



Be Advised Newsletter

Spring 2019

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Please browse through this issue of *Be Advised* for some great tips and important reminders to help you in advising your students for summer and fall! Any questions? Let us know!

[Lindsay Guenther](#), Editor

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Faculty Advisor Spotlight: Philip Williams



Where are you from? I have lived in Nashville since age 3.

Where did you go to college? I went to WKU and got my bachelor's and master's degrees both in Sociology, and did a minor in History. I also have a Child Development Associate (CDA) in Infant & Toddler and in Preschool.

What made you decide to teach college? I started out teaching small kids. The opportunity came up to teach at the college level and after 12 or so years working with little people, I decided to make the switch. I use some of the same techniques. Plan, work, and recall. Tell them what you are going to learn, do it, then talk about what we did together. This reinforces what was learned. I enjoy teaching regardless of age.

What classes do you teach? Intro to Sociology and Social Problems

What do you like best about advising? It's the one-on-one helping someone get on the right path, hopefully helping them start to realize their dreams. [I like] working with someone in the initial advising and the excitement level when they first come in and they're geeked out about coming to school.

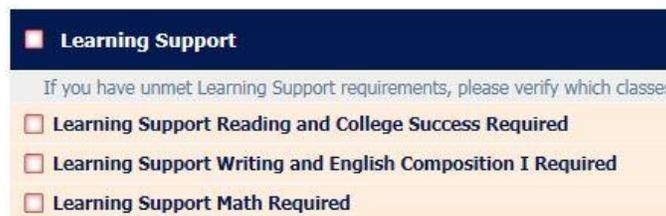
What do you like least about advising? I wish I had more time with the students.

What can we do to make your job as an advisor easier? The addition of completion advisors has been a big benefit for each division to have a contact person right there in our division. There is a sense of specialization looking at all the transfer issues, etc.

What advice do you have for other faculty advisors? Ask questions to learn a bit more about the student's motivation, activities, work schedule and their expectations about college. Knowing some of those things can help avoid a few issues.

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Learning Support READING Update



Students at the Learning Support level for READING no longer have to take VSCC 1000 College Success as a corequisite course to READ 0810.

If a student is at Learning Support level for **READING and WRITING**, they must take:

3 Hours - READ 0810¹

6 Hours - ENGL 0810 and ENGL 1010 (X sections must match)

= 9 hours

If a student is at Learning Support level for **READING ONLY**, they must take:

3 Hours - READ 0810

3 Hours - ENGL 1010 (non-X section)

= 6 hours

If a student is at Learning Support level for **WRITING ONLY**, they must take:

6 Hours - ENGL 0810 and ENGL 1010 (X sections must match)

= 6 hours

To be a full-time student, a student must have 12 hours. See [“Course Options for Learning Support Students.”](#)

Schedule Planner: Remind students to **REMOVE the “E01” sections of READ 0810 and ENGL 0810** prior to generating schedules (unless they are ESOL students).

¹ All READ 0810 sections are X sections.

VSCC 1000 will still be offered as an elective for students who need electives in their degree programs. **Please do not advise VSCC 1000 for students with no elective room in their degree program!** Financial Aid will not cover a course that is not part of their degree program.

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Reminder: Course Options for Learning Support Students



The following courses are options for Learning Support students because they do not have prerequisites of Reading and Writing competencies:

General Education:

- [ART 1035](#) Intro to Art (formerly ART 1030) – Humanities/Fine Arts option
- [ENGL 2860](#) Intro to Film (formerly ENGL 1030) – Humanities/Fine Arts option
- [THEA 1030](#) Intro to Theatre – Humanities/Fine Arts option
- [HED 120](#) Intro to Wellness – Social & Behavioral Science option *for some degrees*

Computer Literacy:

- [INFS 1010](#) Computer Applications – Satisfies [Computer Literacy Requirement](#) and a requirement for some degrees

Remember that the student's degree program may not require the above courses, though. For instance, a business major does not need to take HED 120 for Social & Behavioral Science because they are required to take ECON for that requirement. **Always refer to Degree Works when advising students!**

Elective:

- [VSCC 1000](#) College Success

New ACCUPLACER Score Ranges



[VSCC Campus Share \(V :\)](#) > [Advising Information](#) > [ACT-SAT and PLACEMENT](#) > [Placement Document – NEW](#)

The score ranges for the ACCUPLACER have changed! Scores are now 3-digit numbers. Please refer to the new placement grid in the V drive.

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Academic Fresh Start

If it has been 4+ years since a student attended any college or university and they have Fs from Vol State, they can apply for Academic Fresh Start. This removes those Fs earned at Vol State from the GPA and a new Fresh Start GPA will be calculated. Go to the [Academic Fresh Start page](#)² for more info and for the application. Students should send the application to Pam.Carey@volstate.edu or deliver it to the Office of Adult Learners & Veterans' Affairs in Ramer 150.

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Important Dates



Spring 2019:

April 1	Priority registration begins for summer and fall: Current sophomores (30+ hours earned)
April 2	Priority registration begins for summer and fall: Current freshmen (<30 hours earned)
April 15	Priority registration begins for summer and fall: New transfers and readmits
March 13	Last day to withdraw: 2 nd 5 weeks
March 22	Last day to withdraw: Full term regular, full term TN eCampus
April 8	Last day to withdraw: 10 weeks
April 11	Last day to withdraw: 2 nd 7 weeks regular, 2 nd 7 weeks TN eCampus
April 17	Last day to withdraw: 3 rd 5 weeks

Summer 2019:

May 10	Fees Due
May 20	Start of Full term, 1 st 3 weeks, 1 st 6 weeks, and 1st 9 weeks
May 28	Start of TN eCampus (after 3 p.m.)
June 10	Start of 2 nd 3 weeks and 2 nd 9 weeks
July 1	Start of 3 rd 3 weeks and 2 nd 6 weeks
July 22	Start of 4 th 3 weeks

Fall 2019:

August 15	Fees Due
August 26	Start of Full term, 1 st 5 weeks, 1 st 7 weeks, TN eCampus full term (after 3 p.m.), and TN eCampus 1 st 7 weeks (after 3 p.m.)
October 1	Start of 2 nd 5 weeks, 10 weeks
October 16	Start of 2 nd 7 weeks, TN eCampus 2 nd 7 weeks (after 3 p.m.)
November 4	Start of 3 rd 5 weeks

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² <https://www.volstate.edu/records/freshstart>

Priority Registration



Brand-new freshmen (including those with dual enrollment credit from high school) must meet with³ an advisor to get advised on classes and get the advising and orientation holds cleared prior to registration.

- **Current sophomores** will be eligible to register for **summer and fall** classes beginning **April 1**.
- **Current freshmen** will be eligible to register for **summer and fall** classes beginning **April 2**.
- **New freshmen** starting in the **summer** are eligible to register beginning **April 15**. They do not need to attend orientation **but they must meet with⁴ an advisor**. *What do you cover with them?*
 - VSCC Campus Share (V :) > Advising Information > BE ADVISED NEWSLETTERS > FALL '17 ISSUE 2 with Orientation Topics > Orientation Advising Topics to Cover
- **New freshmen** starting in the **fall** must attend Campus Connect orientation at which time they will get advised and register for classes. **They will receive an email on May 1 with an invitation link to sign up for Campus Connect.**
- **New transfers and readmits** starting in **summer or fall** will be eligible to register starting **April 15**.

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Advisor Refresher Training



Remember that new freshmen who started fall 2018 can only register for courses inside their plans. We will offer refresher trainings on Learning Support, building Degree Works plans, and using Schedule Planner to help students with registration. No RSVP needed; just come when you can! Dates will be announced soon.

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³ Advising can be done in person or by phone, email, or video chat.

⁴ Advising can be done in person or by phone, email, or video chat.

Registration Holds

Hold Information [SOAHOLD]

Hold Details			
Hold Type:	OV <input type="checkbox"/> Advising Required	Reason:	TN Promise
Amount:		From:	09-OCT-2018
		To:	11-JAN-2019
			Origination Code:
Hold Type:	OV <input type="checkbox"/> Advising Required	Reason:	
Amount:		From:	01-APR-2018
		To:	06-AUG-2018
			Origination Code:
Hold Type:	OR <input type="checkbox"/> Orientation Required	Reason:	
Amount:		From:	01-APR-2018
		To:	28-JUL-2018
			Origination Code:
Hold Type:	OV <input type="checkbox"/> Advising Required	Reason:	Milestone
Amount:		From:	19-JUN-2018
		To:	20-DEC-2018
			Origination Code:

Advising Required - TN Promise Hold

All TN Promise students who started in **fall 2018** are required to meet with⁵ their assigned advisor in order to get advised on what classes to take. **Please remember to clear this hold only after you meet with the student.**

As a part of the Tennessee Promise Forward Grant, selected faculty advisors are already contacting these students to schedule advising. These advisors do not replace students' assigned advisors; rather, they are contacting students to provide additional support.

Advising Required Hold

This hold is for new freshmen starting in summer and fall 2019. It will be cleared when they come to orientation.

Orientation Required Hold

This hold is for new freshmen starting in summer and fall 2019. It will be cleared when they come to orientation.

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Financial Aid: Chosen Program of Study (CPOS) Restrictions



REMINDER: PELL grants, diversity grants, and student loans will not cover courses that are not required for a student's degree program.

⁵ Advising can be done in person or by phone, email, or video chat.

Students who are enrolled in courses not required for their degree will receive an email from the Financial Aid Office as well as a notification in their Action Items box in their portal notifying them of the course(s) in question and telling them to contact their advisor.

Courses not being used toward the degree program will show under the “Unused Courses” section of Degree Works.

Electives taken for enrichment or for preparation for another program will not be covered by financial aid if they are not required for the current degree program.

Exception to the rule: If the course is a required prerequisite or corequisite for a course in the degree program, or if it is a Learning Support course or corequisite, it will be covered.

How to help a student who contacts you:

- **Check Degree Works** to see if the course is actually required for the student’s degree program or is a prerequisite, corequisite, or Learning Support course.
- **If the course is required**, email Rachel.Campbell@volstate.edu and Sue.Pedigo@volstate.edu to let them know why the course is required.
- **If the student is enrolled in the wrong course**, either:
 - o Help them change their schedule to the right course, or
 - o Help them change their major to the correct major which requires the course.
 - o To change their major, a student must fill out a [major change form](#) and submit it to Admissions in person or by email or fax.
 - Students should **not** change their major to an unwanted degree program just so that a course will count, and then change it back to the original program. This is unethical!

Students who are receiving TN Promise, TN Reconnect, or Hope Scholarship are not subject to the above outlined rules.

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TypeFocus – Personality and Career Assessment



VSCC Campus Share (V :) > Advising Information > Career Counseling > TypeFocus

You may encounter students who are undecided about their major or career. Vol State is now offering a new **FREE** career and personality assessment option for students called TypeFocus. This program includes an abbreviated Myers-Briggs Type Indicator assessment and an abbreviated Strong Interest Inventory all in one. Students need to contact an advisor in the Advising Center in order to obtain the information to take the assessments.

QEP Quality Enhancement Program – First Year Experience

As you have likely heard, Vol State is currently undergoing the SACS reaccreditation process. The Quality Enhancement Program (QEP) for this endeavor is focused on the First Year Experience. This will include an enhanced Campus Connect orientation as well as two new 1 credit hour First Year Experience courses for new freshmen.

Campus Connect Orientation:

For summer 2019, the June sessions will be a mix of divisions and—as a pilot—the July sessions will be division-specific. Details to be announced. Save-the-date postcards will be mailed to students around April 10. **Reservations open May 1.**

Freshman Convocation:

New freshmen will be required to attend the convocation session on campus the week before class starts. This will be a continuation of what they learned during Campus Connect. Details to be announced.

Freshman Seminar:

New freshmen will take a 1-hour course in the fall and a 1-hour course in the spring of their freshman year. The course will be offered for the first time in spring 2020 as a pilot.

Decisions are pending as to whether transfer freshmen (fewer than 30 hours) will be required to take one or both courses, how and if the courses will be subbed for transfer sophomores (more than 30 hours), and how the courses will be implemented into degree programs so that they will be covered by financial aid. The QEP implementation committee is working on these details now.

Online Course Practice for Students

[VSCC Campus Share \(V:\) > Advising Information > Instructional Handouts](#)



Classes will not show up in eLearn until the first day of the semester. Students should practice NOW going to class, taking quizzes, turning in assignments, and doing discussion posts so that they'll be ready to hit the ground running on the first day of class.

Each student has a "College Readiness" course automatically loaded into eLearn. They just need to log in and click on it.



Classes will not show up in TN eCampus until **after 3:00 p.m.** on the first day of class. Students should practice NOW going to class, taking quizzes, turning in assignments, and doing discussion posts so that they'll be ready to hit the ground running on the first day of class.

Students should go to [the TN eCampus orientation page](http://www.tnecampus.info/orientation) (www.tnecampus.info/orientation) for guest access to a course simulation as well as other important info to help them prepare prior to the first day of class.

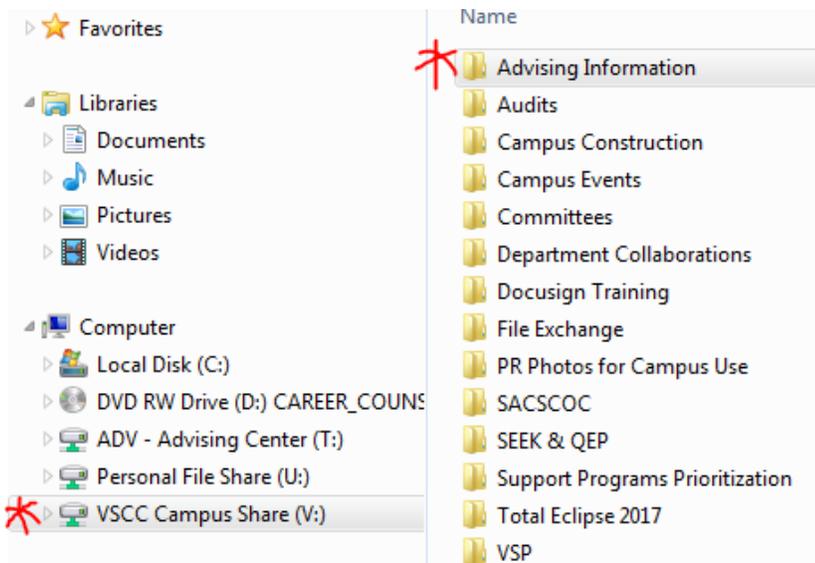
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Advising Information Quick References - Reminder

1. [VSCC Campus Share \(V:\) > Advising Information](#)

Many of the Advising Center's advising handouts, instruction sheets, placement information, all *Be Advised* newsletters, etc. are located in the campus-wide (V:) drive for your convenience.

If you are **unable** to access this folder and you serve in an advising role, please email Lindsay Guenther at Lindsay.Guenther@volstate.edu.

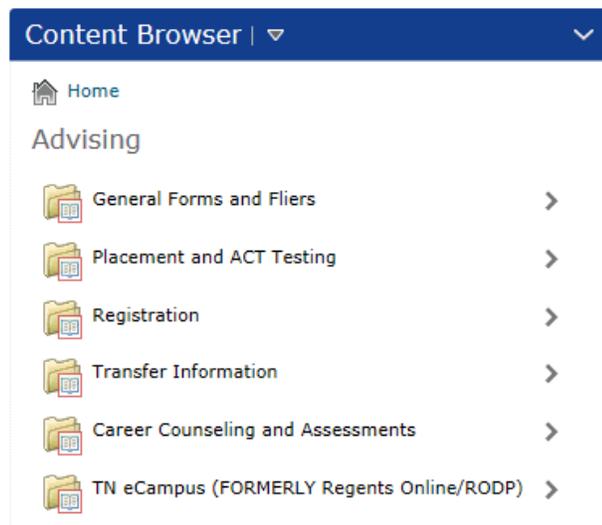
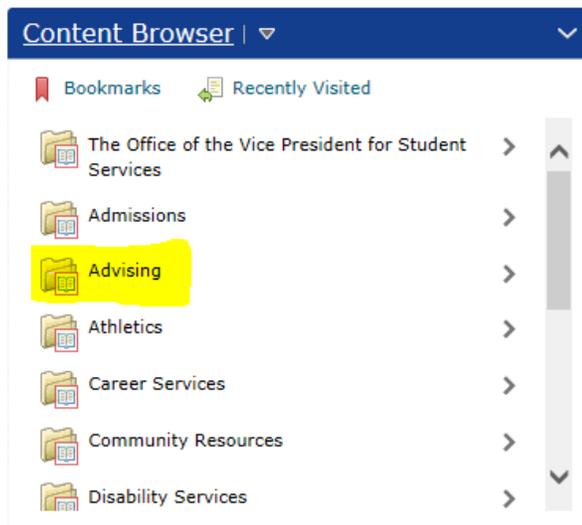
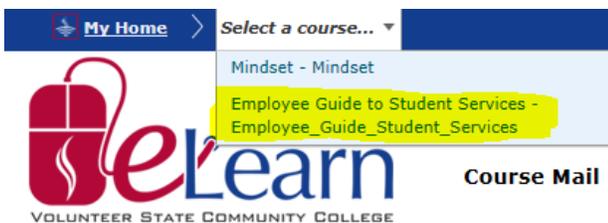


2. Campus Resource Guide

(V:) > Advising Information > Quick Resource Guide

This is a quick reference for contact information and functions of multiple offices on campus which are relevant to advising.

3. eLearn: Employee Guide to Student Services



If you do not find the answers you are seeking, call the Advising Hotline at **615-230-2736**. (Faculty and staff only!)

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Topics in Previous Issues of Be Advised:

VSCC Campus Share (V :) > Advising Information > BE ADVISED NEWSLETTERS

- *Degree Works tips (Fall '17 Issue 1)*
- *Free CLEP: Modern States (Summer 2018)*
- *Financial aid reminders (Fall '17 Issue 2)*
- *Placement score reminders (Fall '17 Issue 1)*
- *Schedule Planner – how to change an existing schedule (Fall '17 Issue 1)*
- *TN Promise (Fall '17 Issue 1)*
- *TN Reconnect (Summer 2018)*
- *Transient Students – How to help (Fall '17 Issue 2)*
- *University Transfer – How to help students (Fall '17 Issue 2)*

You have received this publication of *Be Advised* because you serve in an advising role at Vol State.

Questions, comments, or suggestions?

Know someone who should have received this publication but did not?

Please contact Lindsay Guenther at Lindsay.Guenther@volstate.edu or 615-230-3377.

