

## **Academic Advising Policy and Procedure**

Academic advising at Nebraska College of Technical Agriculture (NCTA) is designed to assist students in planning their educational programs, selecting courses, completing degrees/certificates and preparing for transfer or employment. NCTA is committed to providing a learning environment and support system to help students achieve their educational goals. Whether a student is engaged in a single course or a full program of study, NCTA is dedicated to student learning, success and retention.

### **Early Alert Process**

Instructors will notify the Student Services Advisor and academic advisor regarding students who are performing in a less than satisfactory manner in class (examples: poor attendance, low scores in assignments/tests). Students and advisors are contacted by the Student Services Advisor who will discuss possible corrective measures with the student (eliminate absences, tutoring, study halls, Writing and Math Centers and other guidance counseling provided by Student Services).

### **ACT/ACCUPLACER/ASSET Testing:**

NCTA requires an assessment test for admission. Results are used to guide academic advising with emphasis on writing, reading and math. NCTA has established the following prerequisites for math and English courses:

- ENG 1503 Technical Communications I or ENG 1903 Writing & Inquiry.
  - 18 ACT in English and 18 ACT in Reading OR successful completion of ENG 0103 Intro to Reading & Writing or equivalent OR test out through English placement process.
- MTH 1503 College Algebra
  - 21 ACT in Math or equivalent test score; or completion of MTH 1203 Intermediate Algebra or equivalent.
- MTH 2203 Intro to Statistics or MTH 2252 Trigonometry
  - 24 ACT in Math or equivalent test score; or completion of MTH 1503 College Algebra or equivalent.

### **Probation Students**

Students are placed on Academic Probation when a semester or cumulative GPA is below 2.0 and notified in writing by the Student Services Advisor. The Student Services Advisor works collaboratively with faculty advisors to develop a corrective plan of action which may include:

- Regular advising meetings
- Changes in courses selected and/or reduction in credit hour load
- Utilization of tutors or study halls
- Limit extra-curricular activities
- Balance of work load outside of school

### **Faculty Academic Advising Procedures**

Division Chairpersons will assign a faculty advisor to every student pursuing a degree or certificate that is available within their division. Advising sessions for course registration will occur each semester to allow timely registration by students. Registration holds will be in place for each student. Faculty advisors will release the hold after an acceptable advising session has occurred.

Primary responsibilities of the faculty advisor are to provide guidance to the student in the following areas:

- Choosing the degree or certificate pathway that matches the students interest and career goals.
  - Ensure chosen pathway is up to date in MyNCTA Degree Audit (via email to the Registration/Curriculum Specialist (Vicky Luke))
- Develop an appropriate timeline towards degree/certificate completion.

- Advising each semester to direct the student in registering for the appropriate courses for degree/certificate completion on schedule.
- Utilize the Degree Audit in MyNCTA to accurately track student's progress toward degree completion.
- Utilize an advising sheet for accurate records of advising sessions (example in Appendix A).
- Provide additional advising sessions as needed to assist students in sustaining academic success.
- Assist students with completing graduation applications.
- Assist the student with post-NCTA decisions such as obtaining employment or transfer processes.
- Provide students accurate information about college policies, programs and registration procedures.
- Introduce students to career opportunities within the fields of study.
- Acquaint students with various support services: tutoring programs, study groups, academic clubs, etc.
- Help students develop good study habits.
- Monitor student's academic performance during the academic year and recommend, if necessary, strategies to improve weaknesses and enhance strengths (meet with each advisee twice per semester).
- Follow the NCTA "Early Alert System" to help identify students that may be in need of assistance from other areas of the college.
- Make proper referrals when necessary (e.g. deans, department chairs, student services advisor).

**Responsibilities of the students:**

- Consult with the advisor when necessary, and at a minimum, twice a semester.
- Make appointments for advising sessions during regularly agreed upon office hours.
- Notify the advisor or someone in the appropriate division if it is not possible to keep appointments. Recommend other potential meeting times.
- Be prepared for appointments during priority registration and/or registration: bring a printout of their current Degree Audit from MyNCTA to the advising session.
- Clarify some personal values and goals in advance of the session and be prepared to discuss them with their advisor.
- Follow through with appropriate action after an advising session
- Know important dates for each semester: last day to change, drop, or add classes; graduation application deadline.
- Consult with current advisor and complete the "Division Transfer" form when changing majors.

**Graduation Audit Procedures**

Prior to registering for final semester courses, students will meet with their advisor to complete a preliminary Degree Audit to ensure students have enrolled in the courses necessary to graduate on schedule. Advisors are responsible for ensuring that the correct degree pathway has been selected in the Degree Audit system.

Advisors and students will follow this process:

- 1) Advisors and students will each review and print a copy of the student's Degree Audit in MyNCTA.
- 2) If a student has not met all graduation requirements (either completed, in progress, or planned for the final semester) the advisor should:
  - a) Check for transfer credit that has not come in as a direct equivalency.
  - b) Check electives to see if there is a course that can be substituted, and if applicable, complete the substitution process.
    - i. A copy of the student's graduation Degree Audit from MyNCTA must accompany all requests for substitutions and waivers.
  - c) If none of the above is applicable, the student will need to look at enrolling in additional classes to complete their degree requirements.

- d) If the student has not met graduation requirements through completed courses, approved substitutions or proposed courses, the advisor will inform the student and work to find a solution for graduation.
- 3) After the advisor confirms that degree progress has been met, the advisor will release the registration hold on the student's MyNCTA account and the student will register for the appropriate courses.
- 4) After course registration, the Degree Audit will be printed and signed by both the student and the advisor, and given to the ADA/504 Student Advisor, Kevin Martin.
- 5) Students will complete the online graduation form. A student should not apply for graduation unless they are on track to have requirements met prior to graduation.
  - a) <https://marketplace.unl.edu/nutechmarketplace/application-for-graduation-nebraska-college-of-technical-agriculture.html>

#### Certificates, Minors, Double-majors

Students can only be enrolled in one major in the MyNCTA Degree Audit. If a student is receiving two degrees, a certificate or a minor, the Degree Audit will be completed by a paper graduation check at this time. Previous versions of the graduation check sheets will only be accepted in these circumstances. The graduate check must reflect catalog requirements.

#### Graduation Application Deadlines

- November 30 for students graduating in May or August
- May 15 for students graduating in December

**Appendix A**

**Course Advising Sheet**

<b>Student:</b>			
<b>Appointment Date:</b>			
<b>Semester Advised:</b>			
<b>Courses Advised:</b>	<b>Credit Hours</b>	<b>Required or Elective</b>	
<b>Credit hours remaining in program:</b>			
<b>Expected completion date:</b>			
<b>Advising Notes:</b>          			
<b>Advisor Signature:</b>	<b>Student Signature</b>		