



Roane State
COMMUNITY COLLEGE

2008-09

Faculty Advisor Manual

Prepared by:

Advising Resource Center

Library – Room 100

Main Campus office: 865-882-4597

Serving all RSCC locations on a rotating basis

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Philosophy of Academic Advising

The primary purpose of academic advising is to initiate and actively sustain student involvement in the development and implementation of meaningful educational plans. Students need access to current and accurate information and need a faculty advisor with whom to discuss their future plans so they can make informed decisions.

The college's goals for academic advising align well with those from the National Association for Academic Advising (NACADA):

- Assisting students in self-understanding and self-acceptance (value clarification, understanding abilities, interests and limitations).
- Assist students in developing an educational plan consistent with life goals and objectives (alternative courses of action, alternative career considerations and selection of courses).
- Assist student in developing decision-making skills.
- Provide accurate information about institutional policies, procedures, resources and programs.
- Make referrals to other institutional or community support services.
- Assist students in evaluation or re-evaluation of progress toward established career and educational goals.
- Assist students in consideration of life goals by relating interests, skills, abilities and values to careers, the world of work and nature and purpose of higher education.

Principles of Advising

- Advising is a teaching process. The objective should be to provide direction, to assist students in developing realistic goals and to educate students to schedule themselves properly. The process involves helping the student make the successful transition from high school to the community college and from the community college to the work force or to the university.
- The student's advisor should be a faculty member in the student's departmental major or a person otherwise knowledgeable about program requirements. Representatives of the academic division should support advising students from satellite locations via e-mail, phone conversations and occasional visits.
- New student advising focuses on clarifying career objectives and establishing a workable educational plan. Returning student advisement focuses more on evaluating the students' progress toward established educational objectives and reviewing course sequencing.

The Advisor Function

At Roane State, all of us are advising students, whether it's giving out information to help a student navigate through the registration process, helping a student decide what courses to take for their first semester, or mentoring them into a career in chemistry. While all of us share this responsibility, it's sometimes hard to know where to draw the line, that is, where one's responsibility ends another's takes over. Professional and support staff need to be able to say, "No, I cannot help you with that problem, but here's someone who can." Faculty advisors need to know they are not expected to know everything about all of the majors/concentrations the college has to offer and how to apply for admission or financial aid.

So, who is an advisor and where do we draw the line?

Front-Line Information Specialists (Support staff)

Students need to understand that the front-office personnel at all of our campuses handle many clerical and receptionist functions and are not academic advisors. They do, however, play a critical role in providing accurate information to prospective and current students.

Responsibilities are:

- To assist students with admissions, financial aid, testing, registration, and business office functions.
- To refer new students to front-line advisors and current students to faculty advisors; to explain the importance of contacting those advisors, even if they are at a different campus.
- To help students obtain answers to their questions by referrals to web pages and college departments.

New Student Advisors (Counselors, Site Directors, Learning Center Staff, Faculty at peak times)

These advisors will assist the student with navigating through their first semester at the college, assist students with course scheduling for that first semester, but draw the line at knowing much about a particular discipline/major.

Responsibilities are:

- To assist new and students transferring into the college with initial advising and course scheduling for the upcoming semester.
- To refer students as needed to faculty advisors and academic departments.
- To refer students to information on websites/publications.

Faculty Academic Advisors (Full-time faculty)

Faculty advisors assist students with establishing and achieving their academic plan while at Roane State.

Responsibilities are:

- Help students choose educational and career objectives consistent with their interests and abilities.
- Share career/discipline specific information with advisees.
- Work with the student to develop an academic plan or roadmap to achieve their educational goals.
- Complete final evaluations for graduation.
- Serve as a mentor/coach to advisees as they pursue their academic plan and achieve their established goals.

Advisor Assignment Process

During students' first term of enrollment at RSCC, students are assigned a faculty advisor from their major area of study. The advisor assignment will remain the same until the student changes his/her major, or the faculty advisor is reassigned or leaves Roane State. This could mean that the advisor is located at a campus other than the one the student attends. All RSCC staff should encourage students to seek advisement from their assigned advisor through e-mail, phone consultation, individual or group meetings.

The staff of the Advising Resource Center (ARC) will provide assistance for faculty advisors who wish to host group advising sessions.

Students have the option of requesting a change of advisor by completing the "Change of Advisor" form located on the academic advising page of the RSCC website. The signature of the requested advisor must be obtained before the assignment will be changed.

Advising Resource Center

Mission Statement

The Advising Resource Center (ARC) strives to actively engage faculty advisors and students in identifying appropriate educational goals and developing a plan for achieving those goals.

The staff of the ARC will serve as a “bridge” to encourage students to seek the assistance of faculty advisors.

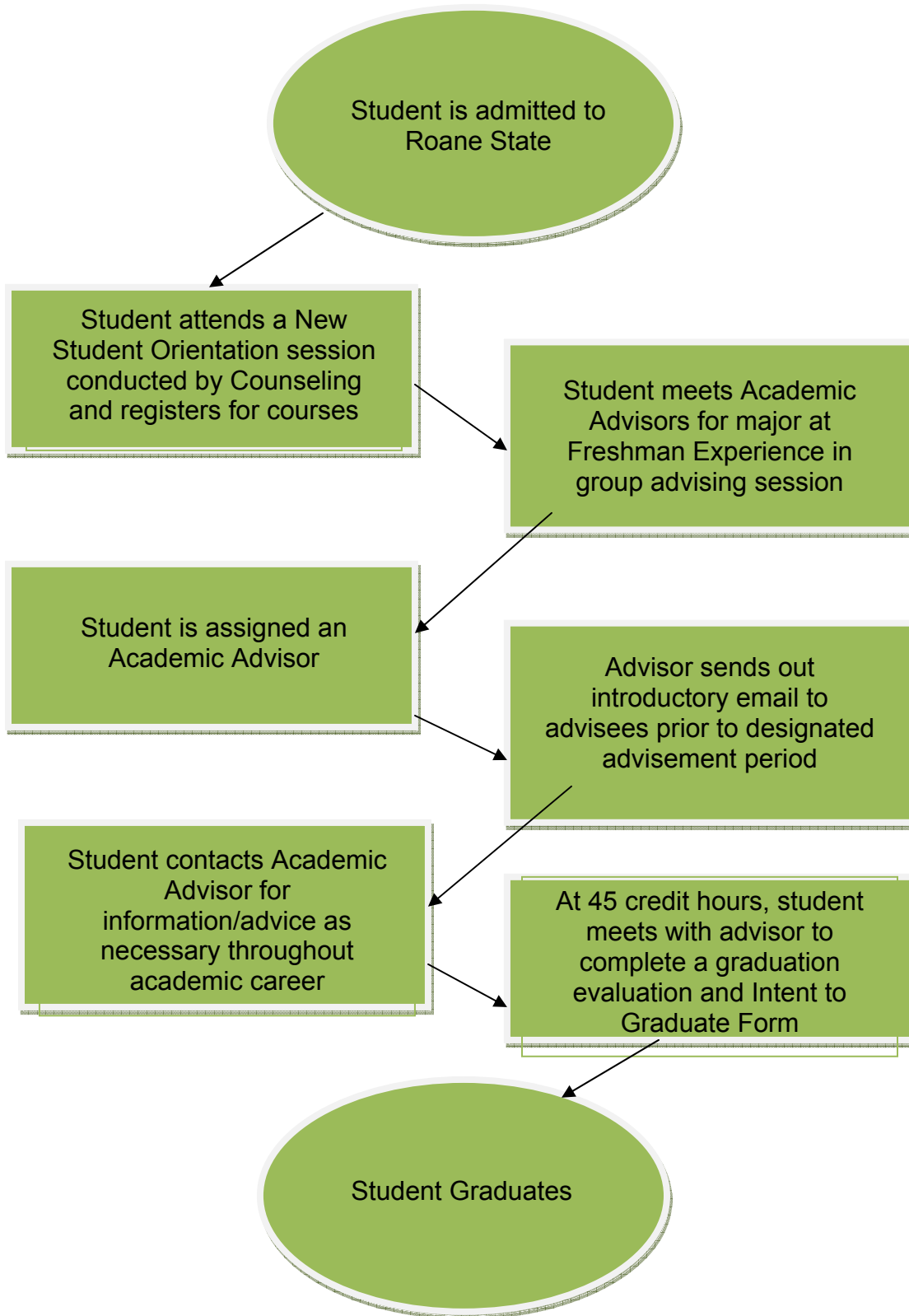
Areas of responsibility:

- Initiate and maintain transfer articulation agreements and course equivalency tables
- Coordinate services for veteran students receiving military tuition assistance (GI Bill, REAP, etc.)
- Serve as a resource to faculty advisors.
- Act as a liaison to an assigned academic department and disseminate information to other generalist advisors and front-line staff.
- Facilitate advising of students by being present at each RSCC site at least twice per month.
- Maintain faculty advisor assignments in the student information system
- Participate in new student academic advising programs
- Coordinate 4-year college representative visits and the annual college transfer fair
- Maintain the degree evaluation program in Banner
- Assist with advising students who are transferring from other institutions to Roane State or are readmitting after a period of non-attendance.
- Conduct periodic academic advising training for faculty advisors and front-line personnel

ARC Staff

Amy Keeling, Director
Diane Castle, Academic Advisor
Sandra Grice, Academic Advisor and
Coordinator of Veteran Services
Nancy Hamilton, Academic Advisor
Tamsin Miller – New Student Orientation Advisor (part-time)

Academic Advising Flowchart



Advising Guides

New Student Admissions Checklist

<http://www.roanestate.edu/keyword.asp?keyword=ADMISSIONS>

Admission/Registration

- ___ Complete RSCC Application
- ___ Pay \$10 application fee.
- ___ Request high school/GED transcripts
- ___ Request transcripts from any colleges/universities attended.
- ___ Mail to: *Roane State Community College*
 Admissions Office (for high school or GED transcripts)
 OR
 Records/Registration Office (for college transcripts)
 276 Patton Lane
 Harriman, TN 37748-5011
- ___ ACT or COMPASS test scores
If you are not yet 21 years old and your ACT scores from high school are three or more years old, you must take the ACT-Residual or the ACT-National exam in order to attend RSCC. If you are 21 years or older and in a degree program, you must take the COMPASS exam in order to attend RSCC.*
- ___ Hepatitis B Form
- ___ MMR shot record – proof of 2 MMR shots are required of all full-time students BEFORE registration can be completed.
- ___ Schedule and attend a New Student Orientation.
During this session you will meet with a generalist advisor who will help with selecting courses for your first semester. You will be assigned a faculty academic advisor during your first semester of enrollment.

*ACT-Residual may impact eligibility for Lottery Scholarships, please check with the financial aid office to determine if the Residual or National ACT is required for your Lottery Scholarship award.

Financial Aid – Be aware of RSCC priority processing deadlines!

- ___ Complete the FAFSA – Federal Student Aid Application www.FAFSA.ed.gov
- ___ Do not wait for RSCC acceptance to do this!
- ___ Complete appropriate forms as directed by RSCC Financial Aid Dept.

Learn about the college

- ___ Spend some time on the RSCC website reviewing the college catalog and especially information under the Current Students tab.
- ___ Schedule an appointment with Counseling/Career Services if you are undecided about your major. It's important you select a major in the first two semesters at Roane State so that you don't take unnecessary courses.
- ___ If you are planning to transfer to a four-year college/university, be sure to make a contact there and obtain specific program information.

New Student Orientation Advising

Objectives:

- 1) Assist student with understanding the curriculum they should follow. Use catalog or degree checklists (available on the website). See articulation agreements; if necessary. Use the Academic Plan sheet to show course sequencing, if needed.
- 2) Come up with a couple of additional classes in the event one that they have selected is closed to new enrollments. Be aware of course prerequisites. Discuss any specific information the student should know about their intended major. Encourage them to meet with their advisor during their first semester.
- 3) Go with the student to the computer labs where records personnel will be available to assist with registering through RaiderNet. Assist student with developing a course schedule for the current term.

Course Load:

If a student is receiving the lottery scholarship, they really need to take 15 credit hours in a term. The lottery is only good for four semesters and most of our degree programs require 60 hours. If the student is able, you might want to schedule them for 18 hours and identify a class that they could drop if it becomes too much for them.

Typical First Semester Freshman Schedule

*English Requirement (ENGL or DSPW)	3 hrs
*Math Requirement (DSPM or MATH)	3 hrs
Science and Lab (if pre-req is met)	4 hrs
Humanities Elective and/or Social Science Elective	3 hrs
Speech course	3 hrs
COLL 1020 (if not very strong with computers) (may not meet a degree requirement)	3 hrs
Any history course (can be taken out of sequence) (only if they are certain they know where they will transfer)	3 hrs

Understanding a Student's Test Scores

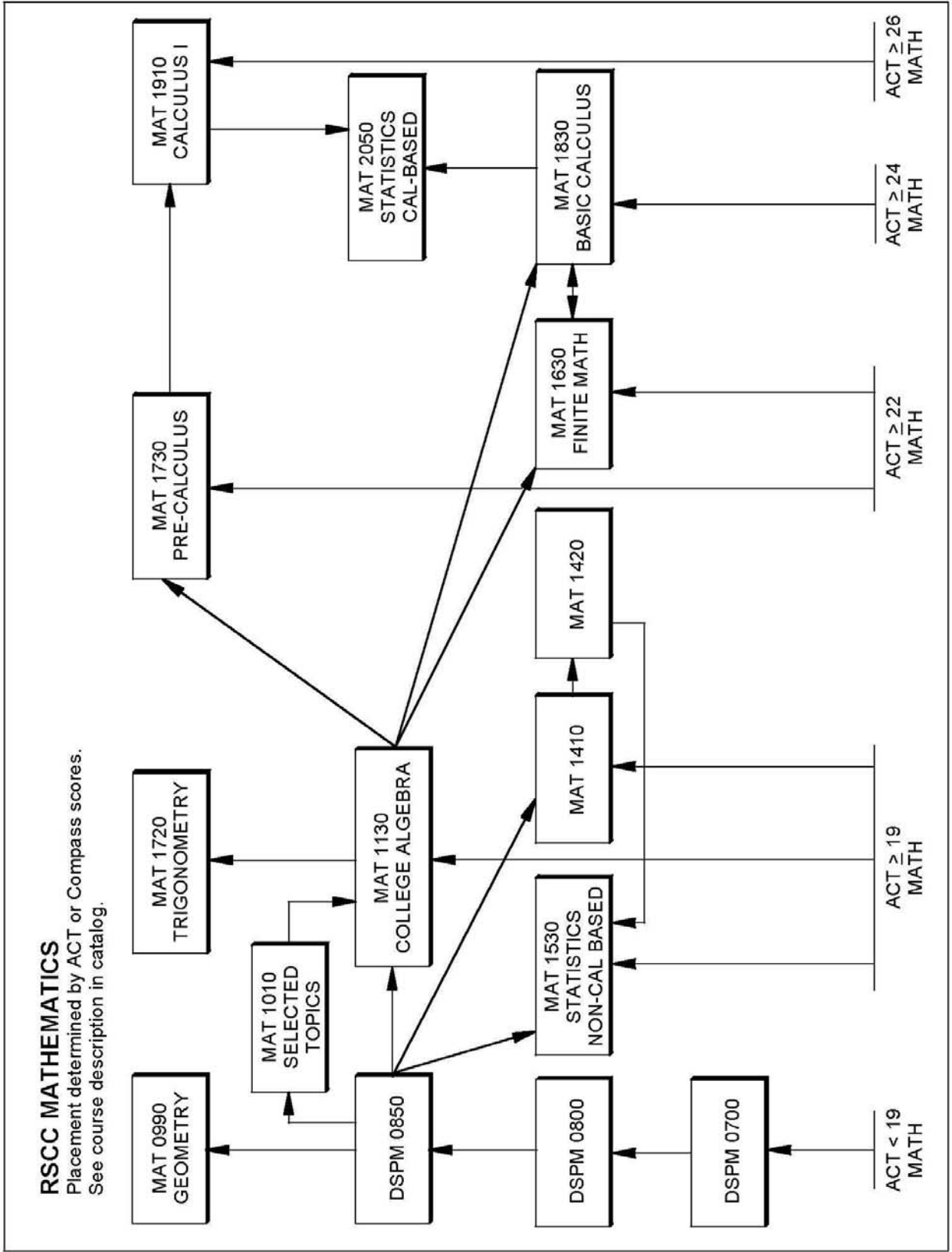
Self – Service under Student Test Scores

INB – SOATEST

Requirement	Developmental Studies Numerical Score	Best Subject Area ACT Scores
DSPR 0700- Basic Reading	1	1-11
DSPR 0800 – Developmental Reading	2	12-18
No Reading Requirement	4	19+
DSPW 0700 – Basic Writing	1	1-14
DSPW 0800 – Developmental Writing	2	15-18
No Writing Requirement	4	19+
DSPM 0700 – Pre-Algebra	1	1-14
DSPM 0800 – Elementary Algebra	2	15-16
DSPM 0850 – Intermediate Algebra	3	17-18
No Math Requirement	4	19+
DSPS 0800 – Learning Strategies	1 - Required 4 – Not required	Required if a student has tested into <u>two</u> subject areas.

Classes that can be taken with Reading requirements:

Any ART Studio course
 BUS 100, 101
 HIT 102, 113, 107 (Medical Terminology)
 HEA 221
 CST 156, 161
 COLL 1020 – cannot be taken with remedial reading – just developmental
 EDU 100
 MGT 200
 MUS 140
 OAD 100, 101, 102
 PHED 1750
 Any Physical Education Course
 SPCH 201 and 221
 SERV 1010
 Theatre Practicum (will not satisfy humanities electives)



Advising Guide for Veterans

Contact: Sandra Grice, Advising Resource Center

<http://www.roanestate.edu/keyword.asp?keyword=ACADEMIC%20ADVISING&keywordSub=VA>
865-882-4539

VA benefits are available to students who have served our country or who have a parent or spouse who has served. A monthly payment is given to those students to help them get through school as quickly as possible; therefore, advising the student veteran is different from other students as there are special advising needs and specific requirements. VA Certifying Officials, located at RSCC, are verifying student enrollment and are audited on a regular basis by both the state and Federal officials for the Veteran's Administration. It is **critical that VA students be properly advised.**

The following are the requirements for the VA students that you need to be aware of:

- **Students requesting VA Educational benefits must declare a major.** Undecided is not an option, nor is special for credit, etc. All of RSCC's degrees and approved articulation agreements are acceptable as are the health science certificates. All other certificates are NOT eligible. Please check with a VA Certifying Official, Sandra Grice (882-4539) if in doubt.
- **Only classes listed on an articulation agreement or in the curriculum guide for a specific degree program in the RSCC catalog can be certified.** VA is VERY particular when it comes to what is eligible; therefore, whatever is printed in the catalog is what can be certified! Taking courses not listed on a curriculum guide or articulation agreement is NOT allowed for benefits.
- **Students are required to complete a Certification Request Form (CRF) for each academic year.** They are encouraged to complete this with their advisor and report any modifications to the VA Certifying Official. The CRF is basically an academic plan for each term up to three terms per form.
- **Prior credit (transferring into RSCC from another school) must be re-evaluated every time a student changes their major.** A new CRF will need to be completed and submitted to the VA Certifying Official. Any transfer courses that can be applied to the student's major will reduce the amount of time required to complete the program. VA regulations require that the student's benefits be terminated if the school does not provide documentation of this evaluation. This is why it is critical that the student stay in the declared major. They can change majors; however, it slows down the certification process and potentially may lead to an overpayment (which the student must pay back to the government).
- **Any course substitutions, class requirement waivers, etc. approved by the Academic Departments must be submitted to the VA Certifying Official BEFORE being certified for benefits.** It is the students' responsibility to provide this documentation to the VA Certifying Official.

- **If an instructor reports a VA student as not attending, the benefits must be reduced.** All 'F' grades must be reported with a Last Date of Attendance, even if the 'F' is earned.

The following are NOT approved for Veteran's benefits:

- **REPEATED COURSES:** If the student has already received a passing grade (One exception: NURSING requires a 'C' or better in MATH 1130)
- **REMEDIAL/DEVELOPMENTAL STUDIES** that are taken as **WEB, VIDEO or INDEPENDENT STUDY** (anything other than actually sitting in a classroom face to face with an instructor)
- Classes taken for **AUDIT** instead of credit

The following CAN BE certified:

- **ALL CLASSES** required for a specific degree or approved certificate program.
- **ALL CLASSES** taken for high school deficiency.
- Any **REMEDIAL/DEVELOPMENTAL** courses taken in a **regular** classroom.

Benefits terminate if the student:

- Withdraws from RSCC
- Is reported as having stopped attending any or all classes that have been certified
- Changes classes from credit to audit
- Changes from degree seeking to non-degree seeking

Financial Aid

Contact: 865-882-4545

150% Appeals

<http://www.roanestate.edu/keyword.asp?keyword=FINANCIAL%20AID&keywordSub=APPEAL>

When a student attempts 150% of the hours needed to graduate from RSCC (e.g. 90 hours for a 60 hour program of study) they are required to appeal in order to continue eligibility for financial aid. The intent of the requirement is to help students commit to a discipline and develop an academic plan to achieve that goal. Your responsibilities in advising a student appealing the 150% rule are:

- Meet with the student, evaluate goals and academic work to date
- Complete an A.S./A.A.S/A.S.T checklist (note: use curriculum guides for A.A.S. only)
- Clearly indicate any approved substitutions
- Sign and date 150% form for the student

Course Load Advisement:

For financial aid purposes 12 hours is a full load, however, there are several factors to be considered when advising students on their course load each semester:

- Scholarships for Academic Services require the student to take 12 hours, excluding developmental/remedial courses
- Lottery is lost if a full time student drops below 12 hours
- PELL grants are pro-rated so money could be lost if a student drops courses
- A 12 hour load for 4 semesters will produce only 48 of the 60 hours required by most programs.
- It is recommended that students consider taking 15 to 18 hours per semester, especially if they are receiving certain types of financial aid.

Financial Aid Office Responsibilities:

- Process and validate all financial aid applications.
- Administer all types of financial aid: grants, scholarships, loans, federal work study, etc.
- Advise students of financial aid implications if certain actions are taken (drops, withdrawals, incompletes, repeating classes, changes in employment, marital status etc)

Student Responsibilities:

- Submit the Free Application for Federal Student Aid (FAFSA) to the Financial Aid Office
- Submit verifying documents as requested by the financial aid office
- Be enrolled for admission or currently attending and enrolled in an approved degree or certificate program
- Meet Roane State's satisfactory progress standards (maintain a 2.0 cumulative GPA and pass 67% of hours attempted at all schools attended, funding up to 30 attempted DSP hours and 90 attempted college credit hours)

****PRIORITY DEADLINES MUST BE MET TO ENSURE AWARDS ARE MADE TO STUDENTS AT THE BEGINNING OF EACH TERM!**

Transfer Credit Process

Contact: Records/Registration Office
Main Campus – 865-882-4526

College transcripts are evaluated on all students transferring to Roane State, once the student has applied and been accepted for admission to the college. College transcripts are not required for non-degree seeking students (special students for credit), unless they wish to enroll in a college-level math or English course or a course that requires a math or English pre-requisite. For additional information, contact the Records/Registration Office.

Advisors should encourage students who are transferring to RSCC to obtain a personal copy of their college transcripts for advisement purposes. The Records/Registration Office cannot release copies of student transcripts from other schools unless the advisor personally goes to the Records Office at the Main Campus to obtain a copy. It is advantageous to the student to always have personal copies of all college transcripts. Advisors can utilize these student copies to advise and recommend possible course credit evaluations or substitutions.

Advisors can view transfer credit through the Degree Evaluation in RaiderNet or the student's RSCC transcript; once it has been evaluated.

Petition for Course Equivalency – NEW!

Form located on the Records Office webpage

<http://www.roanestate.edu/keyword.asp?keyword=RECORDS&keywordSub=FORMS>

In some instances the Records/Registration office does not have sufficient information to determine if a course is equivalent to a Roane State course. The course will appear on the transcript as ELC 9999, or ENGL 9999 – followed by the actual course title from the transfer college. If the advisor or program director feels that the course should be equated to a Roane State course, they can complete the *Petition for Course Equivalency* form and require the student to submit adequate documentation (course description) for the course to be reviewed. Once approved by the Dean for the course, the Records/Registration Office will equate the course to the recommended RSCC course number. The course number will then become the recommended RSCC course number on the student's transcript - permanently. Reviews of this nature should occur early in a student's academic career. Utilizing this procedure prevents unnecessary course substitutions in the future.

Graduation Procedures
Contact: Graduation Analyst
865-882-4528

<http://www.roanestate.edu/keyword.asp?keyword=GRADUATION>

Graduation procedures are listed on the Intent to Graduate Form, available at any RSCC Campus and in the Records/Registration office.

Advisor Role:

Advisors should schedule an appointment with the student who is planning to graduate. During this appointment, the following should occur:

1. Advisor reviews the form for correctness of major and articulation agreement/year (if applicable)
2. Advisor completes an evaluation, either a degree checklist (from the electronic catalog), the degree evaluation program in RaiderNet and the articulation agreement. This should then be attached to the Intent to Graduation Form.
3. Include any notations about course substitutions.
4. Instruct the student to take the form/evaluation to the Business Office so that they can receipt the \$25 Graduation Fee.
5. The student should submit the receipted Intent To Graduate form and evaluation to the Graduation Analyst.
6. The graduation analyst will verify the advisor's evaluation and send a written evaluation to both the student and the advisor.
7. The advisor should review the evaluation and work through any issues with the student.

Course Substitutions for Graduation

Graduation Analyst – 882-4528

Course substitutions require the approval of the student's faculty advisor and the appropriate academic deans. A form is available from the Records office and should be signed prior to registering for the course in question. Students in a university transfer program should consult with their senior institution prior to submitting a substitution. Senior institutions may or may not honor RSCC substitutions. Substitutions ARE NOT approved for those following articulation agreements.

Course substitutions will not show on a student's transcript. They are intended to only be applicable for a particular major. If the substitution is approved, it will show only on the student degree evaluation for that major. If the student changes his/her major; the course substitution is null and void.

Quarter to Semester Conversion

Contact: Records/Registration

865-882-4526

Classes taken in the state of Tennessee prior to Fall 1988 will be reflected in quarter hours. Other states and local colleges may continue to award quarter hour e.g. Georgia. Key things to remember when advising students who have quarter hours:

- The degree evaluation system in RaiderNet may or may not accept all quarter hour courses.
- Remember the 2/3 rule! If a class in the quarter system is three (3) quarter hours, it will convert over as a 2.66 semester hour course. In most cases, this will fulfill a course requirement; however, the student must have an additional elective hour to fulfill the total semester hour requirement of a degree plan.
- Students in a university transfer program should consult with their senior institution to determine those classes that will transfer and how many credit hours will be awarded. Senior institutions are not required to honor RSCC quarter hour conversions.

Common Conversions

<u>Quarter Hours</u>	<u>Equal to</u>	<u>Semester hours</u>
ENG 1010	(only for an AAS program)	ENGL 1010
ENG 1010, 1020		ENGL 1010
ENG 1010, 1020, 1030		ENGL 1010, 1020
MAT 1110	(only for an AAS program)	MATH 1130
SPE 2410		SPCH 201

New Advisee - Checklist

- ___ Get acquainted; establish rapport, find out major, what future career plans might be.
- ___ Ask the student why they chose that major. Be sure they do THEIR homework regarding their transfer institution (if applicable). Inform them of things they need to consider about pursuing that particular major.
- ___ If applicable, explain the differences between the AS/AA degree and locate appropriate articulation agreements on the RSCC website/ University Transfer Programs.
- ___ Show them the resources available on the RSCC webpage: Electronic catalog, RaiderNet, Schedule of Classes, Academic Advising webpage, Records Office forms, Graduation information, etc. (All items can be found on the current students menu)
- ___ Check in RaiderNet for Test Scores, verify major, any transfer credit on the student transcript. Run a degree evaluation through RaiderNet.
- ___ Work through the course selection process WITH the student; model the process. Instruct the student in the possible pitfalls of course selection:
 - * Days of week * Prerequisites/Co-requisites
 - * Times * Course sequences
 - * Acceptable course load * Campus location
- ___ If possible, work out more than one semester's worth of courses. Show the student what they may take during their second semester. (Use the Academic Plan Form – on Academic Advising web page).
- ___ If the student is undecided with their major, encourage them to schedule an appointment with the Counseling, Career and Disability Services office so that they can review their options with a counselor. A student needs to decide within their first year of attendance in order to avoid taking unnecessary courses.
- ___ Be sure the student knows HOW to register for classes through RaiderNet on the RSCC web site. Let them know that you will be checking to see that they got signed up for their courses.
- ___ Exchange contact information with the student. If you used the Academic Plan Form, give them a copy and keep one for yourself.

Returning Advisee Checklist

Student Name _____ R# _____

Preparation: Before advising a student, collect the following information:

- ___ Transcript or Degree Evaluation
- ___ Articulation agreement (if applicable)
- ___ Review prior meeting notes

Conference Checklist:

- ___ Status Report – How are classes going? Any areas of difficulty? Balancing of student time commitments, career goals.

- ___ Review Educational Plans
 - ___ Course progress and grades
 - ___ Outside activities pertaining to profession
 - ___ Review progress towards degree requirements
 - ___ Prepare for Graduation

- ___ Scheduling
 - ___ Identify courses to be completed (utilize Academic Plan)
 - ___ If in the University Transfer Program, ask about any High School Deficiencies (student should have been notified) and make plans to remove these deficiencies in the Academic Plan.
 - ___ Be sure student knows how to see the schedule of classes and knows how to register through RaiderNet.
 - ___ Allow student to complete their own schedule for the semester – advisor reviews.

Advising University Transfer Majors
Contact: Advising Resource Center (ARC)
865-882-4597

Numerous program-by-program articulation agreements exist on the University Transfer Program webpage. Transfer policies vary from institution to institution, so it is important that the student thoroughly investigate the policies of their receiving institution.

Questions regarding the transfer of "D" grades, GPA requirements, how long a student has to complete an articulation agreement, are all examples of questions that would be addressed through the receiving institution. Links to these policies are also available on the webpage:

<http://www.roanestate.edu/keyword.asp?keyword=UNIVERSITY%20TRANSFER%20PROGRAMS>

Other advising tips for University Transfer Majors include:

- Many of the colleges have time limits on the articulation agreements. These are clearly stated on their web page and on the transfer student policies of the receiving institution.
- Course substitutions are not allowed for General Education requirements or articulation agreements. Senior institutions are not required to honor RSCC course substitutions and completing one will end up being detrimental to the student in the long run.
- General Education Electives for Humanities, Social Science, etc. are to be followed exactly from the RSCC catalog:
<http://www.roanestate.edu/catalog/?id=151>

Here are some frequently asked questions and answers.

I'm transferring to Florida Atlantic University and don't see an articulation agreement. Can you tell me what they will accept?

It will be up to the receiving institution to decide which courses they will accept. The student should collect university and academic major information. In addition, they should establish contact with an admissions officer or advisor for their major department. Using this information, assist the student in identifying common courses and establish an academic plan. Have the student review the plan with the advisor at the receiving institution.

I only lack 1 course at Roane State to complete the articulation agreement. Should I stay another semester to complete that one course?

This can be tricky! It's very dependent on which course the student lacks. RSCC articulation agreements include more than the degree requirements for the AA/AS degree. In most situations it's better for the student to go ahead and graduate with the AA/AS degree and forget about the last class for the articulation agreement so that they

can progress at the senior institution. Use the degree-evaluation program in RaiderNet to verify the completion of the degree requirements for RSCC. The only time it might be important to complete the articulation agreement is for highly competitive programs at the university.

I'm planning to attend MTSU and major in Journalism. RSCC doesn't have an articulation program. How do I know what classes I should take?

The advisor should encourage the student to locate the curriculum information for MTSU and their major. Using the course equivalency table for MTSU that is located on the University Transfer Program webpage, they can identify courses that can be taken at RSCC. Using the AA/AS degree checklist, they can plug those courses into our degree program.

I've been following the curriculum guide for the AS degree in Social Work and the one for Psychology. Do I get two separate degrees?

RSCC only awards the Associate of Arts and the Associate of Science degrees in the University Transfer Program. The concentrations are only for advisement purposes. Therefore, the student cannot get two different degrees as they are really only one degree. See the following link in the RSCC catalog:

<http://www.roanestate.edu/catalog/?id=151>

College/University Websites/ Academic Programs

TBR Directory of Colleges Universities, Community Colleges and Technology Centers <http://www.tbr.state.tn.us/schools/default.aspx?id=2436>

UT – Knoxville (Academic Programs) <http://www.utk.edu/academics/programs/08/index.html#>

UT – Chattanooga <http://www.utc.edu/Administration/Records/major-checksheets.php>

RSCC University Transfer Page - <http://www.roanestate.edu/keyword.asp?keyword=UNIVERSITY%20TRANSFER%20PROGRAMS&keywordSub=ARTICULATION>

Other Resources/Links

TN Career Delivery System <http://tcids.tbr.edu/>

Teacher Licensure (TN) Preparation Programs <http://tennessee.gov/education/lic/>
<http://www.k-12.state.tn.us/ihelicense/ProgramsList.asp?buid=5164>

National Academic Advising Association <http://www.nacada.ksu.edu/>

Academic Plan Forms

The Advising Resource Center will provide 2-part carbon Academic Plan Forms for advisors to use with students. These are very handy to give the student the original and for you to keep a copy. Contact the ARC if you would like some of these forms. (882-4597). Forms are also available on the Academic Advising webpage at:

<http://www.roanestate.edu/keyword.asp?keyword=ACADEMIC%20ADVISING&keywordSub=ADVISING%20FORMS>

Roanoke State University Academic Plan

Name: _____ RSCC Major: _____ Option: _____
 R#: _____ Articulation College: _____
 Advisor Name: _____ Phone: _____ Program: _____ Year: _____
 Advisor e-mail: _____ @roanestate.edu Projected Term of Graduation: F SP SU Year: _____
(circle one)

Career/Academic Goals:			Semesters																																																																																																																																									
Tasks to Complete:			Semester # 1 _____			Semester # 3 _____																																																																																																																																						
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Student's Signature: _____ Date: _____ Follow-up Appointment: _____
 Advisor's Signature: _____ Date: _____

RSCC is a TBR and an AA/EEO Institution RSCC Publication #08-066

REFERRAL CHART

The following listing of departments should be used for referring students appropriately

<p>Admissions Roane County, Dunbar Building 882-4523 Oak Ridge, 481-2002</p>	<p>Applications Recruiting International Student Admissions ACT/SAT Test Scores Dual Studies applications and registration High School Transcripts</p>
<p>Counseling, Career, and Disability Services Roane County Office, Dunbar-107, (865) 882-4546 Oak Ridge Office, B-102, (865) 481-2003</p>	<p>Schedule a COMPASS Test Scheduling of New Student Orientation Sessions (contact the campus where student will attend) Entrance advising for new students (transfer students go to Advising Resource Ctr.) Student disability-related issues Short-term personal counseling for students Career Exploration activities and counseling</p>
<p>Financial Aid Roane County 882-4545 Oak Ridge 481-2000, x 2036</p>	<p>Questions about financial assistance Assistance with FAFSA questions Lottery Scholarship related questions Student Loans Federal Work Study (FWS) Programs</p>
<p>Advising Resource Center (ARC) Roane County 882-4597 Oak Ridge (Tues-Thurs) 481-2000, x 2273 Rotate to all RSCC locations on a regular basis</p>	<p>New Transfer students (coming into RSCC) Limited academic advising for undecided majors Articulation agreements Course Equivalency Tables (Transfer OUT of RSCC) Degree evaluation program maintenance Summer advising – when faculty aren't available Faculty and staff advisor training/development Veteran's Services Advisor assignments</p>
<p>Dean of Students – Student Services Roane County 882-4550</p>	<p>Student Conduct/Due Process: Student Complaints Student insurance information Voter registration information Sexual harassment training for student workers Student handbook Multicultural activities</p>
<p>Placement Office – Kim Harris Roane County – 882-4695</p>	<p>Employment assistance Job search strategies: resume, letter-writing, etc. Job referrals/Employment ads Disney Internships Job Fairs Other cooperative education opportunities and internships</p>
<p>Records/Registration Roane County 882-4526 Oak Ridge 481-2002</p>	<p>Registration Grades/Transcripts Posting of Transfer Credit (transferring INTO RSCC) Enrollment Verifications Academic Probation/Suspension Graduation Evaluations/Course Substitutions</p>

Banner and RaiderNet

Banner Self-Service: Degree Evaluation Instructions

To Log into RaiderNet:

www.roanestate.edu

Click on RaiderNet

Log into screen using regular PC log-in information

Blue “Banner” tab

Select: Self Service Banner

This brings up your Main Menu



General Navigation in SSB – Self Service Banner

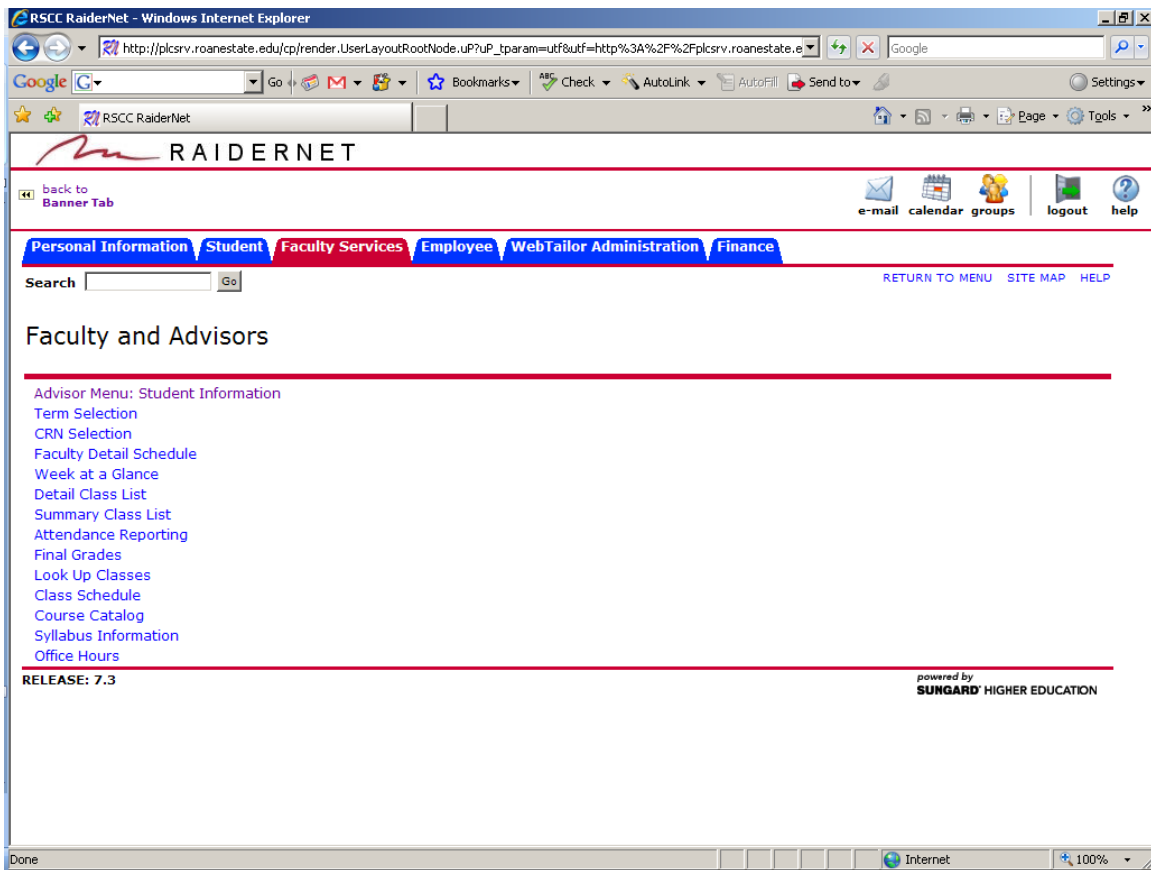
Use “Return to Menu” or the back arrows at the top left of your screen to get back to a previous menu.

The “Back to Banner Tab” will take you all the way out of SSB. You can use the back arrow on your navigation bar to take you back one screen.

To view student data: select “Faculty/Advisors”

The first menu is information regarding YOUR schedule for the term:

- Summary Class Lists
- Attendance reporting
- Final Grades (where you will post at the end of the term)
- Class Schedule
- Course Catalog, etc.

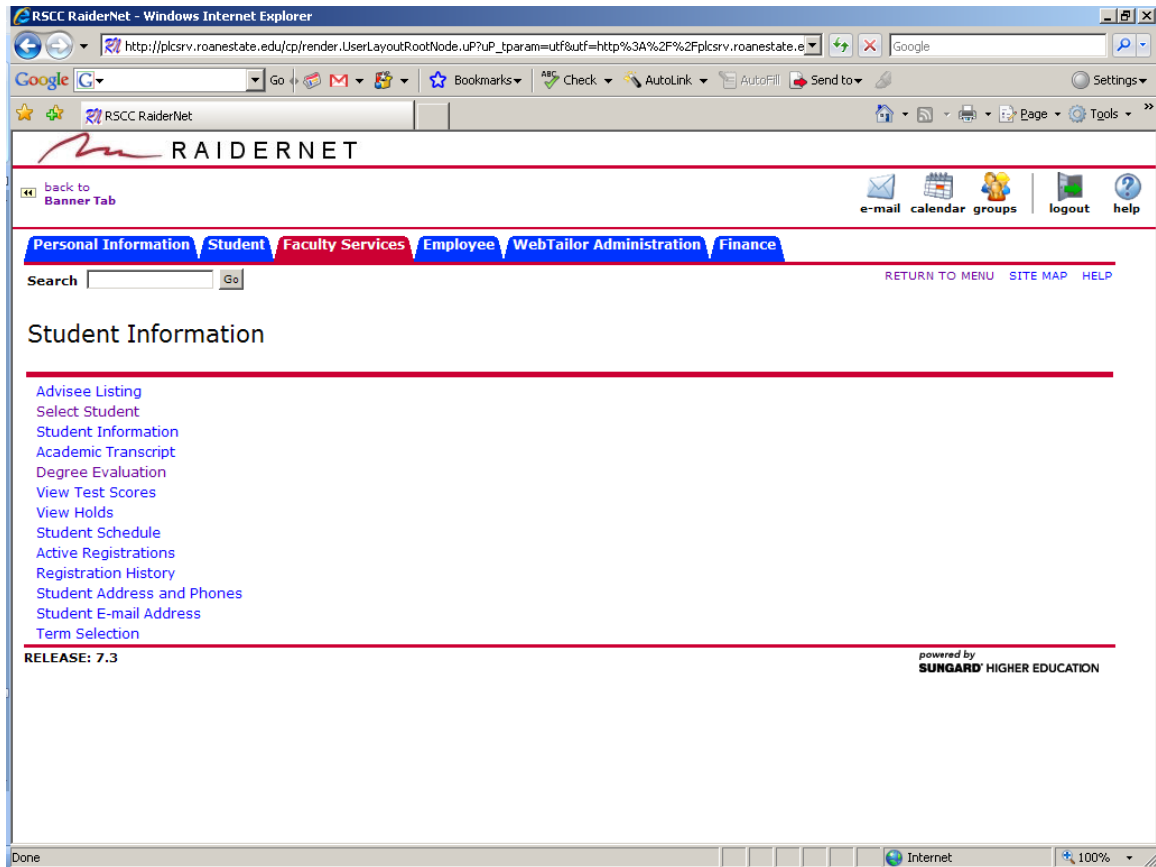


To advise a student or see student information:

Click on: Advisor Menu: Student Information

Allows you to search for a student and see their information

Once you select a student, it will stay on that student until you select another.



Advisor Menu: Student Information

- Advisee Listing – Faculty can pull up list of advisees and find applicable links for each of the students without going to the main menu and searching for a student. Also the location where the advisor can send an e-mail to all advisees.
- Select Student – How to find a particular student in the system. An advisor can use the first block (if the student knows their R#) or the name search. Using the % sign when exact spelling is not known can be helpful in the search. Be sure to use the drop-down box to select the correct student.
- Student Information – General information on the student. Major, advisor name is in this location.
- Academic Transcript – Includes RSCC and transfer credit if applicable. Transfer credit grades have a “T” prior to the letter grade.
- Test Scores – Use the guide on page 11 for interpreting a student’s test scores.

How to Search for a Student

From the Advisor Menu: Student Information (select)

Select : Select Student

Select: Term (whichever term you are working in)

Brings up: Student and Advisee ID Selection

The screenshot shows a web browser window titled "RSCC RaiderNet - Windows Internet Explorer". The address bar contains a URL starting with "http://plc.srv.roanestate.edu". The page header includes the "RAIDERNET" logo and navigation links for "e-mail", "calendar", "groups", "logout", and "help". A menu bar contains "Personal Information", "Student", "Faculty Services", "Employee", "Web Tailor Administration", and "Finance". The "Student" menu item is selected. Below the menu is a search bar with a "Go" button. The main content area is titled "Student and Advisee ID Selection" and includes a "RETURN TO MENU SITE MAP HELP" link. A user information block shows "R00001427 Amy B. Keeling Spring Semester 2009 Oct 20, 2008 11:24 am". An information icon indicates "You may enter:" followed by two instructions: "1. The ID of the Student or Advisee you want to process, or" and "2. Partial names, a student search type, or a combination of both. Then select Submit." Below this is a text input field labeled "Student or Advisee ID:". An "OR" separator is followed by a "Student and Advisee Query" section with "Last Name:" and "First Name:" input fields. The "Search Type:" section has radio buttons for "Students", "Advisees", "Both", and "All", with "All" selected. "Submit" and "Reset" buttons are at the bottom.

If you know the student's R# - use the Student or Advisee ID block.
(Sometimes a SSN will work)

Student and Advisee Query

You can search by last name and first name or any combination.

The percent sign (%) can be used as a wildcard (i.e. Par% will return any name that begins with Par). We recommend you only use the Search Type: ALL (this is the default).

The screenshot displays the RSCC RaiderNet interface for a "Student and Advisee ID Selection" query. The browser window shows the URL: http://plcsrv.roanestate.edu/cp/render.UserLayoutRootNode.up?UP_tparam=utf&utf=http%3A%2F%2Fplcsrv.roanestate.edu. The page header includes the "RAIDERNET" logo and navigation links for "e-mail", "calendar", "groups", "logout", and "help".

The main content area is titled "Student and Advisee ID Selection" and includes the following information:

- Session ID: R00001427
- User: Amy B. Keeling
- Term: Spring Semester 2009
- Date: Oct 20, 2008 11:39 am

The "You may enter:" section lists two options:

- The ID of the Student or Advisee you want to process, or
- Partial names, a student search type, or a combination of both. Then select Submit.

The "Student or Advisee ID:" field is empty. Below it, the "OR" section contains the "Student and Advisee Query" form:

- Last Name: Par%
- First Name: (empty)
- Search Type: All (Other options: Students, Advisees, Both)
- Buttons: Submit, Reset

A dropdown menu is open, showing a list of names and IDs:

- Paradis, Allan J. R00004546
- Paradis, Ashlee A. R00004547
- Paradis, Joseph A. R00004549
- Paradis, Mary M. R00004548
- Paradis, Terry A. R00012982
- Paramo, Adam J. R00022831
- Parcels, Brieanne L. R00021208
- Pardue, Brandon T. R00103526
- Pardue, Holly A. R00086012
- Pardue, Margaret A. R00023292
- Pardue, Victor W. R00040985
- Pare, Jacqueline R00004356
- Paredes, Edmundo R00034196
- Parent, Christina M. R00101455
- Parfitt, Amanda J. R00006557
- Parham, Felix T. R00010014
- Parham, Jill A. R00090643
- Parham, Jill E. R00002226
- Parham, John R. R00038620
- Parham, Johnnie S. R00059508
- Parham, Linda J. R00087399
- Parham, Shane D. R00004613
- Parham, Steven T. R00046732
- Parham, Tiffany M. R00037032
- Parham, Tom R00047032
- Parham, Vanessa L. R00086449
- Parikh, Jagruti V. R00005613
- Parise, Kenneth R. R00011460
- Parish, Bradley E. R00060217
- Parish, Chris R00061256
- Paradis, Allan J. R00004546

The page footer includes "RELEASE: 7.2" and "powered by SUNGARD HIGHER EDUCATION".

How to Run a Degree Evaluation

Step 1 – Select your Student (either through Advisee Listing or Select Student and performing a search).

Step 2 – Select Degree Evaluation.

Step 3 - This brings up the student's current major information. Verify with the student that it is correct. If it is not, advise them to complete a "Change of Major" form with the Records/Registration office.

Step 4 – Select "What-if Analysis"

Step 5 – Entry Term (Fall 08 is currently the only term available), select "continue"

Step 6 – Select the desired program for the Degree Evaluation, select "continue"

Step 7 – Disregard "Campus" – select the program again in the First Major box.

"Add more" only applies to those seeking the AAS BMT degree that has options; computer science, business administration, office information technology, etc. Do not select for any other major.

"Submit"

Step 8 – Evaluation Term (only the Fall 2008 curriculums are in the degree evaluation)

Step 9 – Select "Generate Request"

Degree Evaluation Options

(Displays)

Advisors need to check all three display options to see a complete degree evaluation record.

General Requirements – a very brief summary of the degree evaluation. Includes total credit hours required, residency requirement, GPA, credit hours not used in the evaluation, etc. The General Requirements display is just a brief overview and does not show the student or advisor those classes that fulfill the requirements for the degree/certificate program. This display option contains the same information as the detail requirements display.

Detail Requirements – This is the preferred view of the degree evaluation for advisors and students. It includes all of the information in the General Requirements display, only provides more detail. In this section the faculty advisor/student can see what the requirement is and how their classes fulfill that requirement. This section is identical to the “General Requirements” only in more detail.

Additional Information: Several different categories appear in this section that must be reviewed by the advisor and student.

- **Program Non-Course Requirements** - This includes the Graduation Exit Exam and any other requirements for graduation that are not satisfied by a course.
- **In-Progress Courses** – Includes the courses that a student is currently registered for and the requirement in the degree/certificate program that will be satisfied when the student completes the course.
- **Courses not used** – Those courses that are not satisfying any of the requirements for the degree/certificate program. This is the area where an advisor will review for any classes that might be substituted for required classes.
- **Rejected courses** – Courses that may not meet the minimum grade requirement or are repeated courses. (Classes with a W, AU or F will be rejected).

Making it fit! The Detailed Requirements Display Option may cut off when you print. To change your settings, go to “Page” in the upper right corner, select “text size” and change it to a smaller view so that it will all display when printed.

How to Read the Degree Evaluation

Each RSCC major is made up of several area requirements. Each requirement within the degree program will compare against the student's transcript and determine whether the requirement has been **MET** or **NOT MET**. Each area also includes a statement in parenthesis as to the requirement (9.0 credits or 3 classes). In many cases, you may need to refer to the catalog for a listing of courses that fulfill that requirement.

Things to be aware of with the degree evaluation:

- In progress courses will show with an * or "R" in the source column for "registered". Even though the requirement may show that it is NOT MET. Over to the left side of the printout, it will show individual classes that do meet the requirement as "Yes".
- There are three different "display options" for the degree evaluation. The difference between these views is detailed in this document. Our preference is the "detail requirements" display.
- The "additional information" section of the degree evaluation is the area where an advisor can determine if the student has taken graduation exit exams, has passing Praxis scores, or has courses that may be used for substitutions.
- Terms are listed on the degree evaluation. Terms are listed as the full year, then a two digit number that indicates the different term. Example: 200880 = Fall 2008. 200810 is 2008 Spring term. The key is: 10- spring term, 50 summer term, 80 = fall term. To remember, just think of January as being the 1st month of the year. Summer term is the 5th month of the year (May), Fall is in August, the 8th month of the year.
- Course substitutions that have been approved and processed will be included in the degree evaluation for that particular major only. It will not show that there is a course substitution; the course will simply be used to fulfill that particular requirement.
- Students who have transfer credit posted from another institution will have the letter grade of "T" in front. Example: a grade of "TB" means that the course is transferred from another institution and is a grade of "B".