

Advisor Worksheet for Life Skills/Planning Advising

1. Discuss program of study & goals – they should focus on one, encourage a specific program; be careful of General Studies;
 - Engage them in a discussion about what they eventually want from their degree, including whether an Applied degree or a Transfer degree is desired;
 - Emphasize the importance of 96 eligible credits for Financial Aid as well as the 12% date for drop/add;
 - If they are totally unsure, refer them to Counseling & Career Services for assessment and guidance;
 - What potential pitfalls are there and plan for now
2. Discuss minimum & maximum number of credits per semester – discuss how many semesters they will be going to school before graduation as a result of the number of credits;
 - Looking at their academic history, is there a pattern of attempting FT but only completing PT?
 - Do they consistently drop or fail a class every semester? Engage them in conversation about why, including the FA risks for that continuing;
 - What is their expected graduation date?
 - Write up 4-semester Academic Planning Schedule?
3. Costs of College – what are their explicit and hidden expenses, their primary, secondary sources of income and to what extent are they relying on Financial Aid for support;
 - Do they realize disbursement of FA isn't until 30 days after the start of the semester?
 - What are their transportation, internet, rent, daycare, medical expenses?
 - Have they completed their FAFSA at least one month prior to the start of the semester? (if they haven't, they need to be able to provide one month's payment of tuition and fees)
 - Do they have a clear financial plan?
4. Family & life commitments – engage them in conversation about what other time commitments they have, including PT or FT job, family obligations, etc.;
 - If working, have they discussed their educational needs with their supervisor?
 - Discuss daycare needs, including number of kids, how many are in school, can they do night courses, day classes only, etc.?
 - Discuss transportation – do they have a reliable mode of transportation and do they have a back-up in cases of vehicle problems?
 - Discuss medical issues that might impact them, including current and foreseeable future ones;
 - How are they with time management and juggling all of their commitments? When is homework time?
5. Support systems – who do they have to rely on that are a support, who can provide back-up and at least moral support;
 - What kind of positive attitude do they have?
 - Are they committed to their goals?
6. Other issues or barriers – is there anything that will prevent them from being successful and is there a way to deal with it now rather than waiting for the inevitable?
 - Do they have any disabilities that will impede their progress? (They must contact Gary Downs at least 2 weeks prior to any semester they will request accommodations)
 - Do they have online courses and any experience in taking them? Do they have reliable access to internet?

Advising Order



For each advising student that makes an appointment to see you,

1. Print a copy of the Student Contact Information and have the student proof it to ensure that we have the most up-to-date way to contact the student.
2. Print a copy of the program evaluation.
3. Print a copy of the placement scores. Review what classes the student would need to be placed in according to the scores.
4. Make a list of suggested courses (15 hours).

When the student shows up for the advising appointment,

1. Ask them to review the contact sheet, and make any corrections necessary. Then sign off that it is correct.
2. Complete (Correct, if previous advisee) the advising worksheet.
3. If the student is previous advisee, check grades from last semester to ensure that the student can register for needed classes or retake any courses.
4. If the student is on financial aid, go over the financial aid rules.
5. Meet student's needs for course enrollment.
6. Register student in WebAdvisor yourself. Print three copies. One for the student, one for you, and have the student sign one and send it to Registration & Records (since you are registering them under your WebAdvisor).
7. Remind student of completion date of goal. Motivate to completion!

Advising



Date:

Student Name:

Student Signature:

Completed CWC Application? YES NO

Completed /Applied for Financial Aid? YES NO

Have you taken a college course? If so, how many?

Taken a placement exam – COMPASS or ACT

Scores:

What major are you?

Alternate considerations?

Are you planning on continuing your education at a four-year institution? If so, then where?

Circle the appropriate response:

Full-time student (12 or more hours) Part-time student (Less than 12 hours)

Work 40 hours Work 21-39 hours Work under 20 hours Doesn't work

Children: Yes No Number & Ages:

Commuting: Yes No If yes, then from where?

Scheduling Preference:

Morning Classes Afternoon Classes Evening Classes It doesn't matter.

MWF T/TH All Days

On Campus Online It doesn't matter.

Special Considerations:

GOAL:

Anticipated Completion Date of Goal:

Academic Planner

NAME _____ MAJOR _____ DEGREE _____

Semester	Year	TITLE	CREDITS
<i>Total credits</i>			

Semester	Year	TITLE	CREDITS
<i>Total credits</i>			

Semester	Year	TITLE	CREDITS
<i>Total credits</i>			

Semester	Year	TITLE	CREDITS
<i>Total credits</i>			

CWC
COMMERCE, ALLIED HEALTH, TECHNOLOGY and SAFETY
DIVISION
ADVISING HANDBOOK

INTRODUCTION:

Academic Advising is provided for all students. The advising program is designed to assist students in the development of meaningful educational plans that are compatible with their educational goals. Academic Advising is a continuous process of clarification and evaluation. **The ultimate responsibility for decision-making and educational plans rests with the student.** The Academic Advisor assists the student by helping the student identify and assess alternatives and the consequences of decisions the student will make concerning the student's progress in their selected major.

Academic advising is the responsibility of two offices. The office of Assistant Dean of Student Learning and Curriculum Development (SLCD) and the office of Dean of Commerce, Allied Health, Technology, and Safety (CATS) or the office of the Dean of Arts and Science (A & S).

Academic advising is a two stage process. The first stage is identified as the initial advising. The office of Student Learning and Curriculum Development is responsible for the initial advising of students.

The second stage is identified as continue student advising or academic faculty advising their program majors and general studies majors. This stage occurs after the completion of the first semester for the student. The initial academic advisors transfer the student to their major faculty advisor who continues the advising process until the student is graduated.

ADVISING SYSTEM

INITIAL STUDENT ADVISING

1. Performed by the initial academic advisors located in the Dobler Center, AW160.
 - Initial academic advisors are responsible to advise the following students:
 - First time students: Students who have never attended CWC, including transferring students.

- Concurrent enrollment high schools students: Students who have graduated from high school and who have taken a CWC course while attending high school.
 - GED students: Students who have earned a GED.
 - Non-degree seeking students (NDS.NONDEGREE): Students who enroll in CWC courses for personal interest.
 - Students whose academic program is reverted to NDS.NONDEGREE: Students who have not attended two consecutive semesters at CWC academic program is changed to NDS.NONDEGREE. When these students return to CWC, the initial academic advisor advises the student and will change their status from NDS.NONDEGREE to declared academic program and assign the appropriate advisor.
- Initial academic advisors parameters:
- Verifying submission of CWC application
 - Verifying placement scores (ACT, STAT or Compass scores)
 - Assisting student in identifying and declaring an academic program or major
 - Assisting the student registering for the first semester at CWC.
 - Assisting the student in requesting transcripts from their former institution and completing the Request for Transfer Evaluation form.
 - Assigning faculty academic advisor as related to student's academic program or major.
 - Explaining to the student the availability of institutional educational resources such as: financial aid, counseling services, community support services, student services, special services available for remediation and/or academic assistance, when appropriate.
2. International students are assigned an initial academic advisor who is trained in the SEVIS (Student Exchange Visitor Information System). All international students are assigned to this person and all advising, registration, dropping or adding classes, involving international students must be approved and processed by this person.

CONTINUING STUDENT ADVISING

1. Performed by faculty academic advisors located in their respective offices.
2. Advisees are assigned according to students identified program of study or major. Students who have not identified specific major are assigned General Studies AA program of study and assigned a faculty academic advisor.

ACADEMIC PROGRAMS

There are three major categories students are assigned in Datatel.

1. NDS.NONDEGREE—Non-degree Seeking Students is one category.

These are students whose sole purpose of taking a CWC credit course is for personal development or interest. These students are not interested in identifying an academic program or graduating. This category also includes dual or concurrent enrollment high schools students.

Student in this category who wish to take ENGL 1010 or a course that has a prerequisite of ENGL 1010 must take the English Compass Test and/or ACT placement test or must have their English Compass and/or ACT placement scores on file and test into ENGL 1010.

NDS.NONDEGREE students who wish to take math must take the math Compass Test and/or ACT placement test or must have their math Compass and/or ACT placement scores on file at CWC and test into the appropriate math course.

In addition, these are the students whose academic program is reverted back to NDS.NONDEGREE because the student has not attended CWC in two consecutive semesters.

2. AA.GENSTUD—General Studies AA is another category.

Students will be assigned to AA.GENSTUD, General Studies, and AA academic program under the following conditions:

- A student whose intended field of study is not offered at CWC can choose the CWC academic program that is the closest match or may choose General Studies.
- A student who is truly undecided about a career choice or transferring to four-year institution.
- A student, who has a general idea of a career choice, but is still undecided on a specific major, For example, a student may be interested in business, humanities area, health area, or sciences, but cannot decided whether or not to major in business administration, accounting, business management, art, music, etc.

3. Declared Academic Program is the other category.

➤ Examples:

- AA.ART—ART AA
- AAS.NURSING—Nursing AAS
- AS.BUSADM—Business Administration, AS
- CERT.ACCTBKP
- CRD.CONSTRUCT

➤ Datatel will allow students to have a maximum of three active academic programs.

ASSIGNING STUDENT ADVISEES

Generally, students are assigned faculty advisors by the following procedures:

1. By the initial academic advisor,
2. By an Academic Dean, or
3. By submitting an Academic Program or Advisor Change form and to the Dean for approval.

ADVISOR RESPONSIBILITIES

1. Assisting the student in identifying and declaring an academic program.
2. Assisting the student in selecting the appropriate sequence of courses to complete an academic program.
3. Referring the student to institutional educational resources such as: financial aid, counseling services, community support services, student services, special services available for remediation and/or academic assistance etc. when appropriate.
4. Continue evaluation of the student's progress toward an academic program by updating the student's academic program evaluation.
5. Academic Advising is available every day of the year CWC is open.
 - During peak advising periods, usually during fall in-service and the first three weeks in September; from the start of fall advising week (middle of November) for spring registration, through the first three weeks in January; and from the start spring advising week (middle of April) to

register for summer and fall classes to the end of spring semester, advisors will be expected to be available to advise students.

- Advisors are required to develop and post an advising schedule during fall and spring advising week and is strongly recommended to have a posted advising schedule for the remaining peak advising times to accommodate two types of students: walk-ins and students who make appointments.
6. The advisor is responsible for maintaining and updating a student's advising file located in the Commerce, Allied Health, Technology, and Safety Division Office suite file cabinet. **THE ADVISOR IS RESPONSIBLE FOR PRINTING OR COPYING AN UPDATED PROGRAM EVALUATION AND FILED IN THE STUDENT'S FILE LOCATED IN THE DIVISION OFFICE. THIS DOCUMENT MUST BE UPDATED AND CURRENT FOR EVERY SEMESTER THE STUDENT IS ENROLLED AT CWC.**
7. The advisor is responsible for knowing and/or locating the following information:
- CWC College Catalog
 - Admissions and Academic Policies
 - Student Privacy Act—FERPA
 - Withdrawing From Classes
 - ♦ “W”—means the student withdrew from the class
 - Current class schedule has the deadline for the last day that Registration and Records will process a drop or withdrawal from a class.
 - ♦ “WI”—means the faculty withdrew the student from class
 - Current Class schedule has the deadline for the last day to faculty to execute WI. **WI requires the faculty to record the last date of attendance.**
 - Faculty need to hand carry the WI down to registration and records. Federal regulations for Financial Aid require the date on the withdrawal form is the date the data must be entered in Datatel.
 - Faculty must adhere to the deadline date published in the current class schedule for Registration and Records to process a WI.
 - If faculty issue a WI after the published date, Dean approval is required.

- ♦ Note: Student athletes may choose to earn the F and not withdraw from the class and may request the faculty member not complete a WI form.
- Tuition, Fees, and Financial Aid (Tuition, general fees, course fees—in catalog and class schedule.)
- Financial Aid:
 - ♦ Full-time: 12 credits or greater
 - ♦ Part-time: 6 credits
 - ♦ Three-quarter time: 9 credits
 - ♦ Degree Seeking Student
 - ♦ Maintain satisfactory progress toward completing a program of study means:
 - Full-time: must complete a minimum of 2/3 of the 12 credits with C or above.
 - ✓ $2/3 \times 12$ credits = 8 credits must complete C or above (student cannot drop below 8 credits)
 - ✓ $2/3 \times 15$ credits = 10 credits must complete C or above (student cannot drop below 10 credits)
 - ✓ $2/3 \times 20$ credits = 13 credits must complete C or above (student cannot drop below 13 credits)
 - ♦
 - Part-time: must complete a 2/3 of 6 credits with C or above. Student cannot drop below 4 credits.
 - Three-quarter time: must complete a 2/3 of 9 credits with C or above. Student cannot drop below 6 credits.
 - VA students can only **change their program of study twice**. Example: Upon enrolling at CWC, the student declares Business Administration AS. Then student changes program from Business Administration AS to Criminal Justice AA (this count. Then the student changes program from Criminal Justice to Fire Science (this count.
 - Eligible for financial aid at CWC up to a total of 96 credit hours **ATTEMPTED**.
- Degrees and Certificates Requirements

Know the difference between AA, AS, and AAS degrees.

- ♦ AA degree requires only one lab science which is included 34 general education requirements. This is a transfer degree.

- ♦ AS degree requires either one lab science which is included in the 34 general education requirements and an additional lab science course or an additional math course. This is a transfer degree.
 - ♦ AAS degrees prepare students for entry level job positions. Requires 19 general education courses. This degree may transfer to four year institutions that offer a Bachelor's Applied Science degrees.
 - ♦ Certificates require communications (WI or Oral), math, and UNST general education requirements. A minimum of 30 credits is required to complete a certificate.
 - ♦ Credential requires no general education course and the credential contains less than 30 credits in course requirements.
- Course Descriptions:
 - ♦ Course Numbering System
 - ♦ General Education Designator Legend
 - ♦ Which courses in the CWC catalog fulfill CWC general education requirements? A summary of General Education Requirement Courses for CWC are listed in the back of the catalog. This will serve as a quick reference when you are in doubt if a course fulfills a CWC Gen Ed requirement.
 - ♦ **Do not rely on your memory or the class schedule. The CWC class schedule is as accurate as possible, but at times there are errors in designating a general education course. THE CWC CATALOG IS THE DOCUMENT USED TO DETERMINE IF A COURSE CARRIES A GENERAL EDUCATION DESIGNATOR. The class schedule is not the final document that makes this determination. Remember, as an advisor, you are responsible to inform the student if the course will count as a humanities, etc. Teach the student how to make this determination.**
 - ♦ **Students transferring to University of Wyoming from any Wyoming community college with an AA or AS degree will have met the lower division USP 2003 requirements, except for the second math course (recommended that the student take second math course at CWC). Students transferring to UW from any Wyoming community college WITHOUT an AA or AS degree will have their transcripts reviewed with UW Transfer Guide on a course by course basis. This may or will have negative impact for transferability of some CWC general**

education courses transferring to UW as general education courses.

- Credit by Exam
- Catalog Governing Graduation

Students at CWC are encouraged to use the current catalog requirements when or changing their program of study. However, students may fulfill the program requirements of graduation stated in the catalog that was in effect at the time they enrolled at CWC.

Students who have an interruption in their studies of two or more consecutive semesters must fulfill the requirements of the catalog in effect upon their return to CWC.

Due to the specialization of some degree programs, students may be required to adhere to the current catalog requirements.

➤ Over Ridding Prerequisites:

- Faculty member teaching the course may override prerequisite.
- Dean may override a prerequisite.

➤ \\Admin1\publicdocs

- Folders
 - ♦ Arts & Sciences
 - ✓ Course Rotation & Sequencing
 - ♦ CATS Division Docs
 - ✓ Course Sequencing
 - ♦ Course Outlines
 - ♦ Registration and Records
 - ✓ FERPA
 - ✓ Schedule Changes
 - ✓ Forms—30 Documents listed
 - Academic Amnesty Petition
 - Compass & Act Assessment
 - Enrollment (enrollment or registration/add/drop form)
 - GenEd (list current courses carry gen ed)
 - Graduation1 (application for graduation)

- Student Information—excellent for advising; lists the following information for students:
 - Semester Calendar location
 - Schedule of classes
 - Degrees and Certificates information
 - Official Transcripts from other college
 - Honor roll
 - Holds
 - Withdrawals
 - CWC Transcripts
 - Graduation
 - Repeats
 - Academic amnesty
 - Credit by Exam

ADVISING DOCUMENTS FOR YOUR OFFICE

- You are responsible for having the following documents in your office for advising.
 - Commerce, Allied Health, Technology, and Safety Advising Handbook
 - Current CWC Catalog—note: the Dean of Commerce, Allied Health, Technology, and Safety has past CWC Catalog starting 1974. Check with Registration and Records for earlier catalogs.
 - Current CWC Recommended Academic Programs & Codes The division chair has copies of previous CWC Recommended Academic Programs & Codes.
 - Compass Placement Assessment Score Conversion Document
 - CWC Registration Form/Withdraw or Drop/Add Forms CWC Registration Form (One document)
 - Class Schedule Form or CAT Class Schedule Form
 - Current & Updated CWC Class Schedule
Current means that schedule reflects all closed, time changes, or canceled classes
 - CWC Application—online document (optional—on file in Division Office)
 - Transcript Evaluation Request

CONTINUING STUDENT ADVISING/TRANSFERRING STUDENT FROM INITIAL ACADEMIC ADVISOR TO THE FACULTY ACADEMIC ADVISOR

1. Faculty Advisor Registering Students via Faculty Access to Web Advisor.

➤ Print out students current program evaluation via Web Advisor

- ♦ Access //www.cwc.edu/
- ♦ Click on myCentral
- ♦ Complete Login requirements
- ♦ Click on Icon “myAdvisor” (above the word **my Advisor**)

- ♦ Click on Faculty (olive green) Icon
- ♦ Under Faculty Information, click on My Advisees
- ♦ My Advisee—click on drop down window labeled “select a term or date range to restrict you advisee list”; click submit
- ♦ Screen named **My Advisees**, Locate the advisee’s name; Click on the drop down window; select **evaluate program**; click on submit
- ♦ Screen named **Program Evaluation**; select catalog year; click on submit
- ♦ From the drop down menu; select program; click on submit
- ♦ Academic program evaluation will appear; click print;
- ♦ After printing the program evaluation; use the back arrow which will take you back to the previous screen; continue to use back arrow until you arrive at the correct screen, or click closed box; this will (unfortunately) take you back to your login window for Web Advisor

2. Review the student’s academic progress.

3. Verify the student’s education goal. If the student’s goal is changed, change the goal on Web Advisor. (Implementation of this procedure is planned to be implemented spring 2010 on Web Advisor). The student must select one of the follow educational goals:

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- | | |
|------------------------------|---------------------------------------|
| 1. Earn a Certificate at CWC | 7. Improve English, math, Reading |
| 2. Earn 2-yr Degree at CWC | 8. Personal Interest |
| 3. Learn skills to get a job | 9. HS student for HS diploma |
| 4. Advance in current job | 10. HS student-early start on college |
| 5. Transfer to 4-yr college | 11. Earn 2-yr/CWC & transfer to 4-yr |
| 6. Transfer to 2-yr college | 12. Earn a Credential at CWC |

4. Verify the student’s current address, phone and cell number by having the student complete Changes to Student data Base form.

- If you are registering the student in Web Advisor on the faculty advisor side, you must use the paper form.
 - If the student is registering in Web Advisor a pop up reminder will appear. (This pop-up will implemented in spring or fall 2010, until then use the paper form.)
5. Discuss the student's upcoming semester class schedule. Typical questions to ask the student are located under the following section: **STANDARD PROCEDURES FOR FIRST SEMESTER ADVISING FOR EITHER INITIAL AND/OR FACULTY ACADEMIC ADVISOR; ASK THE FOLLOWING BEFORE BEGINNING.** (See page 12-13)
6. Complete the Schedule Planner
7. Over Ridding Prerequisites:
- Faculty member teaching the course may override prerequisite.
 - Dean may override a prerequisite
8. **Do not rely on your memory or the class schedule. The CWC class schedule is as accurate as possible, but at times there are errors in designating a general education course. THE CWC CATALOG IS THE DOCUMENT USED TO DETERMINE IF A COURSE CARRIES A GENERAL EDUCATION DESIGNATOR. The class schedule is not the final document that makes this determination.** Remember, as an advisor, you are responsible to inform the student if the course will count as a humanities, etc. Teach the student how to make this determination.
9. Register the Student
- Faculty advisor completing the registration via Web Advisor
 - ◆ Access Web Advisor (steps are listed above)
 - ◆ Screen named **My Advisees**, Locate the advisee's name; Click on the drop down window; select **express registration**; click on submit
 - ◆ Enter the following: Synonym number; use keyboard "enter" key; the remaining categories will automatically fill in; repeat this procedure until all the classes are entered; click submit; print the student's schedule.
 - ◆ Make a copy of the students class schedule
 - ◆ **Have the student sign the copy**
 - ◆ **Turn the sign copy of the student schedule into Registration and Records**

- Student completing the registration via Web Advisor
 - ◆ Student access Web Advisor
 - ◆ Enter their login
 - ◆ Register
 - ◆ Student can use express registration
 - ◆ Print out student's schedule
 - ◆ **No copy is required of the student's schedule**
 - ◆ **No student signature is required**

- Academic Program Course Substitutions
 - ◆ On the academic evaluation, write in the substitute course prefix, number, title, and credits next to required course program.
 - ◆ The student must be enrolled in the substitute course that semester or have completed the course.
 - ◆ Turn in program evaluation to the Dean with the substitution information.
 - ◆ Dean will confirm the substitution and turn the document into Registration and Records
 - ◆ Registration and Records will make the changes in Datatel to record the substitution.
 - ◆ Next time the student or the faculty member prints a current program evaluation, the substitution will show.
 - ◆ If the student does not enroll in the substitution course the current semester the substitution is granted, the substitution cannot be recorded in Datatel degree audit program.
 - ◆ Make a copy of the program evaluation containing the hand written substitution for the student and a copy for the student's file in the division office.

DIVISION STUDENT FILES

- Contain the following:
 - ◆ Student transcript evaluation
 - ◆ Current student program evaluation

STANDARD PROCEDURES FOR FIRST SEMESTER ADVISING FOR EITHER INITIAL AND/OR FACULTY ACADEMIC ADVISOR

Typically there are two types of students initial academic advisors will advise: (1) students who have never taken a college course or (2) students who have previously taken a college course either at CWC or another institution.

Although these students' first advising contact is with the initial academic advisors, there may be times a faculty member is advising a student enrolling the first time at CWC. Therefore, when a new student arrives at your door to be advised, below are some guidelines that will assist the faculty in advising the student. This includes some critical questions an advisor should ask and general information guiding the faculty through the advising process.

ASK THE FOLLOWING BEFORE BEGINNING:

1. Have you completed a CWC application (student never attended CWC)? This can be done online or by paper.
2. Have you completed and/or applied for Financial Aid? (To be completed online.)
3. Have you ever taken a college course?

If the answer is yes, then you will follow the transfer student procedures.

If the answer is no, then you will follow the new student advising procedures.

4. Ask if the student has taken a placement test—COMPASS and/or ACT?

Note: If the transfer student has not taken any math or English classes, the student will be required to take the COMPASS test before enrolling in a college level math or English class. If the student has taken a math or English class, the transcript evaluation will indicate the level.

If a student's COMPASS/ACT test scores are more than **three (3) years old**, it is strongly recommended by the math and English faculty the student retake COMPASS test.

5. What major or academic program are you considering?

If the student gives you a specific academic program, stop, use your catalog, and explain the program. Make sure the student understands the program. If the program is AAS make sure the student understands this is a "terminal" program. If the program is AA or AS make sure the student understands it is a transfer program.

6. Are you planning on continuing your education at a four-year institution after you complete your program at CWC? Where?

7. Athlete

8. Other critical information you need to know:

Full-time or part-time student?

Working—how many hours per week?

Parents?

Commuting—from where?

Schedule Preferences—morning classes, two days a week, three days week, evening classes, etc. (This information will save you time when building a schedule.) ***BELIEVE, BELIEVE, AND BELIEVE ME!!***

FIRST-TIME DEGREE SEEKING STUDENT—NO PREVIOUS COLLEGE COURSES

This is usually completed by the Initial Advisors

- Ask for COMPASS Scores or ACT scores.

If the student has taken the COMPASS or ACT test, but does not have a copy of the results with them, look the scores up on the Web Advisor. If student does not have the paper copy with them or the test was taken the day before and the test scores are posted, contact the Testing Center, initial student advisors, or registration and records.

CAUTION: If you do not have any placement scores for the student, I recommend that you do not continue advising until the student has either taken the COMPASS placement test or produced ACT placement scores. Placement scores are a critical element in the advising process. Explain to the student that placement scores are essential to advising a student correctly. These scores indicate the prerequisite course work a student must complete in order to be successful.

- Determine what classes the student needs to take.
 - ♦ COMPASS or ACT Scores will determine the level of math, English, and reading.
 - ♦ If student's placement scores indicate remedial math, English, & reading, enroll the student in these classes plus UNST 1000 Orientation to College 3 credits.

- ♦ If the student's placement scores indicate remedial math and/or English, enroll the student in these classes **plus UNST 1005 Freshman Seminar 1 credit.**
- ♦ Most students will be taking a remedial math and/or English class.
- ♦ Explain the importance of these remedial courses.
- ♦ Explain these courses do not apply toward the academic program requirements.
- ♦ Explain the additional time frame that has been added to completion of the academic program by taking these courses.
- ♦ Explain the consequences if the student chooses to withdraw from these classes.
 - For example in math—every time a student withdraws from a remedial math class, the student has potentially added an additional semester to the completion of their academic program. Higher level math courses such as calculus or business calculus are offered in a specific sequence fall and spring only offerings.
 - This is also true in English. If a student starts in ENGL 0610, an additional semester is added to the completion of the academic program. Again, every time the student chooses to withdraw from a remedial class, this will place them further behind in the completion of their program.
- ♦ Balance the remaining class schedule with either general education courses and/or specific program course requirements that do not require math or English prerequisite.
- ♦ Over Ridding Prerequisites:
 - Faculty member teaching the course may override prerequisite.
 - Dean may override a prerequisite
- ♦ Always double check that the course the student selects in the area of the general education actually has a general education designator assigned. **Do not rely on your memory or the class schedule. The CWC class schedule is as accurate as possible, but at times there are errors in designating a general education course. THE CWC CATALOG IS THE DOCUMENT USED TO**

DETERMINE IF A COURSE CARRIES A GENERAL EDUCATION DESIGNATOR. The class schedule is not the final document that makes this determination. Remember, as an advisor, you are responsible to inform the student if the course will count as a humanities, etc. Teach the student how to make this determination.

- Complete the class schedule planner. Note these students will not be able to register on Web Advisor. Therefore, you may need to complete the paper enrollment form and send the student to registration and records to complete the registration process.

TRANSFER STUDENT

➤ General Transfer Procedures:

- A student transferring to CWC must complete a CWC application form.
- The student must request an **official transcript** be sent to the Registration and Records Office. Transcripts must be sent directly from one institution to another. Therefore, if a student has a copy of their transcripts, the student must still request an official copy be sent to Registration and Records. Make a copy of the student's unofficial transcript and place in the student's division file.
- The student must complete a Request for Degree Transcript Evaluation form, before Registration and Records can evaluate the transcript. The Request for Degree Transcript Evaluation form requires the student to select an academic program and gives Registration and Records permission to evaluate the student's transcript(s).
 - ♦ Registration and Records will not evaluate official (or unofficial) transcripts unless the following two conditions are met: the student has completed and submitted a CWC application form and the student has completed a Request for Degree Transcript Evaluation form.
 - ♦ When the above conditions have been met, Registration and Records will evaluate the transcripts and forward the degree evaluation and copy of the transcripts, to the appropriate Dean who will then determine which courses apply toward the selected academic program.
- If the transfer student has not taken any math or English classes, the student will be required to take the COMPASS test before enrolling in a

college level math or English class. If the student has taken a math or English class, the transcript evaluation will indicate the level.

- If a student transfers in a minimum of 12 credits and has a GPA of 2.0, the student is not required to take UNST 1005, Freshman Seminar.
- **A maximum of 48 transfer credits may be applied toward Central Wyoming College degree requirements. At least 16 credits must be completed through Central Wyoming College**
- Transfer students who have taken American Government at another state are required to complete a test in Wyoming Constitutional Government test. This is required by state law and noted on the student's degree evaluation.

➤ **ADVISING THE TRANSFER STUDENT:**

- It is necessary to determine if the student's official transcript is on file in the Registration and Records office. The following questions will help you determine the status of the transcript.
 - ♦ Has the student completed CWC application?
 - ♦ Has the student requested official transcripts from previous institutions be sent to CWC?
 - ♦ Has the student completed a transcript evaluation form?
- If the answer to all three questions are yes and if the student has planned ahead, then the student should have a transcript evaluation form, a copy of transcripts, and program evaluation on file in the division office.
- If there is no documentation on file in the division office, then one of the following has occurred:
 - ♦ The student has not completed and submitted a CWC application.
 - ♦ The student has not requested official transcripts be sent to CWC.
 - ♦ The student has not completed the Request for Degree Transcript Evaluation form.
 - ♦ Not enough time is allowed for the process to be completed.
 - ♦ You will need to troubleshoot the problem and determine what needs to be done to correct the problem.
 - ♦ You may contact the registration and records office or the initial student advisors and asked them to look on IMAGENOW for the above information.

- Complete the class schedule planner. Note these students will not be able to register on Web Advisor. Therefore, you may need to complete the paper enrollment form and send the student to registration and records to complete the registration process.

➤ **ADVISING THE TRANSFER STUDENT WHO HAS NOT COMPLETED THE TRANSFER PROCESS**

- Determine academic program
- If the student has a copy of their transcripts, look them over. **Do not indicate that the courses will transfer. Leave this decision to Registration and Records!** (Note—as Dean, I finalize the evaluation process. Even with my experience, when I am presented with a copy of transcripts from a student, I will not commit that a course will transfer. Every time I have, I have “eaten” my words!)
- **USE THE UNOFFICIAL TRANSCRIPT AS A TOOL. THIS WILL HELP YOU AVOID ENROLLING THE STUDENT IN COURSES THEY HAVE TAKEN AT A PREVIOUS INSTITUTION. EXPLAIN TO THE STUDENT IT IS IMPORTANT THAT THE OFFICIAL TRANSCRIPT PROCESS BE COMPLETED IMMEDIATELY. THIS IS CRUCIAL IN DETERMINING WHAT COURSES THE STUDENT NEEDS TO TAKE IN THE FUTURE TO COMPLETE THE ACADEMIC PROGRAM REQUIREMENTS.**
- If the student does not have a copy of their transcripts with them, ask them if the student can remember what classes the student completed with a passing grade (passing grade C or greater). Some will remember, some will have no clue, some will tell you they did not pass anything. This will at least give you information on how to proceed.
- The trick in this advising is not to enroll the student in classes that will transfer in **and fulfill an academic program requirement!**
- If a student transfers in a minimum of 12 credits and has a GPA of 2.0, the student is not required to take UNST 1005, Freshman Seminar.
- Transfer students who have taken American Government at another state are required to complete a test in Wyoming Constitution Government test. This is required by state law and noted on the student’s degree evaluation.

- Complete the class schedule planner. Note these students will not be able to register on Web Advisor. Therefore, you may need to complete the paper enrollment form and send the student to registration and records to complete the registration process.

GRADUATING STUDENT

➤ Course Grade Requirements to Graduate:

General Education Courses:	Minimum C
Specific Course:	Minimum C
General Electives	Minimum D

- ♦ Be sure the program evaluation is current and completed correctly.
- ♦ Sign the program evaluation as the advisor.
- ♦ Student signatures are not required
- ♦ Have the student complete an application for graduation form, by the faculty member handing the student to complete, by sending the student down to registration and records to complete, or by the student completing the form online.
- ♦ Have the student make an appointment with the Assistant Dean of Student Learning and Curriculum Development for an exit graduation interview.
- ♦ Turn the program evaluation (degree audit) into the Dean.
- ♦ The Dean will finalize the program evaluation and deliver to Registration and Records the program evaluation.
- ♦ After the Dean has signed off on the program evaluation, the division assistant will enter the student's name into the graduation notebook.

➤ Multiple Degrees:

- ♦ If a student is receiving one degree in a specific program and would like to receive an additional degree in another program, there must be a 12 credit difference between programs from CWC.

- Twelve credit differences are interpreted non-duplicated credits between each program.

	12 credits difference non duplicated between	12 credits difference non duplicated between
Degree 1	Degree 2	Degree 3
Degree 2	Degree 1	Degree 3
Degree 3	Degree 1	Degree 2

HOW TO CALCULATE GPA:

Course	Title	Grade	Credits
English 1010	English Comp	A	3
Math 1400	Precalculus Algebra	C	3
Pols 1000	American & Wy Gvt.	C	3
Acct 2010	Accounting I	B	4
Unst 1005	Freshman Seminar	A	1
Total			14

Grade = Grade Point

A	4.0
B	3.0
C	2.0
D	1.0
F	0

Course	Grade	Grade Pts X Credits	Total Grade Points
Eng. 1010	A	4 3	12
Math 1400	C	2 3	6
Pols 1000	C	2 3	6
Acct 2010	B	3 4	12
Unst 1005	A	4 1	4
Total		14	40

Take the total number of Grade Points divided by total number of credit hours

$$40/14=2.85 \text{ GPA}$$

NOTE: COURSE TRANSFER GRADES ARE NOT INCLUDED IN THE CWC GPA. EXPLAIN TO THE STUDENT, THE STUDENT TRANSFERS IN COURSES, NOT GRADES, AND NOT GPA.