

November 2016



Advising ESL Students



Please consult attached document when advising ESL students.
See note below from Karlene Ball, ESL Program Coordinator

“I would like to respectfully request that advisors adhere to the concurrent guidelines to ensure the success of the student and the integrity of the ESL program. While they are free to advise the students in their programs, I ask that they contact me for information on what ESL courses the student needs to take. Any recommendations outside of those found in the concurrent guidelines should be first discussed with the ESL Coordinator. In addition, please be informed that a HOLD will be placed on ESL students’ (except students in Level 6 courses e.g. ESL 162 or ESL 169/ENG 101) records so that they will not be able to register themselves online.” *Questions? Karlene Ball X 58156*



Naugatuck Valley Community College

Center for Academic Planning & Student Success

Call us at (203) 575-8025 or stop by the CAPSS Office for more information!

November 2016



Registering for ENG 063/101 ALP

Students will need a waiver in Banner for **ENG 063** to register for ENG 063/ENG 101 ALP.

Faculty advisors: If you are advising a student who is currently taking ENG 096T and is progressing to the next level English, please ask your division's administrative support to put a waiver in Banner so the student can register.

Developmental English Sequence

- Students taking ENG 096T take ENG 063/ENG 101 ALP (6.0 credits)
- Students taking ENG 096 take ENG 101



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Winter Session



This is the first time that Financial Aid will be available for Winter Classes. If you advise students into winter courses, please make sure they are aware of these two facts:

1. If they are Pell eligible, aid will AUTOMATICALLY be applied to the winter session unless they sign a refusal form (see attached).
2. If a student withdraws from a winter course and doesn't return for Spring 2017 he/she will not be awarded aid for winter (see attached) and will be responsible for paying for the winter course.

Financial Aid Kinney Hall 5th Floor
Ph. 203-575-8274



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Advising students in developmental courses



Developmental English

- Students taking ENG 096T take ENG 063/ENG 101 ALP (6.0 credits)
- Students taking ENG 096 take ENG 101

Developmental Math

- Students taking MAT 094T take MAT 135 or MAT 136
- Students taking MAT 094 take MAT 135 or MAT 136 (students with B+ or better can take MAT 137)



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October 2015

Advising students who entered prior to Fall 2015 vs. students who entered Fall 2015 or later

- Students entering **Fall 2015** or later should be advised using the program sheets on the Advisor Resources page of the CAPSS website.

<http://www.nv.edu/Student-Life/CAPSS-Counseling-Advising/Academic-Advisor-Resources>

- Students entering **prior to Fall 2015** should be advised using degree evaluations in WebBanner.

FYI- Degree evaluations in Web Banner are for students who entered prior to Fall 2015.



Advising Forms Fall 2015 or After

- [New Common Core Requirements](#)
- [Continuing & ReAdmit Student Advising Form](#)
- [General Studies](#)
- [Liberal Arts & Sciences](#)

▶ Allied Health

▶ STEM

▶ Business

▶ Liberal Arts and Behavioral and Social Science

Advising Forms prior to Fall 2015

- [Common Core Requirements \(Prior to Fall 2015\)](#)
- [General Studies \(Prior to Fall 2015\)](#)
- [Liberal Arts \(Prior to Fall 2015\)](#)



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ADV* H101- Intro. to Advising



New to advising or want to make sure you have the proper tools? Then check out our new digital Advisor's Tool Kit nv.edu/Student-Life/CAPSS-Counseling-Advising/Academic-Advisor-Resources



College Goal Sunday- FAFSA workshop at NVCC 10/23/16 from 1-4pm

There are changes to FAFSA for the 2017-2018 application: Students can apply now instead of waiting until January 1st and will use their 2015 tax information. Students with questions can contact Anita Pelletier at 203-575-8274 or apelletier@nv.edu or visit the Financial Aid office in K612.



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Your list of advisees is now available

How to Find Your Advisees in 4 steps

1. Log into <http://my.CommNet.edu>
2. Select Banner Student & Faculty Self Service
3. Select Faculty/Advisor Services
4. Select Advisee List (may take a few minutes to populate)

I have my advisee list, now what?

- You can email students from myCommNet or export to Excel and use mail merge

Remind **NEW** students that they need to meet with you so you can remove their advising hold prior to registering for the upcoming semester.

Provide contact information including office phone number and location, and office hours or designated times for advising.

October is Advising Month



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September 2016

Welcome Back Faculty Advisors!

- ❖ Sept 11th – last day for 50% tuition refund
- ❖ Sept 12th – first day student initiated withdrawal
- ❖ Sept 12th – late start classes begin
- ❖ September 14th is the last day for students to use financial aid at the bookstore

October is Advising Month!



CAPSS Contacts	Phone
Bonnie Goulet, Interim Director	x8752
William Carleton, Advisor & Admissions	x8026
Erika Carrington, Interim Advisor	x8128
Susan Houlihan, Advisor	x2164
Sam Johnson, Counselor	x8192
Terry Latella, Counselor & All Disabilities	x8608
Yvette Tucker, Advisor	x8787
Lydia Roldan, Office Admin	x8099
CAPSS Division Contacts	
ALH- *Yvette Tucker & Bonnie Goulet	
LABSS- *Sam Johnson, Bonnie Goulet, & William Carleton	
STEM- *Erika Carrington & Sam Johnson	
BUS- *Sue Houlihan & Bonnie Goulet	
* primary contact	



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