

December 2015



Advising and Retention

CAPSS IS STILL OPEN...

Would you please email your advisees before the semester is officially over to ensure they contact you or the CAPSS office to register for spring semester? You can remind students that CAPSS is open Monday through Friday from 8:00am-5:00pm over the winter break.

Many thanks for all your support throughout the semester.

Sincerest wishes from the staff in CAPSS for happy holidays and a restful semester break!

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



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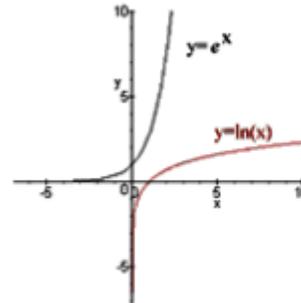
Call us at (203) 575-8025 or stop by the CAPSS Office for more information!

December 2015



When advising students who have successfully completed MAT 137:

Students should take MAT 172 College Algebra/Calculus Prep **ONLY** if they are in the following majors:



**MAT*172
College Algebra**

- Aviation Science
- Criminal Justice-Forensics
- Computer-Aided Eng Tech
- Computer Info Systems Tech
- Fire Tech & Administration
- Electronic Engineering Tech
- Engineering Tech
- Environmental Science
- Manufacturing Eng Tech
- Mathematics & Science
- Mechanical Engineering Tech

*All other majors should take MAT 143/144, MAT 146, OR MAT 167



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Connecticut State University Contacts for Transfer Students

Western CT State University

Representative is Nicole Kullberg
203-837-9007 kullbergn@wcsu.edu

Central CT State University

Appointment sign-up in K519 with Carlos Soler
860-832-2238 csoler@ccsu.edu

Southern CT State University

Representative is Scott J. Ouellette
203-392-5650 ouellettes1@southernct.edu

Eastern CT State University

Representative is Jessica Ruddy
860-465-5014 jruddy@easternct.edu

UConn Waterbury Campus

Representative is Jamie Caruso
203-236-9930 Jamie.Caruso@uconn.edu



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Another CLEP Update

Effective immediately, the CLEP Pre-Calculus Examination is available to students who want to test out of MAT*H186 PreCalc for STEM. The credit granting score is 50 and students will be awarded 4 credits.

Advising Fast Fact BIO

Student will not receive credit for both BIO 110 (3 credits) and BIO 115 (4 credits). Please note course descriptions from the catalog:

BIO*H110 Principles of the Human Body 3 credits
Open to students needing a three-credit science course in their program of study including Liberal Arts and Sciences and General Studies. This course is an introduction and survey of human anatomy and function including the digestive, circulatory, respiratory, immunological, urinary, nervous, sensory, muscular, skeletal, endocrine, and reproductive systems of the body. The course will include discussions of the evolution of the human body and its dynamic interaction with the environment. Not open for credit to students who have passed any higher-numbered human biology or anatomy and physiology course.



BIO*H115 Human Biology & Lab 4 credits
*Students may not receive credit for both BIO*H110 and BIO*H115. This introductory course will focus on the overarching themes of health, homeostasis, evolution and the environment as they relate to human body systems. Laboratory experiments include microscopic examination of cells and tissues, anatomy, physiology of nerves and muscles, blood typing, and principles of inheritance. Three hours of lecture and three hours of laboratory weekly.*



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Using Current Advising Forms

Since our advising forms are updated frequently, please be sure to use the most recent advising forms posted on the CAPSS advising webpage <http://www.nv.edu/Student-Life/CAPSS-Counseling-Advising/Academic-Advisor-Resources>.

This chart shows the revision date for the seven CAPSS advising forms.

Advising Form	Latest Revision Date
Pre-Nursing	9/30/2015
Pre-PTA	9/8/2015
Pre-Rad-Tech	6/22/2015
Pre-Resp.	6/29/2015
Liberal Arts and Science	7/1/2015
General Studies	7/1/2015
Continuing students	8/30/2012

Advising forms for STEM, BUSINESS and LABSS belong to the (respective) divisions and are posted on our webpage for faculty use.



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Advising Update on CLEP for Spanish

The American Council on Education (ACE) recently changed the Credit Granting Policy for the Spanish Language CLEP test from 4 semester credits to 3 semester credits.

NVCC follows the recommendations of ACE, therefore, effective immediately, NVCC will no longer grant 12 credits for the Spanish Language CLEP exam. The new policy is listed below:

A score of 50 = 2 Semester Credits (6) Spanish 101 and 102

A score of 63 = 3 Semester Credits (9) Spanish 201

The CLEP brochure will be updated (and posted on the CAPSS advising page) to reflect these changes.



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Developmental Course Flow for Math and English

Attached and worth repeating is the course flow for developmental math and English.

Here's the summary and what you really need to know to advise returning students who get at least a C grade in:

MAT 094T students take **MAT 136**

MAT 094 students should take **MAT 136** unless they earn a B+ or higher, then they can take **MAT 137**

ENG 096T students take **ENG 063*/ENG 101 ALP**

ENG 096 students take **ENG 101**

*Do not advise students to take ENG 063 without ENG 101 since this goes against the PA 1240 law.

October 2015



Advising students entering prior to Fall 2015 vs. students entering Fall 2015

- Students entering prior to Fall 2015 should be advised using the catalog of their term of enrollment and follow the **old** Common Core requirements.
- Students entering Fall 2015 should be advised using the 2015-2016 catalog and the **new** Common Core requirements.
- Both lists of requirements can be found on the CAPSS advising webpage along with program sheets and other resources for advising. <http://www.nv.edu/Student-Life/CAPSS-Counseling-Advising/Academic-Advisor-Resources>

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

Advising forms

For students enrolled prior to Fall 2015:



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

Academic advisors can download academic advising forms for students enrolled Fall 2015 or after.

Updated Advising Forms (Fall 2015 or After):



- [New Common Core Requirements](#) , [Courses Without Prerequisites](#) , [New](#) , [Continuing](#) , [General Studies](#) , [Liberal Arts & Sciences](#)



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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
- Provide office hours and any times you might be setting aside for advising
- Provide an alternative if advisees are unable to meet with you (e.g. Division Director's Office, as appropriate)
- Web registration begins Oct 28, 2015**



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September 2015



Welcome Back!

- October 1** Advisee List will be final
- October 6** Degree Exploration Day
Waterbury Campus 12:00 pm - 3:00 pm 5th Floor, Café West
- October 13** Graduation Review Session
Waterbury Campus 3:00 pm - 6:00 pm 5th Floor, Café West
- October 14** Graduation Review Session
Danbury Campus 3:00 pm - 6:00 pm, Administrative Offices
- October 21** College Transfer Fair
Waterbury Campus 10:00 am-1:00 pm in Cafe West

**Online Spring and Winter Registration for continuing students opens
Wednesday, October 28th at 12:01 am <http://my.comnet.edu>**

Thank you for your part in making our students successful!



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