March 2017

Advising Students in Developmental Math

Students taking MAT 094T or MAT 094
• If final (or mid-term*) grade is C or C+, students take MAT 135 or MAT 136
• If final (or mid-term*) grade is B- or higher, students can take MAT 135, MAT 136 or MAT 137

*If advising before final grades are viewable, students must understand that they will not be allowed to progress to the next level if they do not have the required grade.

What to do about a C- in math? Students who get a C- in the following math courses can move up a half-step with a waiver in Banner.
Students who get a:
• C- in MAT 094T can take MAT 094
• C- in MAT 094 can take MAT 095
• C- in MAT 095 can take MAT 136 or MAT 135
• C- in MAT 136 can take MAT 137

Revised English and math developmental course flow attached.
Important Date Change for Fall 2017 Registration

Registration for continuing students begins **April 10th** for Fall 2017.

The date for Summer 2017 registration has not changed; Summer registration for continuing students begins **April 3rd**.

Registration for New and Transfer students for Summer and Fall begins **April 18th**.
March is Advising Month

- Encourage students to meet with you early to plan courses for best selection of instructors, days, and times
- Registration for continuing students begins April 3rd for Summer 2017
- Registration for continuing students begins April 4th for Fall 2017

Who, What, & When

Please re-check your list of advisees for new or reassigned students.

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)
Your list of advisees is visible in Web Banner

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.

Information to include in email
✓ Remind new and continuing students to meet with you prior to registering for the fall or summer semesters
✓ 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 Leader’s office)
Catalog Correction

The CSCU Pathway Transfer AA/AS Degree Communication Studies listed on page 123 of the 2016-2017 College Catalog is incorrect.  
*Please use the attached advising form in its place.

*The Communication Studies advising form can also be found on the Academic Advisor Resources Webpage:  
http://www.nv.edu/Student-Life/CAPSS-Counseling-Advising/Academic-Advisor-Resources
Southern CT State University now accepts either ENG 102 or ENG 200 as equivalent to its ENG 112.

**CSU’s representatives on NVCC campus:**
- Southern CT State University - Tuesdays
- Western CT State University - by appointment
- Central CT State University - by appointment
- UCONN - Wednesdays

Contact Sue Houlihan in CAPSS for more information: shoulihan@nv.edu or 203-596-2164

**CSCU’s Transfer Tickets**
For more information, cut and paste into web-browser: www.ct.edu/transfer

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**Transfer information**
Welcome Back Faculty Advisors!

Although the semester has officially begun, we are still registering students!

- Last day to add/swap classes is Friday, January 27th
- Late Start classes begin on Thursday, February 2nd

*Please remind students that the last day to use financial aid at the bookstore is Thursday, February 2nd.