

NORTH CAROLINA A&T STATE UNIVERSITY COMPREHENSIVE ACADEMIC ADVISING HANDBOOK

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PREFACE

Academic advising is an essential part of the educational process and an important aspect of the teaching and learning process. The primary function of advisors is to monitor closely the progress of their students while stressing to them the importance of accepting academic responsibility. Through proper advising, students are motivated to clarify their values, set goals, establish priorities, develop management and leadership skills, and understand how the academic system works and their role in it.

North Carolina A&T State University recognizes the value of good advising and makes an institutional commitment to provide accurate advising information to students. In addition, the University provides a variety of academic resources to assist students in successfully completing degree programs.

The purpose of this academic advisement handbook is to serve as a resource for all University academic advisors; however, it is not intended to replace the *University Undergraduate Bulletin*. Its purpose is to aid in the advising process.

This advisement handbook could not have been produced without the unwavering commitment of the individuals listed below:

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To the committee members, I thank you for all of your dedication and commitment to produce this handbook. Without each of you, I would not have been able to complete this project. To the Layout and Editing committee, you are awesome! Thank you ever so much for your diligence and your *spirit of excellence!* To University advisors, I hope this handbook serves as a helpful resource in advising our students.

Dawn Murphy

North Carolina A&T State University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, age or handicap. Moreover, North Carolina A&T State University is open to people of all races and actively seeks to promote racial integration by recruiting and enrolling a large number of white students.

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Chapter 1

ROLES AND RESPONSIBILITIES

FACULTY AND PROFESSIONAL ADVISORS' RESPONSIBILITIES IN THE ADVISING PROCESS

ADVISOR'S RESPONSIBILITIES IN THE ADVISING PROCESS

To be an effective academic advisor, it is important to go beyond routine course scheduling to help students achieve their academic and career goals. **An effective advisor:**

Is Available and Accessible.

Be accessible. Make time for students. Post and keep a reasonable number of office hours. Increase office hours during registration periods. Advisors should post an appointment schedule during that time.

Demonstrates Concern for Each Advisee.

Take some time before an advising session to become familiar with the student's record. Show interest in the student's needs and concerns regarding academic abilities, interests and background. Respect the advisee's privacy with regard to confidential information.

Is Realistic.

Assist students by helping them obtain a realistic assessment of their choice of major as well as their career and educational goals. False reassurance may only delay problems and position students for impending failure. The advisor's realistic, but kind, appraisal of students' grades and progress will open the door to talk about their concerns.

Sometimes it is best to be a good listener and let advisees discover how they can solve their own problems rather than quickly solving problems for them. Quality listening will allow an advisor to gain greater insights into a student's problems and concerns. Advisors should keep good records by making notes after an advising session. In addition, advisors should let students know when they are pleased with their achievements. Students deserve and need encouragement.

Is Knowledgeable.

Be knowledgeable concerning the degree requirements at the University, college\school, and departmental units. Nothing is more frustrating to a student than to come for advising and realize that the advisor does not know the academic requirements.

It is better for advisors to tell students when they do not know rather than to speculate. Advisors should know when and where to refer students.

Be knowledgeable about career opportunities and job outlook. Students expect their major advisor to be up-to-date about job opportunities within the major. When advisors do not feel comfortable with career advisement, they should make an appropriate referral to someone in their department who can assist. They should encourage students to use the services of the Office of Career Services in 101 Murphy Hall.

Provides Accurate Information.

Keep adequate records of advising sessions. Advisors should take the time to review these records each time they meet with a student. A complete record of what the student asks and the advice given will prevent misunderstandings in the future.

Provides Program Planning.

Advisors should confer with advisees at least once a semester and assist them in planning their academic programs. This process is easier if the advisor has reviewed:

1. The advisee's file folder
2. The current *University Undergraduate Bulletin*
3. The program's course curriculum

When giving advice regarding the student's academic programs and graduation requirements, advisors must be careful to explain which courses are **required** and which are **recommended**. **They should:**

- Be sure that students are taking the prerequisite courses before registering for courses without adequate preparation. (The advisor should consult the SIS screen 136 for a list of courses previously taken.)
- Be alert to specific course sequences that are required in each student's major program, particularly those taught by other departments.
- Assist students in deciding how to choose their electives to best meet their goals.

The advisor should keep in mind that the choices belong to the student, and **the advisor's responsibility is to give accurate information and advice.**

Makes Appropriate Referrals.

Advisors are not expected to know everything. When faced with a situation that requires additional information or other campus resources, the advisor should be knowledgeable enough of the support services on campus to call and refer the students to

another office. A list of possible resources is located in this manual under the heading, “Academic Support Services.”

It is, of course, desirable that advisors not refer students too quickly, but rather take the time to fully understand the students’ concerns to determine the best course of action. When a referral is appropriate, the advisor should help the student understand why the referral is being made and explain what the student might expect from the referral service. A phone call to set up the first appointment is the most effective way of insuring that the student will make the all-important first contact with the referral service. Whenever possible, advisors should refer students to a specific person rather than to a service.

STUDENTS’ RESPONSIBILITIES IN THE ADVISING PROCESS

Students are expected to be equally involved in the advising process. Ultimately, the students are responsible for their education and successful matriculation. Students have the following responsibilities:

1. Acquire knowledge about the University and college policies, procedures, deadlines and requirements.
2. Own a copy of the *University Undergraduate Bulletin* and be familiar with its information.
3. Obtain a semester *Schedule of Classes* and review possible course options prior to an appointment with the advisor. Complete a trial schedule prior to meeting the advisor.
4. Schedule and keep advising appointments.
5. Know and fulfill school or college requirements.
6. Obtain, complete and get final approval of all required forms and signatures necessary for obtaining a degree.

**“GOOD ADVISING IS INTERACTIVE. BOTH THE STUDENT
AND THE ADVISOR CONTRIBUTE.”**

Noel-Levitz (1997). Academic Advising for Student Success and Retention

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

What is FERPA?

FERPA is a federal law, also known as the Buckley Amendment.

What does FERPA do?

- It protects the privacy of a student's educational records.
- It applies to all educational agencies or institutions that receive funds under any program administered by the Secretary of Education.

SPECIAL “DON'TS” FOR FACULTY AND SUPPORT STAFF

To avoid violations of FERPA rules, DO NOT:

- Discuss student records on the telephone, e-mail or fax
- Use the entire social security number of a student in a public posting of grades
- Link the name of a student with that student's social security number in any public manner
- Leave graded tests in a stack for students to pick up by sorting through the papers of all students
- Circulate a printed class list with students' names and social security numbers or grades as an attendance roster
- Discuss the progress of any student with anyone other than the student (including parents) without the consent of the student
- Provide anyone with class rosters for any commercial purposes
- Provide anyone with student schedules or assist anyone other than University employees in finding a student on campus

If you have any questions about what you can or cannot release, check with your supervisor, the Office of Legal Affairs, ext. 47592, or the Office of the Registrar, ext. 47795.

Chapter 2

WHAT IS ACADEMIC ADVISING?

Academic advising is a developmental process, which assists students in the clarification of their life/career goals and the development of educational plans for their realization of these goals. It is a decision-making process, which assists students in realizing their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted, and the responsibility of both students and advisors. The advisor serves as a facilitator of communication, a coordinator of learning experiences through course and career planning and academic progress review, and a referral agent to other campus services as necessary.

David S. Crockett, Noel-Levitz Group

Adpated from Gordon, Virginia. Habley, Wesley (2000). Academic Advising: A Comprehensive Handbook, A Wiley Company, San Francisco.

“ACADEMIC ADVISING IS A KEY TO RETENTION.”

Noel-Levitz (1997). Academic Advising for Student Success and Retention

ADVISING TIPS

Recommend courses based on student's current records. When advising new students, make course recommendations based on a review of the student's current record and potential performance. Review SAT scores and placement test scores before the advising process begins. It is important to ask the student: "Did you have a 4th year (beyond Algebra II) high school math course in which you studied trigonometry?" before advising the level of math. If placement test scores are not available, advise according to SAT scores.

Pay close attention to credit loads. Many freshmen have difficulty successfully completing more than 16 credits the first semester. Many students work part-time or full-time. Recommend a lighter load if academic ability is in question. Recommend an average of 12-15 hours for entering freshmen, particularly if the student is enrolling in any developmental courses; e.g., MATH 099 or FRST 098. (Remember MATH 099 and FRST 098 are not available for degree credit toward a bachelor's degree). **Also, please inform students taking only 12 credit hours that dropping below 12 credit hours and becoming a part-time student could affect their housing and financial aid (see Financial Aid for more information).**

Recommend a balanced schedule. A balanced schedule is as crucial to academic success as the credit load. Encourage a variety of classes; e.g., humanities, social sciences and general electives each semester.

Remind students of calendar deadlines. Be sure to point out the deadlines for making changes. Show students the University calendar of deadlines in the *Schedule of Classes* and the *University Undergraduate Bulletin*. Specifically, point out the deadlines for adding a course and the last day to drop a course without grade evaluation.

Require students to have a schedule prepared prior to their advising appointment. Students should have already prepared a schedule prior to entering the advisor's office. After an advising session, give students their personal identification numbers (PINs). Students may choose to register online through *Web for Students/Aggie Access*.

Check courses for prerequisites. Prerequisites are noted in the *Schedule of Classes* and listed in the *University Undergraduate Bulletin*. Remind students to pay close attention to notes regarding prerequisites.

Don't pretend to know answers. Students often perceive advisors as ultimate authorities and make mistakes based upon misinformation. If you don't know the answer to a student's question, refer the student to the appropriate office or department or have the student come back later after you have investigated the issue. For help, see the "Who to Call" list, page 62.

Encourage students to complete the required number of semesters of a foreign language and of mathematics consecutively. Students often beg to "take a semester off" between foreign language and mathematics courses. This is not a good idea. How quickly we forget. Encourage consecutive semester completion.

Warn students that withdrawals from courses count against them. Advise students that withdrawals from courses do count against them as attempted hours. Withdrawals do count against students if courses are dropped before the official Last Day to Drop a Course date. Attempted hours ultimately affect financial aid and could result in a 25% tuition surcharge. Withdrawals from courses require a *Change of Schedule* form, also known as a Drop/Add slip, with a signature from an advisor. Students are not officially withdrawn from courses until the Office of the Registrar processes the Drop/Add slips. Advise students to keep a copy of the Drop/Add slip for their records.

Advise students that taking courses over the summer at other institutions does not improve their GPAs. Be sure to make it clear to students that they can only improve their GPAs by taking courses at North Carolina A&T State University. Students may take courses over the summer at other institutions; however, they will only be awarded the credit hours for the course if the grade is a “C” or better. Additionally, students must complete the *Permission to Take Courses from Colleges Other Than North Carolina Agricultural and Technical State University form* (See Appendix B, Form 13.) Students are required to obtain approval from their school/college dean before registering at another institution. Course descriptions are needed in order for accurate evaluations to be done. The *Permission to Take Courses from Colleges Other Than North Carolina Agricultural and Technical State University form* is available in the Office of Admissions. Also refer to the *North Carolina Community College System General Education Core Courses and North Carolina A&T State University Equivalent Courses* (See Appendix B, Form 14.)

“MAKING A DIFFERENCE THROUGH INFORMED ACADEMIC ADVISING.”

Noel-Levitz (1997). Academic Advising for Student Success and Retention

ADVISING UNDERGRADUATE STUDENTS WHO WORK

The majority of North Carolina A&T State University students work while they attend college and should be cautioned to plan their time carefully. Studies indicate that it is difficult for students to simultaneously attend college full-time and work full-time. If students carry 15 credit hours during a semester, it is recommended they work no more than 20 hours per week. If students take evening classes and work full-time, it is recommended that they take a maximum of two courses. The recommended course load listed below may be valuable in helping students determine how many courses they can handle.

TIME REQUIRMENTS FOR COLLEGE UNDERGRADUATES WHO WORK

ATTENDING COLLEGE FULL-TIME AND WORKING PART-TIME	ATTENDING COLLEGE PART-TIME AND WORKING FULL-TIME
HOURS	HOURS
COURSEWORK 15 (CLASS TIME)	COURSEWORK 6 (CLASS WORK)
STUDY TIME 30 (2 HOURS OUTSIDE OF CLASS FOR EACH HOUR IN CLASS)	STUDY TIME 12 (2 HOURS OUTSIDE OF CLASS FOR EACH HOUR IN CLASS)
PART-TIME JOB 20	FULL-TIME JOB 40
PERSONAL MAINTENANCE 15 (EATING MEALS, COMMUTING, ETC.)	PERSONAL MAINTENANCE 22 (EATING MEALS, COMMUTING, ETC.)
TOTAL PER WEEK 80	TOTAL PER WEEK 80

(Adapted from Weber State College Advisor Handbook, 1989)

See Appendix B, Form 12 for Weekly Activity Plan. The Weekly Activity Plan Form is recommended to assist students in scheduling weekly activities, such as work and school.

ADVISING ADULT STUDENTS

More than one-third of the students at North Carolina A&T State University are adult students. Many are returning to complete degrees started earlier, transferring from another institution, or entering college for the first time. Education can be a very rewarding experience for adult students. But it can also present some unique challenges.

Advisement pertaining to degree requirements is the same for adult students as it is for traditional students. The approach used to advise students who work could also be used in advising adult students as the majority of adult students also work full-time. Additionally, in working with adult students, advisors should:

- Be mindful of the challenges facing adults seeking educational opportunities, such as:
 - balancing multiple life roles (parenting, full or part-time work)
 - coping with reduced income and seeking financial aid
 - learning how to study again
 - figuring out how the “system” works
 - feeling very different than traditional-age students
 - feeling anxious or afraid
- Be flexible in scheduling advisement sessions
- Be considerate of the specific needs and concerns of the individual, as each circumstance can be unique. Many adult students may not be able to handle a full load while working full-time with family responsibilities.
- Be patient when answering questions or explaining processes and procedures (Some adults are easily intimidated and may withdraw because of their feelings of anxiety or lack of knowledge.)
- Be helpful in identifying specific campus resources; e.g., library services, personal counseling services, financial aid.

(Because of their busy schedules and other priorities, many adults are not well connected to campus and what it has to offer.)

- Maintain regular and open channels of communication, for example:
 - e-mail, telephone, or fax
 - inviting web sites, chat lines, or discussion rooms
 - web-assisted classes
- Be willing to schedule some evening/weekend office hours to accommodate students requiring additional help or information.
- Be willing to listen. Academic advisement does not stop at signing forms!

ADVISING INTERNATIONAL STUDENTS

Who are International Students? International students are persons who have been permitted to enter the United States on a temporary, nonimmigrant visa to engage in a specific course of study/academic program and matriculate toward the completion of a degree at North Carolina A&T State University. Generally, these students are not U.S. citizens, lawful permanent residents (Green Card holders), resident aliens, or naturalized citizens. When students are Green Card holders, naturalized citizens, or resident aliens, they will be asked to provide documentation to the Office of International Students and Scholars (ISSO) confirming their citizenship; however, they are due the same rights and privileges of U.S. citizens and are not subject to the rules and regulations of Immigration and Naturalization Services (INS) or the Department of State relative to maintaining legal status in the U.S. Enrollment in classes will not be completed until citizenship is confirmed. **Upon arrival to campus, all international students must immediately report to the Office of International Students and Scholars.**

The only exception to the definition provided above pertains to the fact that international students participating in the University of North Carolina Exchange Program are here for only one semester.

1. **The I-20** is issued by the ISSO as the Certificate of Eligibility for Non-immigrant (F-1) student status and for academic and language students. The INS Form I-20 may be issued only to students who have been admitted to North Carolina A&T State University for a full-time program and who plan to register for a full-time course of study with sufficient financial support to live and study here for the duration of the program without employment. The document shows the following:
 - a. The name of the person authorized to attend the University
 - b. The level of education being sought and authorized
 - c. Authorized dependents of the F-1 student
 - d. The authorized course of study
 - e. The expected program's beginning and ending dates
 - f. The normal length of study required to complete the program of study
 - g. The English proficiency requirement
 - h. Estimated costs for the academic term (usually per academic year)
 - i. Financial certification in the amount necessary to meet the expected costs and identified sources of support
2. **Major Medical Insurance** coverage is MANDATORY for all non-immigrants covered by the I-20. **Effective fall semester 2003 (August) all F-1 students must purchase the plan offered by North Carolina A&T State University.** No exceptions will be made. The current cost per semester is \$249 and is included in the fees. F-1's are also responsible for providing coverage for each dependent. Verification of dependent coverage must be submitted to the ISSO at the beginning of each semester or before the expiration date of the current coverage.

Enrollment and Academic Standing (F-1)

International students must satisfy the requirements listed here in order to remain in legal status. Students who fail to maintain lawful nonimmigrant status are ineligible for any immigration benefits such as employment or change of status. If the terms of nonimmigrant status are violated, the student is not allowed to work on campus in any capacity, including assistantships. It may be possible to enroll for less than full time studies under certain circumstances; however, students should consult with their academic advisor and ISSO staff prior to acting on any desire to drop below the required number of hours. A written plan of action will be required as part of such requests and must be signed off by the academic advisor, the department chairperson and the ISSO. **International students must:**

1. **Have a valid passport and I-20 at all times.** Specific reference sections impacting lawful status on the I-20 are:
 - a. **#5 (Major)** International students cannot change the major identified on the I-20 **without** consulting the ISSO. Changing the major without permission will render International students “Out of Status.”
 - b. **#5 (Report and Completion Date)** International students who are not physically present to register for and attend classes at the beginning of the semester will be considered “Out of Status.” International students who do not have permission to extend the completion date on the I-20 will also be considered “Out of Status.”
 - c. **#8 (Financial Support)** International students who have had a negative change in sponsorship used to estimate support for a twelve (12) month period will be considered “Out of Status” and will be required to provide new financial documents. It is the student’s responsibility to report all changes in financial support.
 - d. **#9 (Medical/Insurance Coverage)** All international students (and approved dependents) are required to purchase and maintain University approved medical and health insurance coverage. This cost is included in the fees. If students choose to purchase insurance outside that approved and provided by the University, approval and documentation must be provided by and to the ISSO at the beginning of each academic semester. International students with lack of insurance documentation will be considered “Out of Status.”
 - e. **#10 (School Certification)** The I-20 must be certified by a designated official at North Carolina A&T State University.
 - f. **#11 (Student Certification)** The I-20 must be signed by the student to whom it is issued.

2. **Maintain continuous full-time enrollment during the fall and spring semesters.** International students must enroll in and complete a minimum course load each semester: **undergraduate students** (12 semester hours) and **graduate students** (9 semester hours). International students are not allowed to withdraw from classes without the knowledge and consent of the ISSO. An ISSO signature is required before any request to drop below the required number of hours is processed. It is the student's responsibility to inform the ISSO if he/she is having difficulty in classes resulting in the need to decrease the number of hours. Dropping below the required number of hours will result in the student's being "Out of Status." Exceptions to maintaining full-time enrollment that are given consideration are listed below:
 - a. Undergraduate and Graduate (non-thesis) students who are in the final semester of study may take less than 12 credit hours (undergraduates) and less than 9 credits (graduate non-thesis) if the lesser course credits are all they need in order to graduate at the end of that final semester.
 - b. Graduate students who are doing thesis or dissertation research only and are in the final semester of study may take less than 9 credit hours if the lesser is all that is required to graduate at the end of that final semester. Approval for Extension of Stay following the final semester will require the approval of the academic advisor, the department chair, and the Dean of the Graduate School effective Spring Semester 2003.
 - c. International students are not required by INS to register for 12 credit hours (undergraduate) or 9 credit hours (graduate level) during summer sessions.
 - d. Medical illness that prevents full-time studying. Matters in this regard require full documentation and approval by ISSO. Reference will be made to new INS regulations identifying reinstatement procedures before approval can be granted. There are categories of illness that might not meet reinstatement approval status that have in the past; i.e., pregnancy, pregnancy complications, etc.
3. **Maintain academic grade point average requirements.** Each International student is required to maintain minimal grade point average requirements in order to remain in lawful status: **undergraduate requirement (2.0) and graduate school requirement (3.0)**. This requirement is necessary to show that students are matriculating toward the successful completion of the degree within the designated attendance time-frame and meet at least the minimum academic degree requirements set by the University for matriculation and graduation.
4. **Limit on-campus employment (including teaching and research assistantships).** International students are restricted to approved on-campus work

assignments only. They should not commit to more than 20 hours per week while school is in session. Students found to be working more than 20 hours per week will be “Out of Status.” Work approved for off-campus must be applied for through the ISSO and would be considered based on Economic Hardship and/or Practical Training regulations only.

Withdrawing from North Carolina A&T State University

International students who plan to withdraw from the University or plan to take a leave of absence or plan to be outside the U.S. for one or more semesters should consult with the ISSO to discuss how these plans will affect their current and future immigration status. After the fact notification is not acceptable and will result in students being “Out of Status.”

1. Undergraduate Students may only interrupt the program of study by withdrawing from the University. The following procedures are required:
 - a. Consult with the ISSO regarding circumstances. If assistance can be provided so that the withdrawal can be aborted, it will be discussed and researched. If the withdrawal cannot be aborted, the student will be advised of the INS ramifications of the withdrawal and instructed to obtain:
 - i. A Withdrawal Request Form from the Counseling Services Office, Room 108 Murphy Hall;
 - ii. The signature of the ISSO official on the form
2. Graduate students in good academic standing may interrupt the program of study for valid reasons including family emergency and illness by requesting a leave of absence from graduate study for a definite period of time not to exceed one (1) calendar year. This request must be coordinated through the academic department to the Graduate School. It is the student’s responsibility to notify the ISSO of this recommendation and provide copy of the same to ISSO for the student’s file. An ISSO official will also inform the student of the implications such a leave may have on nonimmigrant status and eligibility to remain in the U.S. Following the consultation, if the request cannot be aborted, the ISSO will notify the Graduate School that the student has contacted the ISSO and has been counseled regarding any legal consequences of taking a leave of absence. In order to resume the program of study, the student will be required to apply for readmission to the University and complete a new Certificate of Financial Responsibility before a new Form I-20 can be issued. All matters between the student and the University must be cleared before readmission can be approved; e.g., outstanding balances, unfulfilled assistantship obligations, removal of incompletes from transcript, etc.

For more information regarding international students and these elements, please visit the Office of International Students and Scholars in Room 221, Murphy Hall. The telephone number is ext. 47551.

ADVISING STUDENTS WITH DISABILITIES

Faculty members have a responsibility to cooperate with the Office of Veteran and Disability Support Services when working with students diagnosed with disabilities. Documentation is confidential and kept in a separate file in the office. Accommodations, adjustments and support services should be provided in a fair and timely manner. The faculty member receives a Disability Verification Form notifying him/her of the needs adjustments, etc. Once this has been received, the faculty member is expected to meet with the student and review the accommodations and adjustments and what this means for his/her particular class. The student should be able to comprehend the course material and communicate back to the professor what has been learned. The accommodations and adjustments give the student the opportunity to achieve that outcome without altering the fundamental essentials of the course or program.

Some of the services offered by the Office of Veteran and Disability Support Services are:

- counseling (academic, personal, career)
- monitoring of academic progress
- classroom adjustments and request for excused absences
- enlarged print handouts
- note takers
- cassette tapes of handouts
- instructions given orally and in writing
- permission to use a tape recorder in class
- use of spell-checker in class
- test administration – extended time on tests
- enlarged print
- test questions and answers taped
- tests taken in place of least distraction
- reader and scriber
- oral exam
- use of computer
- supervised breaks during exams
- format variations
- request to make up test because of disability

The office will also arrange for textbooks to be received on tape through the Recordings for the Blind and Dyslexic or scan the textbook on a CD for the student to use on a computer using the Kurzweil 3000 software. Both of these (tape and CD) are the actual textbooks in auditory form. All accommodations, academic adjustments and support services are decided on a case-by-case basis.

The Office of Veteran and Disability Support Services is located in Suite 005, Murphy Hall, ext. 47765.

ADVISING TRANSFER STUDENTS

All attempted hours are counted in determining the 152-hour limit, including transfer hours, whether or not financial aid was received or the course work was successfully completed. Transfer credits include hours earned at institutions other than North Carolina Agricultural and Technical State University. Transfer hours will be included in “total hours attempted” to determine the 152-hour requirement and to determine the cumulative grade point average required. Transfer students are required to earn the required number of hours depending upon enrollment status (full-time or part-time). To determine the number of semesters in attendance, accepted transfer hours are divided by 12 and will be added to full-time semesters at North Carolina A&T State University. If the remainder is 1-5 hours, it is not counted; if the remainder is 6-11 hours, it is counted as $\frac{1}{2}$ of a semester.

Steps Involved in Advising Transfer Students

- Step 1:** Review transcript credits awarded. Refer to SIS screen 141 or *Web for Faculty*, under the heading “transfer credits.”
- Step 2:** From major curriculum guide, check off courses previously taken.
- Step 3:** Advise students of remaining required courses and have them prepare schedules accordingly.

Note: Refer to the *Appendix B, Form 14* for the *North Carolina Community System General Education Core Courses and North Carolina A&T State University Equivalent Courses*.

“ADVISING PROMOTES EXCELLENCE.”

Noel-Levitz (1997). Academic Advising for Student Success and Retention

ADVISING UNDECLARED STUDENTS

The Center for Student Success and the Academic Advisement Program are committed to providing quality academic advising to aid students in declaring majors. The Center has made great strides in reducing the number of students classified as undeclared by implementing the following strategies:

- Developing a daily advisement routine that requires undeclared students to meet with advisors a minimum of three times per semester.
- Requiring advisors to contact advisees at least three times during each semester via letter, telephone, and e-mail.
- Requiring students who are on probation or who were granted a waiver of suspension to meet with advisors a minimum of four times each semester.
- Developing advisement forms for documentation of advisement activities.

Academic Advisement Strategies

- Meet with advisees individually at least three times a semester.
- Build a rapport with advisees.
- Practice good listening skills.
- Be an advocate for students.
- Refer students to appropriate academic support services as needed.
- Provide access to the *University Undergraduate Bulletin*.
- Provide current semester and summer school schedules of classes.

***“ADVISING IS A PROCESS OF GIVING STUDENTS GUIDANCE,
SUPPORT AND ENCOURAGEMENT.”***

Noel-Levitz (1997). Academic Advising for Student Success and Retention

ADVISING GRADUATING SENIORS

1. Advise a graduating senior to apply for graduation at the beginning of the semester during which he/she intends to graduate. The last day to apply for graduation normally coincides with the last day to add a course.
2. Schedule a meeting with the graduating senior to make sure that he/she will complete all requirements for graduation by the end of the final semester. This meeting should be scheduled before the last day to add a course. By scheduling the meeting before the last day to add a course, the student will be able to make adjustments in his/her schedule, if needed.
3. Make sure necessary substitutions and waivers for courses have been submitted to the Office of the Registrar for the graduating senior (*see Appendix B, Form 6 for Course Substitution Waiver form*).
4. Advise the student to make sure that all transcripts containing transfer courses needed to meet requirements for graduation have been submitted to the Office of the Registrar.

TRANSFER OF UNDERGRADUATE CREDITS FOR GRADUATE SCHOOL

Graduate credit may be allowed for up to 6 hours of the minimal 30-hour requirement of courses taken at North Carolina A&T State University provided each course:

- is at the 600 level or higher,
- yields a grade is “B” or better,
- was not counted to fulfill undergraduate requirements,
- is recommended by the student’s undergraduate advisor prior to enrollment in the course.

Graduate credit will only be allowed for excess credits completed at North Carolina A&T State University.

Graduate Course Levels

Courses numbered 600 – 699 are open to both seniors and graduate students. Courses numbered 700 and above are open only to graduate students.

Reference: *North Carolina A&T State University Graduate Catalog*, 2001-2003, p. 35.