

ACADEMIC ADVISORS HANDBOOK



McLennan Community College
Career Development Services



ACADEMIC ADVISING HANDBOOK

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GETTING STARTED

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STEP I – Getting Started

ALL STUDENTS, unless otherwise exempt or enrolled in a waived certificate program, must have THEA (Texas Higher Education Assessment) or approved alternative test scores. Approved alternative tests include Accuplacer, Asset, and Compass. Accuplacer is offered at MCC. Accuplacer scores MUST include an approved essay. **Therefore, no students, unless exempt or waived, can register without scores.**

Transfer Degree Plans are available in Career Development Services or on the L- Drive – Go to the **VP Student Services** folder. Select the **Career Development** folder. Select the folder **Transfer Degree Plans**.

Please let your students know the best method to contact you, i.e., phone, email. Consider advising students by e-mail.

Below are the list of courses a student may use to exempt the student from testing in the areas of Reading, Math and Writing:

MATH	Math 1332, 1314, 1316 1324, 1325, 1342, 1350, 1351, 2412, 2413
READING	Psyc. 2301, Psyc. 2314, Govt. 2305, Govt. 2306, Hist. 1301, Hist. 1302, English 2322, 2323, 2332, 2333, 2327, 2328
WRITING	Engl. 1301, Engl. 1302, Engl. 2311

STEP II - Automated Degree Plan:

Briefly, but thoroughly, check over the Automated Degree Plan. In particular, notice:

Whether there are any HOLDS – you must deal with Holds first.

Test Scores and whether developmental coursework is required. If Accuplacer was taken be sure to note essay score (or lack thereof).

Whether the indicated major is correct. Ask the student of his/her intended major.

Whether the student’s address and phone number is correct. A correct address is necessary to mail Pell checks.

Also a correct phone number is important in case of an emergency.

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STEP III - Assess Needs of Student:

Find out what the wishes and intentions of the student are.

Will she/he be full-time or part-time?

Attending days or nights?

What hours employed?

Any specific courses she/he may wish to take?

STEP IV - Developmental Requirements:

Deal with Remediation Requirements **FIRST!**

Notice test scores to see which areas are passed/not passed. The Automated Degree Plan will list the developmental courses a student needs to take, if any.

Discuss with the student which remediation courses will be required. You may highlight or mark on the Automated Degree Plan the developmental courses you advise the student to take.

Remind students that a developmental course must be entered **first** when they are registering by phone or WebAdvisor. Remember that **Reading** is given priority over Math and Writing at MCC, since the skill of reading applies to all areas of the curriculum.

In general, students are encouraged to address all areas of weakness in the beginning but **MUST** remediate in at least one area until all remedial sequences have been completed or the student passes an approved assessment.

Do not postpone remediation due to the insistence by the student that he/she will pass the section on an upcoming THEA or an approved alternative test.

Remember, the Automated Degree Plan will only list those developmental courses a student still needs to take. If remediation is complete in an area, the Automated Degree Plan will indicate as such.

Remedial Sequences are as follows:

READ	READ 0300, 0301, 0302
MATH	0300 w/lab, 0301 w/lab (0102, 0103, 0104 = 0301) , 0307 w/lab (0105, 0106, 0107 = 0307)
WRITING	ENGL 0300 w/lab, 0301 w/lab, ESOL w/lab, 0301 w/lab

Students enrolling in **READ 0302 MAY NOT** be concurrently enrolled in reading intensive courses, including: HIST 1301, 1302, GOVT 2305, 2306, PSYC 2301, ENGL 2322, 2323, 2327, 2328, 2332, 2333. Students may be concurrently enrolled in other reading intensive courses such as SOCI 1301, ECON, BIOL, etc.

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COSU 0101 and PSYC 1300: Students who fail two or more sections of THEA or an approved alternative test are required to enroll in COSU 0101 and/or PSYC 1300. However, any student may take these courses to improve their study and test taking skills.

Students, who are required to take READ 0300 and/or READ 0301, are required to enroll in COSU 0101. The student is encouraged to concurrently enroll in READ 0300 or READ 0301 **and** COSU 0101. When the student completes COSU 0101, the student is required to enroll in PSYC 1300 once the student enrolls in READ 0302.

A student who has failed two or more sections of THEA or an approved alternative test is required to enroll in PSYC 1300 but must either be passed in Reading or concurrently enrolled in READ 0302.

SATISFYING THE TEXAS SUCCESS INITIATIVE:

Achieve a passing score on THEA or an approved alternative test or complete the required remediation.

STEP V – Course Selection:

Discuss with students what courses they are considering:

Explain to the student, with the aid of his/her Automated Degree Plan, what courses have been successfully completed. You may mark or highlight those courses you advise the student to take.

Be sure you check the placement guide when advising a student for Math courses. A student may be passed in Math, but may not take Math 1314, for example, unless they score 270 on THEA or complete Math 0311.

Encourage a balanced schedule.

Note courses on the Automated Degree Plan which are rarely offered in summer or may only be scheduled for a particular semester.

Are there course sequences which should be started early to complete the sequence before transfer, e.g., Span 1411, 1412, 2311, 2312.

Are there pairs of courses where both, or neither, should be taken at MCC, e.g., many science pairs, MATH 1324/1325, ACCT 2401/2402.

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For students in READ 0300/0301/0302, they may choose courses without reading prerequisites, such as (but not limited to) SPCH, COSC, Fine Arts, CRIJ, BUSI, etc.

Core courses for almost any transfer program will include ENGL 1301, HIST 1301/1302, GOVT 2305/2306, SPCH 1311,1315, 1318 or 1321, Fine Arts appreciation courses, and/or Social Science. These are “safe” courses for students who have not selected a degree plan.

Workforce Education Automated Degree Plans are quite specific. It is important that students in Workforce Education programs adhere to those courses on their automated degree plan.

PHED activities courses **may** be required and can round out a schedule.

STEP VI - Clearing the Student to Register:

All new students and students needing remediation or need to retest must be “**OK**” to register.

Access the Faculty link in WebAdvisor. From the Faculty Menu, select the Registration approvals link. Enter the student’s ID number. Click Submit.

Select the start term from the drop-down menu list. **You must enter a start term.** If there is more than one term to choose from, you will need to select the **end term**. Otherwise, the start term is all you need to select.

You may enter comments if you like.

The type of advisement is automatically set to OK.

Click the Submit button.

Click the menu button to return to the Faculty menu

Select the Registration approvals link to return to another student.

STEP VII - Scheduling:

You may find yourself helping students to create a class schedule after or during advisement. You should encourage students to work out their own schedule, especially if they are returning students. After advising, students should register via WebAdvisor or Telephone.

Discuss with the student non-college related obligations, such as work schedule or childcare considerations.

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Suggest to the student to be aware of those courses that are offered only at one time or have only a few sections. These courses should be scheduled first.

Students often want all their classes stacked, with no breaks. You may wish to point out the advantages of having breaks during the day for last-minute class preparation or last minute review before quizzes or tests, to use the library for quality study time or simply socializing.

Late in the registration period having up-to-date information on “closed” course sections is crucial. This information can be obtained by support staff in your area.

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Fields of Study

<i>Fields of Study</i>	<i>Contact</i>	<i>Extension</i>
Business	Annette Bigham	8690
Computer Science	Fred Hills	8270
Criminal Justice	Ralph Yates	8558
Engineering	Jess Collins	8176
Music (transfer)	Gail Wade	8221
Speech	Linda Dulin	8912

ASSOCIATE OF ARTS TEACHING DEGREES

<i>Leading To:</i>	<i>Contact</i>	<i>E-mail or Extension</i>
Initial Texas Teacher Certification EC-4 (Except Early Childhood Degree Specialization), 4-8, EC-12	Career Development	8614
Initial Texas Teacher Certification EC-4 Early Childhood Specialization Only	Janie Hilliard	8786

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Guidelines for Exemptions and Waivers

The following students are exempt from the requirements of the Texas Success Initiative:

1. A student who transfers to an institution from a public, private or independent institution of higher education or and accredited out-of-state institution of higher education and who has completed college level coursework in the areas of Reading, Math, and Writing with a grade of D or higher.
2. A student who has graduated with an Associate or Baccalaureate degree from an institution of higher education.
3. A student who has attended any institution and has been determined to have met readiness standards by that institution.
4. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
5. A student who on or after August 1, 1990 was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
6. Exemplary Test Scores

Tests	Composite Score	Min. Math	Min Reading	Min. Verbal	Expiration of Scores
ACT	23	19	-	19	5 years
SAT	1070	500	-	500	5 years
-	970 Prior to 1995	470	-	420	-
TAKS	-	2200	-	2200 Writing Sub-score Of 3	3 years

Waivers (not Exempt)

1. A student who is enrolled in a certificate program of one-year or less (**Level-One certificates, 42 or fewer semester credit hours or the equivalent**) at a public junior college, a public technical institute, or a public state college. The college reserves the right to make an exception to this policy for those students seeking an award in Phlebotomy or Child Development CDA.

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2. **Transient students** who are enrolled on a temporary basis and were enrolled at a private or out-of-state institution the previous long semester.

Students desiring an exemption must take the appropriate documentation and information to the Office of Student Admissions. The office of Student Admissions is responsible for verifying exemptions and for entering the necessary information into the college's database.

Students, unless otherwise exempt, must have passed THEA or an approved alternative test, or have completed Reading 0302 to enroll in the following reading intensive courses:

HISTORY	1301, 1302
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GOVERNMENT	2305, 2306
-------------------	------------

PSYCHOLOGY	2301
-------------------	------

ENGLISH	2322, 2323, 2327, 2328, 2332, 2333
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See MCC Texas Success Initiative requirements for more information.

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THEA/ACCUPLACER COURSE PLACEMENT GUIDE			
THEA			
	CURRENT	PRIOR to 1995	REQUIRED PLACEMENT
READING	230-300	220-300	No Reading Course Required
	186-229	186-219	READ 0302
	160-185	100-185	READ 0301
	100-159	100-159	READ 0300 w/LAB
MATH	270-300		MATH 1314, 1324, 1342, OR 2412
	230-269		MATH 0311 OR 1332
	190-229		MATH 0307 w/LAB
	161-189		MATH 0301 w/LAB
	100-160		MATH 0300 w/LAB
WRITING	220-300		ENGL 1301 or POFT 1301
	186-219		ENGL 0301 w/LAB OR ESOL 0301 w/LAB
	100-185		ENGL 0300 w/LAB OR ESOL 0300 w/LAB

ACCUPLACER			
PLACEMENT	CURRENT		REQUIRED PLACEMENT
READING	78+		No Reading Course Required
	69-77		READ 0302
	40-68		READ 0301
	0-39		READ 0300 w/LAB
	MATH	E96+	
E 63-95☆			MATH 0311 or MATH 1332
E42-62			Math 0307 w/LAB
E29-41			Math 0301 w/LAB
		E < 29 or A score only	
WRITING	<i>Essay</i>	<i>Objective</i>	
	W 6		ENGL 1301 or POFT 1301
	W 5	S 80 +	ENGL 1301 or POFT 1301
	W 5	Below S 80	ENGL 0301 w/LAB or ESOL 0301 w/LAB
	W 4	Any Score	ENGL 0301 w/LAB or ESOL 0301 w/LAB
	W 3 or Below	Any Score	ENGL 0300 w/LAB or ESOL 0300 w/ LAB

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Approved Texas Success Initiative Alternative Tests				
ASSET	<i>READING</i>	<i>MATH</i>		<i>WRITING</i>
	Below 22 -READ 0300 W/Lab 23-34 -READ 0301		(NS) 23-40 MATH 0301	
35-40 -READ 0302		(NS) 41+ and (EA) 23-37 MATH 0307 W/ lab		36-40 Essay 0-5 ENGL 0301 W/Lab
41 + No Reading Req.		(EA) 38-55 (IA) 23-42	MATH 0311 or MATH 1332	Essay 6 + or 40+ and Essay 5 ENGL 1301
		(IA) 43-55 MATH 1314 or Above		
COMPASS	01-48 -READ 0300 W/Lab 49-65 -READ 0301	PA 01-43		MATH 0301 W/Lab
	66-80 -READ 0302	PA 44- 100	A 01-38	MATH 0307 W/Lab
	81+ No Reading Req		A 39-75	MATH 0311 Or 1332
			A 76+	MATH 1314 or Above
			Essay 0-4 ENGL 0300 W/Lab	
			Essay 5 ENGL 0301 W/Lab	
			Essay 6+ 59+ and Essay 5 ENGL 1301	

HUMD LABS

HUMD LABS - These labs are designed to provide the student with an alternate form of remediation. However, the lab does not meet the remedial course requirement for the section not passed. Students are encouraged to retest as soon as possible, or enroll in the appropriate remedial course the subsequent semester. Only students with the following scores may be given the option of enrolling in a HUMD lab:

	THEA	ACCUPLACER
READING	225-229	76-77
WRITING	215-219	78-79 (Essay 5)

Students should be encouraged to enroll in the appropriate developmental sequence in the area/s they fail on THEA or Accuplacer. HUMD labs are not part of any developmental sequence. No student may enroll in a HUMD lab in the same area more than twice.

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ADVISING HOLDS

AC	COLLEGE TRANSCRIPT	BELINDA GARCIA, STUDENT ADMISSIONS	8629
AD	APARTMENT DAMAGE	ATHLETICS	8326
AE	ACCOUNTING EQUIPMENT	DOROTHY JOHNSON, BUSINESS PROGRAMS	8238
AG	GED SCORES	MICHELLE JOHNSON, TESTING	8415
AH	HS TRANSCRIPT	BELINDA GARCIA, STUDENT ADMISSIONS	8629
AM	ADMISSION HOLD	BELINDA GARCIA, STUDENT ADMISSIONS	8629
AP	APPLICATION HOLD	BELINDA GARCIA, STUDENT ADMISSIONS	8629
AS	TEST SCORES	MICHELLE JOHNSON TESTING	8415
AU	ACADEMIC SUSPENSION	HERMAN TUCKER, STUDENT ENROLLMENT	8660
BC	RETURNED CHECK	KAREN HILL, FINANCIAL SERVICES	8623
BM	BUSINESS OFFICE, MISC.	PAT BLISS, FINANCIAL SERVICES	8626
BT	TUITION & FEES	PAT BLISS, FINANCIAL SERVICES	8626
		KAREN HILL, FINANCIAL SERVICES	8623
BU	BUSAR HOLD	PAT BLISS, FINANCIAL SERVICES	8626
BX	NO CHECKS TAKEN	KAREN HILL, FINANCIAL SERVICES	8623
CD	CAREER DEVELOPOMENT	CAREER DEVELOPMENT	8614
DD	DRAMA DEPARTMENT	CINDY SORELLE, THEATRE	8101
DISAB	DISABILITY SERVICES	MARC SWEATT	8122
DS	DISCIPLINARY SUSPENSION	VICE PRESIDENT STUDENT SERVICES	8692
EW	ENFORCED ACADEMIC SUSUPENSION	HERMAN TUCKER, STUDENT ENROLLMENT	8660
F1	HINSON HAZELWOOD	STUDENT FINANCIAL AID	8698
F2	STAFFORD LOAN	STUDENT FINANCIAL AID	8698
F3	SHORT TERM LOAN	RENEE BUSH, FINANCIAL ASSISTANCE	8607
F4	EMERGENCY LOAN	RENEE BUSH, FINANCIAL ASSISTANCE	8607
F5	PELL OVERAWARD	SANDY JONES, STUDENT FINANCIAL ASSISTANCE	8698
F6	GSL OVERAWARD	STUDENT FINANCIAL AID	8698
F7	SEOG OVERAWARD	SANDY JONES, STUDENT FINANCIAL ASSISTANCE	8698
F8	NURSING LOAN DEFAULT	STUDENT FINANCIAL AID	8698
GC	COPY OF GREEN CARD	BELINDA GARCIA, STUDENT ADMISSIONS	8629
HT	SEE HERMAN TUCKER	HERMAN TUCKER, STUDENT ENROLLMENT	8660
IN	INTERNAT'L STUDENT	AMANDA STRATEN, STUDENT ADMISSIONS	8657
KC	MUST SEE KAREN CLARK	KAREN CLARK, STUDENT ADMISSIONS	8689
LF	LIBRARY FINES	LIBRARY	8398
LO	LIBRARY OTHER	LIBRARY	8398
LR	LINDA RAMIREZ	KATHY PETTIGREW	8638
MD	MUSIC DEPT.	ROB PAGE, FINE ARTS	8287
PF	PARKING FINES	FINANCIAL SERVICES	8627
PR	ACADEMIC PROBATION	AMANDA STRATEN, STUDENT ADMISSIONS	8657
RC	RECYCLE CENTER	CHILD DEVELOPMENT	8786



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SC	CHILD CARE	KAREN HILL, FINANCIAL SERVICES	8623
SD	DANCE COMPANY	SANDY HINTON, PHED	8851
SE	HPE EQUIPMENT	ATHLETICS	8326
SG	APP SIGNATURE	BELINDA GARCIA, STUDENT ADMISSIONS	8629
SH	MUST SEE REGISTRAR	HERMAN TUCKER, STUDENT ENROLLMENT	8660
SR	ROTC UNIFORM	BETTY SPENCER (BAYLOR UNIVERSITY)	(254) 710-3513
SS	SPECIAL STUDENT HOLD	KAREN CLARK, STUDENT ADMISSIONS	8657
SX	STUDENT SERVICE MISC	VICE PRESIDENT STUDENT SERVICES	8692
UT	UPDATED TRANSCRIPT	BELINDA GARCIA, STUDENT ADMISSIONS	8629
***	ALL UNFAMILIAR HOLDS	SECRETARY, VICE PRESIDENT STUDENT SERVICES	8645

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TRANSFER DEGREE PLANS

Transfer Degree Plans:

Career Development Services keeps updated versions of all transfer degree plans on the L: Drive. Hard copies are filed in our office.

For those who may not be familiar with viewing information on the L: Drive.

To locate transfer degree plans:

1. Go to My Computer.
2. Click on the L-drive.
3. Click on the VP Student Services folder.
4. Click on the Career Development folder.
5. Click on the Transfer Degree Plans folder.
6. Select the university, and then the major.

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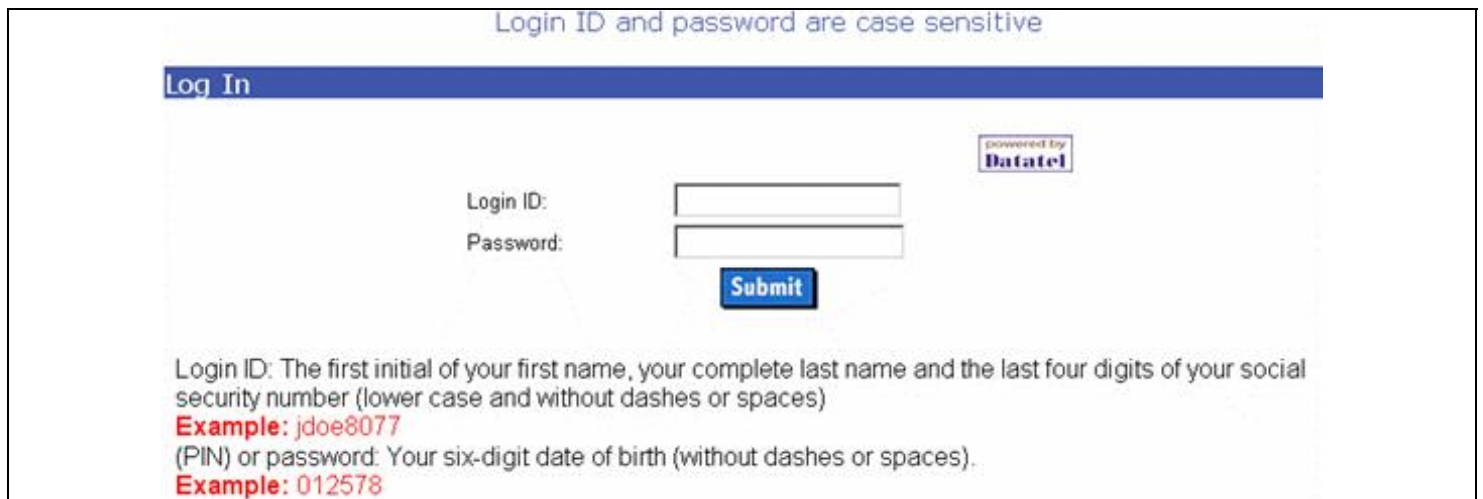


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Instructions for Using Web Advisor

To Display a Student's Automated Degree Plan:

1. Access the WebAdvisor link from MCC's (<http://www.mclennan.edu>) home page.
2. Select the WebAdvisor for Faculty link.
3. From the Faculty Menu, select the Student automated degree plan link.
4. Log into WebAdvisor .



Login ID and password are case sensitive

Log In

powered by **Datatel**

Login ID:

Password:

Submit

Login ID: The first initial of your first name, your complete last name and the last four digits of your social security number (lower case and without dashes or spaces)
Example: jdoe8077

(PIN) or password: Your six-digit date of birth (without dashes or spaces).
Example: 012578

Figure 1: WebAdvisor Login Dialog Box

5. Enter either the student's Colleague ID (you do not have to key in the leading zeros) or the student's social security number (without dashes).



Student ID

Social Security Number

Submit

Figure 2: WebAdvisor Student ID Dialog Box

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6. If the student has an active academic program, it will be listed under the Active Programs column. Click the checkbox next to the active program you wish to view. Click the Submit button.

Choose One	Active Programs
<input type="checkbox"/>	AA.CIS Computer Information Systems

What if I changed my program of study?

Submit

Figure 3: WebAdvisor Automated Degree Plan Dialog Box

7. If the student does not have an active program or would like to see what courses they need to take if they changed their program, select one of the academic programs from the drop-down menu. Click the Submit button.
8. Choose a catalog year if prompted. Click the Submit button.

	Choose One	Catalog
1	<input type="checkbox"/>	2003 2003 Catalog
2	<input type="checkbox"/>	2002 2002 Catalog
3	<input type="checkbox"/>	2001 2001 Catalog

Submit

Figure 4: WebAdvisor Catalog Year Dialog Box

9. The student's automated degree plan will display on the screen. To print the automated degree plan, click the browser's print icon button.
10. When you are finished, click the Menu button to return to the Faculty Menu.

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Instructions for Using WebAdvisor to Give Registration Approval:

1. Access the WebAdvisor link from MCC's (<http://www.mclennan.edu>) home page.
2. Select the WebAdvisor for Faculty link.
3. From the Faculty Menu, select the Registration approvals link.
4. Log into WebAdvisor .



Login ID and password are case sensitive

Log In

powered by Datatel

Login ID:

Password:

Submit

Login ID: The first initial of your first name, your complete last name and the last four digits of your social security number (lower case and without dashes or spaces)
Example: jdoe8077

(PIN) or password: Your six-digit date of birth (without dashes or spaces).
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Figure 1. WebAdvisor Login Dialog Box

5. Enter either the student's Colleague ID (you do not have to key in the leading zeros) or the student's social security number (without dashes).



Student ID

Social Security Number

Submit

Figure 2: WebAdvisor Student ID Dialog Box

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6. If the student has already been advised, there will be information displayed under the Advisor/Type/Start Date/End Date columns (see figure 3 for example). Please note that if the student has already been advised for a term in which they are trying to register for, there is no need for you to fill out the rest of this screen. Simply click the Menu button to return to the Faculty menu.
7. If the student has not been advised, select the start term from the drop-down menu list. You must enter a start term. If there is more than one term to choose from, you will need to select the end term, otherwise the start term is all you need to select.
8. You may enter comments if needed.
9. The type of advisement is automatically set to OK.
10. Click the Submit button to update the student's file.
11. Click the Menu button to return to the Faculty menu. Repeat steps 3, 5-11 to assess another student. Do not use the BACK button.

	Advisor	Type	Start Date	End Date
1	Pettigrew, Kathryn	OK	08/23/04	12/10/04
2	Harris, Rita	OK	07/12/04	08/12/04

Start Term End Term

Comments

Figure 3: WebAdvisor Registration Approval Workflow

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