http://www.necc.mass.edu/financialaid/index.php</p>	<p>4b. Recommend that the student put his/her Academic Plan and other information in a folder and bring it to each Advising Session or other college appointments, We do have folders in CPAC</p>	<p>4c. Reassure students that if he or she is in need of assistance that we are available, Give student information on all of Tutoring Services including: Developmental Labs, and other available services Discuss Drop/Add deadlines and how it effects Health Insurance, Financial Aid, Loans and Academic Status</p>
<p>5. Introduce students to Self Service and the MY NECC link and make sure that the student knows that he/she has a college issued email address</p>	<p>5a Give students the login instruction sheet and remind students that they do get a NECC email account</p>	<p>5b. Briefly explain to students what he/she can do on Self Service as a new student</p>	<p>5c. Make sure students are properly registered - check course selections according to assessment placements <i>If student has selected an Online Course, be sure to question the student's experience with Online Courses and explain the rigor of Online Courses.</i></p>