

Faculty Advisor Tips and Tricks 2021

Summer and Fall 2021 will begin on **Tuesday, April 6th**, for continuing students (and begins April 20th for new and transfer students). Since the majority of advising and registration will happen online/remotely, the CAPSS office wants to provide you with support.

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Online Advising Support

CAPSS

CAPSS has created many advising resources to help you at our [Faculty Advising Resources](#) site. If you scroll to the bottom of the page there are links to documents and other tools to assist you.

If you have specific questions please reach out to your **CAPSS “Go To” Advisors**.

Allied Health -Yvette Tucker JTucker@nv.edu

Business – Sue Houlihan SHoulihan@nv.edu

LABSS -Sam Johnson SJohnson1@nv.edu or Terry Latella TLatella@nv.edu

STEM – Vince McCann VMccann@nv.edu

Danbury – Tammy MacBrien Downs - TMacBrienDowns@nv.edu

TEAMS

All offices (Advising, Admissions, Financial Aid, Bursar and Registrar) also provide support to students and faculty through the Teams. Feel free to reach out to staff in any department by simply sending a chat or calling them in Teams. Most offices/staff are open 8:30-4:30pm some are open 8-5pm. You can use the [staff listing](#) to see who works in each area.

Live- WebEX

[CAPSS](#), [Admissions](#) and [Financial Aid](#) also offer drop in times using our personal Web Ex Rooms. Just click on the hyperlink to see the schedule and access the links. Feel free to share with student too.

Outreach to Advisees

If you haven't already reached out to your advisees, you can use this [sample email](#). We ask you to personalize the email with how they can best connect with you (email, Teams, WebEx, etc.). We've included information and links within the email to help students prepare for advisement and know how to register for classes.

Degree Works is a great tool to help you review your advisees' progress, keep notes regarding the advising session, and build plans for the students. If you need training or a refresher on Degree Works

you can watch these [videos](#) (old version of degree works) or reach out to [Vince McCann](#) or [Bonnie Goulet](#).

Online Registration Process

All continuing students should register themselves online. We've included a link to [registration information](#) with instructions. After your student meets with you, they can log into [myCommNet](#), complete the steps, and register for classes. If they need assistance selecting classes or registering students can also watch this [video](#).

If the student has difficulty with myCommNet, they can click on the link to get [IT support](#) or call 860-723-0221.

Students may encounter some **roadblocks** when registering online. Advisors and/or students can contact the individuals or offices below for assistance. When emailing please ensure you (or instruct the student to) include student name, Banner ID, and reason in the email subject.

EX: Bonnie Goulet @01234567 pre-req waiver needed

- If students have an **Accounts Receivable hold**, they can log on to myCommNet and pay their bill. Once paid, they'll need to notify the Bursar's office to remove the hold (Bursars@nv.edu). If they have specific questions about their hold, students can contact [Kajmet Abazi](#), Bursar.
- Students with a **SAP Hold (Satisfactory Academic Progress)**, must connect via college email with any advisor from CAPSS. They can email the office at CAPSS@nv.edu or an advisor directly: Susan Houlihan (SHoulihan@nv.edu) Sam Johnson (SJohnson1@nv.edu) Terry Latella (TLatella@nv.edu), Vince McCann (VMccann@nv.edu), J. Yvette Tucker (JTucker@nv.edu), or Tammy MacBrien Downs (TMacBrienDowns@nv.edu).
- Students with a **Probation or Suspension Hold**, will need to connect with a counselor. They will need to connect via student email with Sam Johnson (SJohnson1@nv.edu), Terry Latella (TLatella@nv.edu) or Tammy MacBrien Downs (TMacBrienDowns@nv.edu) to create an academic plan for success and have the hold removed.
- If the student has a **Prerequisite error**, please first have them review the course description in the catalog, so they understand what course is needed. If they're waiting for transcripts to be evaluated, please contact Anna Syta (ASyta@nv.edu) in the Registrar's office. The student will need to provide unofficial copies of their transcripts or any other proof of completing prerequisites like schedule (if the course is still in progress), degree audit from another school, etc., as the Registrar's Office does not have access to student files while working remotely.
- Student with **difficulty registering online**, can send an email to records@nv.edu from their college email. In the subject line it should indicate whether the student is registering for Summer or Fall 2021 Registration. The content should include the student's first & last name, student id, CRN's for the classes they want to register for along with the subject and course number. Students should be checking their student emails for any issues regarding registration. Please let the student know that this does not guarantee the student's seat in the class.

EX Subject: Summer 21 Registration

Please register me, Lourdes Cruz (@01234567) for the following Summer 2021 courses CRN 7001 ACC 113 and CRN 7086 ART 101.

Math and English Placement

We are continuing to follow the BOR policy of placing students using High School GPA and other measures such as SAT or ACT scores.

To determine Math or English Placement:

1. Check degree works or transcript to see if currently in a Math or English, if yes, advise to next level.
2. If not in an English or Math course – Ask the student to send a copy of the advising form they received from a CAPSS or Admissions advisor when they registered for the first time. This form should list placement level and rationale for placement – HS GPA, SAT, etc.
3. If no placement listed, please reach out to BGoulet@nv.edu or CAPSS@nv.edu and request we look for the students HS transcript to assist with placement.
4. If you are comfortable placing students based on self-reported or official HS GPA or other measure you can use the [English](#) or [Math](#) guide to determine placement.
5. If a student tested within the past 10 years, their scores will show in native or web banner and should be used for placement. [Placement guides](#) are found on the [Faculty Advising Resources](#).

We are able to offer a limited number of test both on-line and on ground for ESL students and adult learners who have been away from education for more than 10 years. If you would like to refer a student for testing please contact Bonnie Goulet at BGoulet@nv.edu.

Advising FYI

Here are some items to keep in mind as you connect with students:

- **Financial Aid:** Students may be able to access funds for Summer using their 20/21 FAFSA application. Please have them reach out to financial aid directly to confirm their eligibility. For Fall 21, students need to complete and application for the 2021-2022 academic year. Any students with questions should contact Financial Aid (NV-FinancialAid@nv.edu) or their web ex [Financial Aid](#) prior to registering.
- **Payments:**
 - Summer 2021** - Students need to pay in full or sign up for a payment plan upon registration.
 - Fall 2021**- Students are expected to pay the student fees at the time of registration; these fees are non-refundable. Full payment is due August 5th.
 - Students can **pay online through Self-Service** or **send mailed checks** to the Bursar's Office.
 - Information on Tuition, Fees and Payment can be found [here](#).
 - Students can sign up online for payment plans for both summer and fall classes. The sooner they sign up, the more months they have to split the payments.
 - Summer classes can be broken into 2 payments (50% when they register and 50% when the class begins)
 - Fall classes can be broken into 7 payments if signed up by April (6 if signed up by May), etc. September is the last month to sign up for payment plans for fall (2 payments).

- **Tuition & Fees:** [Fall 2021 tuition and fees](#)
- **TAP Students:** Those advising TAP students, please review [TAP information](#) on the website or in the [Faculty Advising Resources](#) site.
- **Graduation:** Graduation applications for January are due December 15th. The graduation application can be found on the [Graduation page](#).
- **Resources for Students:** Please direct student to our [Student Resources](#) page for information about connecting virtually with NVCC resources. You can also notify CAPSS (capss@nv.edu) if you know of any struggling students and we will reach out.
- **Change of Major-** Students can complete a [Major Change](#) form and return it to the fax number listed or Records@nv.edu.
- **Matriculation-** Students who want to matriculate from non-degree to a degree program and complete a [Change of Status Form](#) and return to the fax number listed or Records@nv.edu. They may also need to provide proof of high school completion and immunizations.

Final Note

Thank you for all that you are doing to assist students with meeting their academic goals. If you have questions for which you are not comfortable advising, please feel free to reach out to myself and your colleagues above who may be able to help.

