

ADVISING 101

What is Academic Advising?

At NACC, Academic advising is an interactive relationship between a faculty advisor and a student. The advisor helps the student to identify, prepare for, and achieve short-term and long-term educational and career goals. Advisors provide guidance, leadership, and encouragement as students navigate the potentially unfamiliar world of degree plans, STARS, career pathways guides, and developmental studies.

Educate Yourself on Advising

Ethical Issues in Advising

- Help your advisees feel comfortable—call them by name, inquire about any concerns they may have.
- Assist advisees with short term as well as long term educational and career goal planning.
- Be prepared to work with students whose value systems are different from yours.
- Respect each student's opinions and feelings.
- Strive to give all students accurate, appropriate information, no matter your personal feelings or opinions about the students.
- Be honest but kind in communicating your advice to your students; it may differ greatly from their own.
- Do not become defensive when an advisee disagrees or does not take your advice.
- Allow the advisee to make his/her own decisions, knowing that you have given him/her accurate advice.

Guidelines for Working with New Advisees

1. See **Advising Syllabus/Checklist** under the **Advising** column.

Help for Students with Academic Difficulty

- Help students learn that getting help early is a key to success. Students should consult with the Center for College success and/or tutors if experiencing difficulty.

Helpful Tips for Advising Title IV (Pell Grant) Students

- To receive 100% of their Pell Grant allotment, the student must take at least twelve semester hours.
- Students taking 9-11 semester hours will receive 75% of their Pell Grant allotment and will be considered three-quarter time students.

- Students taking 6-8 semester hours will receive 50% of their Pell Grant allotment and will be considered half-time students.
- Students must complete at least 66% of scheduled courses each semester.
- Title IV funds will pay for retaking a class once.
- Title IV will not pay for courses that are out of degree plan (ODP).
- Students must drop a class or withdraw before or on the last day to drop classes.
- Students may have a second program of study.
- For information on WIA, TRA, TAA, PACT see Financial Aid Office.