ACADEMIC ADVISING MISSION STATEMENT

Academic Advising at Cape Cod Community College is just one of the many ways in which students engage with faculty and staff on an individual basis. Advisors and Advisees work together to craft a unique, individual academic plan based on each student's strengths, weaknesses and goals.

Cape Cod Community College views the advising relationship as an ongoing conversation that transcends more than course selection and attempts to assist students as they explore the breadth of the curriculum available, the challenges of college life, and the preparation for life after college. This relationship also includes educating the student to take responsibility for learning how to set their academic, career and personal goals as well as the strategies for achieving them.

To be successful in meeting the goals of this Mission Statement, faculty and staff agree to be proactive in all respects of academic advising, utilize the technological resources available and stay current with College policies and curriculum.

Advisors shall not direct students into programs or courses based on their race, color, national origin, sex or disability. Advisors shall not direct or urge any student to enroll in a particular career, vocational or technical education program or measure a student’s prospects for any career or program based on the student’s race, color, national origin, sex or disability.
DEGREE/CERTIFICATE REQUIREMENTS & GENERAL EDUCATION REQUIREMENTS

Associate in Arts Degree:
✓ Students must have a minimum cumulative GPA of 2.0
✓ Students must complete 60 credits (38 Credits in Gen. Ed. Req. & 22 Credits in Free Electives)
✓ 30 credits must be completed at CCCC, (excluding developmental courses)

Associate in Science Degrees:
✓ Students must have a minimum cumulative GPA of 2.0
✓ Students must complete all designated courses/credits required for their degree program
✓ 30 credits must be completed at CCCC, (excluding developmental courses)

Certificate Programs:
✓ Students must have a minimum cumulative GPA of 2.0
✓ Students must complete at least 50% of the required courses at CCCC.

To view A.S degree and certificate requirements go to http://www.capecod.edu/admissions/degreecert.htm

HELPING A STUDENT PLAN THEIR SCHEDULE

Program planning is the activity most commonly associated with advising. Program planning, however, does not simply mean signing a course selection form approving a group of courses. NEVER sign a blank Course Selection Worksheet and allow the advisee to fill it in later.

3 Easy Steps to Course Selection:

1. Print a copy of the student’s Student Information Summary (refer to technical Information section).

2. Print a copy of the degree or certificate program graduation requirements that the student is currently in (for A.S. degrees or certificates print the selected program from the college web page, for A.A. degrees make a copy of the AA Graduation Checklist located in the inside sleeve of the advisor handbook)

3. List all completed courses on the designated program requirement sheet.

In just 10 minutes or less, you have everything you need to help your advisee select courses. Use this completed graduation checklist to help the student select courses for the next semester and to review remaining program requirements. Before selecting courses be sure to consider the questions below.

• Has the student completed all required developmental courses based upon their Assessment scores in Math, English and Reading?

• Has the student met all course prerequisites?

• Is the student taking his/her courses in the appropriate sequence?

• Will this course(s) apply towards completion of the graduation requirements?

• If the student is ready to graduate the following semester complete an ‘Intent to Graduate Form’.
## Cape Cod Community College
### Assessment Center
#### Course Placement Based on CPT Scores

<table>
<thead>
<tr>
<th>CPT Test</th>
<th>Total Right Score</th>
<th>Course Placement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sentence Skills (SS)</td>
<td>&lt;=87</td>
<td>ENL 050 Foundations in Writing</td>
<td>Required 3 ND</td>
</tr>
<tr>
<td></td>
<td></td>
<td>88-98</td>
<td>ENL101T English Composition I Required 3 C</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>with Tutorial Recommended 3 C</td>
</tr>
<tr>
<td></td>
<td>99-111</td>
<td>ENL 101 English Composition I Required 3 C</td>
<td></td>
</tr>
<tr>
<td></td>
<td>112-120</td>
<td>ENL101P English Composition I Potential Exemption</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>from ENL101 based on Writing sample or CLEP Exam</td>
</tr>
</tbody>
</table>

**Note:** If student RC >= 68 and SS <=88 then student eligible for ENL050/ ENL101 Intensive Course

If student RC < 50 and SS <88 student must complete ENL010 Preparation for College Reading before taking ENL050

### Reading Comprehension (RC)

<table>
<thead>
<tr>
<th>Score</th>
<th>Course Placement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;=50</td>
<td>ENL010 Preparation for College Reading Required</td>
<td>Required 3 ND</td>
</tr>
<tr>
<td>51-67</td>
<td>ENL020 College Reading and Study Skills Required</td>
<td>Required 3 ND</td>
</tr>
<tr>
<td>68-89</td>
<td>ENL108 Critical Thinking &amp; Reading Recommended</td>
<td>3 C</td>
</tr>
<tr>
<td>90-120</td>
<td>No Reading Course Required</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The above placements are for students who have answered “YES” to the question “Is English the first language that you learned”.

Im 03/07
## Course Placement Based on CPT Scores

<table>
<thead>
<tr>
<th>CPT Test</th>
<th>Score</th>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic Arithmetic (AR)</strong></td>
<td>&lt;= 32</td>
<td>MAT010 Fund. Arith Required 3 Non-Degree Credits</td>
</tr>
<tr>
<td></td>
<td>33-57</td>
<td>MAT020 Pre-Algebra Required 3 Non-Degree Credits</td>
</tr>
<tr>
<td></td>
<td>58-120</td>
<td>MAT030 Elem. Algebra Required 3 Non-Degree Credits</td>
</tr>
<tr>
<td><strong>Elementary Algebra (EA)</strong></td>
<td>&lt;= 57</td>
<td>MAT030 Elem. Algebra Required 3 Non-Degree Credits</td>
</tr>
<tr>
<td></td>
<td>58-81</td>
<td>MAT040 Inter. Algebra Required 3 Non-Degree Credits OR MAT 110 Algebra for Pre-Calculus* For Engineering, Computer Science, Science, Business Transfers and students planning to take MAT 171 Pre-Calculus Math I 4 College Credits</td>
</tr>
<tr>
<td></td>
<td>82-120</td>
<td>MAT140 Survey of Math or MAT150 Elementary Statistics or MAT160 Math for Business Mgmt 3 College Credits Note: Only for students whose major IS NOT Engineering, Computer Science, Science, Business Transfer and students NOT planning to take MAT171 OR MAT 110 Algebra for Precalculus* For Engineering, Computer Science, Science Business Transfers and students planning to take MAT 171 Pre-Calculus Math I 4 College Credits</td>
</tr>
<tr>
<td><strong>College Level Math (CLM)</strong></td>
<td>&lt;= 62</td>
<td>MAT 140 Survey of Math or MAT 150 Elementary Statistics or MAT 160 Math for Business Mgmt 3 College Credits OR MAT 110 Algebra for Pre-Calculus* For Engineering, Computer Science, Science, Business Transfer and students planning to take MAT 171 Pre-Calculus Math I 4 College Credits</td>
</tr>
<tr>
<td></td>
<td>63-85</td>
<td>MAT 171 Pre-Calculus I 4 College Credits</td>
</tr>
<tr>
<td></td>
<td>86-102</td>
<td>MAT 190 Pre-Calculus II 4 College Credits</td>
</tr>
<tr>
<td></td>
<td>103-120</td>
<td>MAT 240 Calculus I 4 College Credits</td>
</tr>
</tbody>
</table>
## Course Placement Based on CPT Scores for English Language Learners

<table>
<thead>
<tr>
<th>CPT Test</th>
<th>Total Right Score</th>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic/Introductory Levels</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Sentence Skills *(SS)*        | 23-40             | ACCCESS or ESL010  
ESL010 = 3 non-degree credits                     |
| LOEP – Language Use           | 23-55             | ACCCESS or ESL010  
ESL010 = 3 non-degree credits                     |
| LOEP – Sentence Meaning       | 23-61             | ACCCESS or ESL010                                      |
| SPL Approximations            | 1-4               | ACCCESS or ESL010                                      |
| **Intermediate Levels**       |                   |                                                     |
| Sentence Skills *(SS)*        | 41-69             | CATESOL or ESL102  
ESL102 = 3 credits                                |
| LOEP                          | 56-85             | CATESOL or ESL102                                     |
| SPL                           | 5-7               | CATESOL or ESL102                                     |
| **Advanced Levels**           |                   |                                                     |
| Sentence Skills *(SS)*        | 70-99             | ESL201  
ESL201= 3 credits                                |
| 88-99 + screening             |                   | ENL101                                               |
| Or 100-118                    |                   |                                                     |
| Or Satisfactory completion of ESL102 |           |                                                     |
| LOEP                          | Not Required      |                                                     |
| SPL Approximations            | 8-10              | ENL101                                               |
ADVISING GOALS

Cape Cod Community College’s advising program has several goals. A primary goal is assisting your advisee in the choice of courses appropriate to their program requirements and abilities. Students who feel connected and engaged with the College and understand the basic policies and procedures of the institution are more likely to have a positive experience here, and have a higher persistence rate.

Defining personal and/or career goals can be an important first step in determining the academic needs of the student to the office of Career Planning & Placement.

We must teach and encourage students to determine their academic goals and make informed choices. However, it is also important to remind advisees of prerequisite requirements as well as degree and program requirements when discussing program selection and course sequencing.

Utilizing all of the college resources and providing a positive, accurate and friendly advising experience for your advisees will enhance their chances for success and the overall retention rate of our students.

FACULTY/STAFF ADVISING RESPONSIBILITIES

Academic advising is the process of helping students match needs and goals with the college’s resources and programs.

Accessibility: Faculty advisors are responsible for posting office hours during pre-registration periods and for making sure they are actually available during those hours.

Knowledge of the System: Faculty advisors should know and understand academic requirements, prerequisites, resources and procedures, or at least know where to find such information.

Consistent Monitoring of Student's Progress toward program completion: Each semester, advisors should monitor their advisees' progress (mid-term warnings, etc.) and contact those students that appear to be in academic difficulty.

Confidentiality: A student has a right to confidentiality in personal and academic matters. An advisor may, however, exchange relevant information with an instructor or college advisor/counselor in a professional and discreet manner. All advisors should abide by FERPA guidelines.

Understanding of Limits: Faculty advisors should be able to recognize when they have reached the limits of their knowledge and ability and should know when and how to refer students elsewhere.

Sensitivity to Diversity: Effective advising involves a cultivated sensitivity on the part of the advisor to the diverse needs and perspectives of students from different racial, ethnic, religious and gender backgrounds. Informed and sensitive advisors can serve as role models and resources for students to learn about living and working in a culturally diverse community.

Career advice: The advisor should be able to answer general questions concerning employment opportunities within their field but are encouraged to refer all students to Career Planning & Placement. (Contact: Kristina Ierardi, ext. 4688)

Academic problems: The advisor should be willing to assist the student in resolving academic problems; the advisor may need to refer the student to either a tutor or counselor or act as a fact finder, arbitrator, or advocate.
Educational advice: The advisor should encourage students to make their educational programs as broad and challenging as possible within their degree requirements. When appropriate, students should be urged to investigate subjects outside their majors and to take more challenging courses.

Personal problems: The advisor should be a good listener and informed about appropriate resources and referral procedures to assist students with personal problems beyond the scope of academic advising. When necessary, the advisor should be prepared to refer the student to sources of aid outside the department. (Contact: Rick Nastri, ext. 4528)

RESOURCES FOR STUDENTS

Academic Support Services: The services of the Tutoring Center are available at no cost to all students. Tutoring sessions are available by appointment or on a drop-in basis throughout the academic year (Fall, Spring and Summer semesters). The Center offers individual and small-group assistance in most courses.

  Tutoring Center located in South Hall (room 111) ext.4352
  Mathematics Lab located in the Science Building (room 112) ext. 4626
  Writing Resource Center located in South Hall (room 108) ext. 4526

Advising & Counseling Center: Grossman Student Commons, room C203, ext. 4318.

  Advisors are available on a drop-in basis Monday – Friday, 8:30–4:00 and by appointment Monday Thursday, 4:00 – 7:30. The Advising Center offers the following services:

  o academic advising
  o referral for personal counseling
  o transfer information
  o career planning and decision making
  o exit counseling prior to withdrawal or leave of absence

In certain situations, the counselors may refer students who have personal or psychological problems to local professional agencies. All individual counseling contacts with members of the Advising and Counseling Staff are strictly confidential. No information will be released without the student’s explicit authorization. However, in some instances if a student tells the advisor of certain intentions that would prove harmful to the student or possibly to others, such as the intention to commit suicide or the desire to harm another person, an obligation rests with the advisor to disclose such information to an appropriate party, such as parents, an intended victim, a school psychologist, or police.

Transfer Advising: Grossman Student Commons, 206E, contact: Mary Olenick, ext. 4316

Students who plan to continue higher education beyond their studies at Cape Cod Community College should select courses, which parallel the requirements at the transfer institution of their choice. These students normally matriculate for Associates in Arts degree. Advisors are responsible for being knowledgeable of general transfer course requirements. Advisors should encourage students to seek further transfer assistance from the Transfer Counselor, who is available for individual appointments to help students make realistic choices and to explain the transfer process.
**Career Planning and Placement:** Grossman Student Commons, C206E, contact: Kristina Ierardi, ext. 4688

The Career Planning and Placement office provides students with career planning and job search assistance. Appointments may be made with a career counselor to discuss career selection, résumé writing, interviewing skills, and related issues. Assessment instruments are available to help students identify careers that might be a good match for their interests, skills, values, and personality preferences. Students may browse through current job opportunities in person or online at [www.capecod.edu/cpp](http://www.capecod.edu/cpp). Students can connect with employers, at our on-campus recruiting table in the Connector Hallway. In our career library, students can research career fields, employment trends, salaries, etc.

**O'Neill Center for Disability Services:** South Building, room 222, contact Joyce Chasson, ext. 4337

In compliance with Section 504 of the Rehabilitation Act of 1973, the College offers support services and reasonable accommodations on an individual basis to physically disabled or learning disabled students within the limits of its resources. Special parking, taped textbooks, classroom assistance, tutoring, modifications in examinations, or other special services may be arranged in order that disabled students may successfully complete their academic requirements and educational programs. To be recognized by the College as a qualified learning-disabled student, proper documentation must be filed with the College’s Learning Disability specialist, who maintains scheduled office hours. All physically disabled students are urged to meet with a member of the Advising and Counseling staff after receiving their letters of acceptance and before selecting their program of study for their first semester. Advance planning is essential to assure proper accommodations.

**Coaches and Mentors Program:** South Building, room 234, contact Carol Dubay, ext. 4353

Coaches & Mentors is committed to helping students meet and overcome all types of challenges. Students are eligible to receive services through the program if they are enrolled in one of the Associates in Science degree programs, AA Business transfer or technical certificate programs. Coaches & Mentors is ideal for non-traditional adult learners, students with disabilities, ESOL students, students who were enrolled in a non-college bound concentration in high school, and any other students concerned with meeting the challenge of college life. Academic services include:

- Tutoring
- Advising
- Career Counseling
- Preparation for the Job Search
- Job Placement Assistance
- Workshops

**The Advantage Program:** located in 221 South Building, contact Doug Terry; ext. 4509

Funded by the U.S. Department of Education, Advantage provides personalized counseling and tutoring services, workshops, and cultural enrichment opportunities to a select group of students. If you either are a first-generation college student, economically disadvantaged, learning disabled and/or physically disabled, you may be eligible for these services.

**ACCCESS and CATESOL:** located at the Hyannis Center, for more information, call (508) 778-2221.

**ACCCESS** provides ESOL and GED services on Cape Cod and the Islands to individuals, 16 years-of-age or older, to improve their reading, writing, listening, speaking, math, science and social studies skills. An experienced and sensitive staff offers free small group instruction, individualized tutoring, and computer assisted learning opportunities. Classes
are offered on a rotating schedule during the year and people may begin taking them at any time. Other programs include Distance Learning and College Transition Courses.

**CATESOL** (College Adult Transition ESOL Program) Provides career and financial aid workshops, academic assistance in writing, reading, grammar and study skills, and computer training, for intermediate and advanced ESL students looking to transition to college.
TECHNICAL RESOURCES FOR ACADEMIC ADVISING

The following guidelines are outlined to assist you in the Advising process. Directions are provided below to access the following information. Advisors are strongly encouraged to make these “favorites” in their menu for quick and easy reference.

- Advisee List
- Student Information Summary
- Student Information
- Student Current Schedule
- Course Schedule Search for Pre-registration
- Transfer Credit Evaluation
- Advisee Mailing Labels
- Waitlist Courses

**Advisee List:** Includes the name, address, I.D. number, address, telephone number, major and concentration of your assigned advisees.

Contact Rick Nastri, Director of Advising & Counseling, via email: rnastri@capecod.edu

**Student Information Summary:** Provides detailed academic history of a student. This option provides demographic information, academic history, and CPT scores. (To create an icon on your desktop to have easy access to the Student Information Summary, complete these directions. You will only need to do this once).

Click: My Computer
Click: in Network Drives: TE_Reports_’Db01’ (R)
Click: CPC_IM_Executables
Right Click on Student Information Summary (Icon with the ‘i’) and drag it to your desktop.

To access the Student Information Summary

Click: Student Information Summary icon (has the small ‘i’ in it).
Login to Jenzabar
Click: Student Information Summary
Enter: Student I.D. Number

**Student Current Schedule:** Provides the Advisor with the student’s current schedule. (If the student is not registered, no results will be seen).

Click: “Jenzabar – Registration” and login
Click: “Reports”
Click: “Student Schedule”
Enter: Student I.D. (or if by name, type in last name, click on arrow and select).
Hit: Enter. Highlight student I.D. with your curser.
Hit: Enter. Highlight student I.D. with your curser again.
Select: Preview to view schedule or Print to print schedule.
Course Schedule Search for Pre-registration:

Click: Internet Explorer. On the Address line, back out “www” and type in “campusweb.capecod.edu”. Hit Enter
Click: Guest
Confirm: Correct semester
Options: Select courses by course prefix, department, day or time. Seat counts are provided and show seats remaining.

Transfer Credit Review: Provides the Advisor with information as to how transfer credit was assigned in the event the transferred course is not offered at CCCC.

Login: To Jenzabar. Select Advising Module
Click: Task
Click: Students
Click: Maintain All Advisees
Enter: Enter Student I.D. number (or if by name, type in last name, click on arrow and select). Hit Enter
Click: Right Click on blue line
Select: Student Course History

“The equivalency will either match one of our existing courses or inform you if it meets a requirement (i.e. language arts, natural science, math, elective, etc.).

Advisee Mailing Labels: To obtain mailing labels for your assigned advisees, complete the following. This is an excellent and easy method to forward a personalized letter to your student advisees.

Click: “Jenzabar-Advising” and login
Click: Task
Click: Reports
Click: Additional Reports and login again.
Click: Arrow and select “r”
Click: Additional Reports
Click: “AV”
Click: faculty.pbl.
Click: enrolled advisee labels
Enter: Term (F or S), Year and Your I.D. number Click: OK Use: 5160 labels

Waitlisted Courses:

Click: Jenzabar-Registration and login
Click: Reports
Click: Waitlist
Move your cursor to the white box below the words waitlisted courses and hit return
Then click on the course you are looking for,
Select preview to see the list of names on the waitlist for that class
### ABBREVIATIONS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCH</td>
<td>Cape Cod Hospital</td>
</tr>
<tr>
<td>CHAM</td>
<td>Practicum</td>
</tr>
<tr>
<td>COMM</td>
<td>Grossman Commons Building</td>
</tr>
<tr>
<td>COOP</td>
<td>Cooperative Work Experience</td>
</tr>
<tr>
<td>CVT</td>
<td>Cape Vocational Technical High School – Harwich</td>
</tr>
<tr>
<td>FALM</td>
<td>Falmouth</td>
</tr>
<tr>
<td>FHOS</td>
<td>Falmouth Hospital</td>
</tr>
<tr>
<td>FLD 1</td>
<td>Outside Field #1</td>
</tr>
<tr>
<td>FLD 2</td>
<td>Outside Field #2</td>
</tr>
<tr>
<td>GOLF</td>
<td>Disk Golf Course</td>
</tr>
<tr>
<td>HAR</td>
<td>Harwich High School</td>
</tr>
<tr>
<td>HYN</td>
<td>Hyannis Center</td>
</tr>
<tr>
<td>INDIST</td>
<td>Independent Study</td>
</tr>
<tr>
<td>INTRN</td>
<td>Internship</td>
</tr>
<tr>
<td>JOR</td>
<td>Jordan Hospital</td>
</tr>
<tr>
<td>MCHC</td>
<td>Mid-Cape Home</td>
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<tr>
<td>MHS</td>
<td>Mashpee High School</td>
</tr>
<tr>
<td>MV</td>
<td>Martha’s Vineyard</td>
</tr>
<tr>
<td>NAN</td>
<td>Nantucket</td>
</tr>
<tr>
<td>PAAM</td>
<td>Provincetown Art Association &amp; Museum</td>
</tr>
<tr>
<td>PIAI</td>
<td>Provincetown International Art Institute</td>
</tr>
<tr>
<td>PLY</td>
<td>Plymouth</td>
</tr>
<tr>
<td>PRAC</td>
<td>Practicum</td>
</tr>
<tr>
<td>PTWN</td>
<td>Provincetown</td>
</tr>
<tr>
<td>SAND</td>
<td>Sandwich</td>
</tr>
<tr>
<td>STURL</td>
<td>Sturgis Library</td>
</tr>
<tr>
<td>STYAB</td>
<td>Study Abroad</td>
</tr>
<tr>
<td>UVT</td>
<td>Upper Cape Vocational Tech High School – Bourne</td>
</tr>
<tr>
<td>WAR</td>
<td>Wareham High School</td>
</tr>
</tbody>
</table>

### HARD LINKS TO OTHER RESOURCES

- General Education Courses
- Business Electives (need to be developed)
- Environmental Science Electives (need to be developed)
- IT Electives (need to be developed)
- Criminal Justice Electives (need to be developed)
- Financial Aid – eligibility and type of aid
- Business Office – tuition rates, payment plans, health insurance
- Health Services – immunizations and health insurance