

ADVISING MANUAL FOR FACULTY

Dedicated to BC Students

**Written By
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**BAINBRIDGE COLLEGE
A TWO-YEAR COLLEGE OF THE UNIVERSITY SYSTEM OF GEORGIA**

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INTRODUCTION

The Advising Manual for Faculty was written originally in 1998 at the suggestion of the Retention Committee. The Committee recommended that the manual be comprised primarily of two types of information: (1) information on how the advisor could be more effective in assisting students from a personal perspective and (2) administrative responsibilities of faculty so that the manual could be used as a reference manual for technical information needed during the advising process. This manual was last updated in January 2007 to include many recent institutional and state policy changes.

THE ROLE OF THE ADVISOR

Research has shown that a significant correlation exists between student retention and interaction between the student and faculty members. The advising process is an integral aspect of the student/faculty relationship. Most faculty agree that academic advising of students should be more than assisting students in completion of the registration form. But how many faculty find themselves so busy with preparing class material, grading papers, and doing research that perhaps "advisory responsibilities" fall to a lower priority? Therefore, the advisor must realize the full significance of advisement and designate it as a top priority. The following suggestions were developed by the BC Retention Committee to serve as guidelines to the advisor:

1. **Review progress on a formal basis** with the student at some time during the semester when you have extended time **using a program of study check sheet** on which grades have been posted each term.
2. Emphasize to the student at the beginning of the semester that the **student should make an appointment with the advisor during the semester**. The advisor also should take advantage of spontaneous meetings with an advisee in an informal setting by expressing interest in the student and inquiring about the student's academic progress (and about personal situations if appropriate). Be especially attentive to students who are having academic difficulty. Suggestions are given later in the manual for using an "Action Plan" advising form.
3. Demonstrate a caring and empathetic attitude toward the student in advising sessions. Practice active listening skills. **Don't overload students academically**. Evaluate students test scores and high school grade point average and curriculum

and find out if they work or have various family responsibilities--then advise course work accordingly. Two three hour courses and perhaps an additional PE course is sufficient for a person with multiple work and home responsibilities.

4. Engage in developmental advising (**career and life planning versus only course scheduling**). For example, for a student who has a declared program of study, inquire as to why he/she chose a particular program. Such inquiry leads to finding more about a student's background and educational and career goals. Inquire as to the satisfaction each student is feeling toward meeting his/her career and educational goals. Stress the idea that the status of an occupation is of little consequence to job satisfaction. For a student who has not declared a program of study, discuss his/her background and educational and career goals. Make referrals where appropriate such as to the Career Development and Counseling Center to take an interest inventory or to the BC Academic Resource Center for tutoring or other academic assistance.

Referrals

The following information is provided to assist the advisor in making needed referrals in the advising process.

Campus Referrals

Career Development & Testing Center: Phone 248-2579. The Career Development & Testing Center is located in the Library and is open to students and the general public. Students who are undecided concerning their program of study should be referred to the Career Development and Testing Center Coordinator. Interest inventories, career information, college information, study skills materials, stress management tips, and other resources are available in the Center. In addition, personal and self-growth assistance is available. The Center is open from 8:00 a.m. to 5:00 p.m. on Monday through Friday.

BC Academic Resource Center: Phone 248-3989. The Bainbridge College Academic Resource Center is located in Room 308 of the Student Center, is available free of charge for all students of the college. Students may use the Center on an appointment basis as often as necessary. Students are encouraged to come to the Center early in the semester to participate in study skills sessions and to meet various tutors who can set up either occasional or standing appointments. Other services which are available are group study sessions, independent, self-paced computer studies, test anxiety counseling, and study skills evaluation. Professors are encouraged to refer their first-semester and Learning Support advisees to the Center for a study skills evaluation which can give that student invaluable information for developing skills needed to negotiate their classes.

Computer Assisted Learning Center (CALC): 248-2552. The CALC Lab is located in the Technical Studies Building. Computer assisted instruction is available at no charge to the general public in the areas of basic skills remediation (English, reading, mathematics) and

in GED preparation. The actual GED test is administered by the Decatur County Adult Learning Center.

Financial Aid Office: 248-2505. The Financial Aid Office is located in the Student Center. Federal grant forms, scholarship applications, HOPE program information, VA information, and assistance in completing forms are some of the services available to current or prospective students. The section entitled Financial Aid Available at Bainbridge College presents more detailed financial aid information.

Department of Learning Support (Learning Support): 248-2560. The Department of Learning Support provides Learning Support course work for students. Students may volunteer to take Learning Support classes and should be referred to the Department Chairperson for further information.

Library/Computer Center: 248-2590. The BC Library houses over 34 thousand book volumes, 336 current magazine and newspaper subscriptions, as well as films, video cassettes, computer disks, and recordings. Students may utilize the Library Computer Center that houses eleven IBM computers with Word Perfect software and a printer for each computer. Tutorial and other instructional software is also available for student use. Library hours are as follows: Monday-Thursday 8:00 a.m. - 9:00 p.m.; Friday 8:00 a.m. - 5:00 and 10 a.m -2 p.m. Saturdays.

Off-Campus Referrals

Decatur County Adult Learning Center

1304 East Evans Street
Bainbridge, GA 31717
248-2210

Decatur County Health Department

West Street
Bainbridge, GA 31717
248-3055

Services include immunizations, medical tests, pregnancy tests, and other medical assistance provided for nominal fees.

Decatur County Mental Health Center

200 West Broughton
Bainbridge, GA 31717
248-2683

Department of Family and Childrens Services

505 Amelia Avenue (behind hospital)
Bainbridge, GA 31717
248-2420

Department of Labor (Employment Office)

310 S. Scott Street
Bainbridge, GA 31717
248-2618

Division of Rehabilitation Services

502 West Shotwell Street
Bainbridge, GA 31717
248-2480

GED Information:

Decatur County: Adult Education Learning Center, 307 Scott Street, 248-2210;
Bainbridge College, Computer Assisted Learning Center (CALC lab), located in
Technical Studies Building, 248-2552.

Thomas, Grady & Mitchell Counties: GED preparation is coordinated by Thomas
Technical Institute, 912/225-5292. Grady County training site is located at 1651 N.
Broad Street in Cairo, phone 377-5448 and Mitchell County training site is located
at 75 W. Broad Street in Camilla, phone 336-5026.

Miller County Adult Education: Arts & Education Center, 159 E. Main Street,
Colquitt, phone 758-4157.

Seminole County: Donalsonville-Seminole Co. Chamber of Commerce 524-2588
(Summer assistance for GED may be limited; students should call for more
information.)

Veterans Service Department

123 North West Street
Bainbridge, GA 31717
248-2599

ADMINISTRATIVE RESPONSIBILITIES OF FACULTY ADVISING

The following pages present important resource information of which faculty should be knowledgeable. This information is divided into the categories of (1) registration and (2) recordkeeping procedures. Please refer to the Table of Contents when specific information is being sought.

Registration

This section presents relevant information to assist faculty advisors during the registration process. The following topics are reviewed: advisee academic history information, Learning Support requirement information, College Preparatory Curriculum requirements and related advising responsibilities, registration, early registration, and students with special circumstances. Most of the advisors' responsibilities require use of the computerized Banner Student System. A Banner WEB usage sheet is presented below. Advisors needing Banner assistance should call the Records Office or the Administrative Computer Office.

Bainbridge College BANNER Web Training Guide

Special Notes:

- 1) **You must use "Netscape" as your Internet browser for Banner Web.**
- 2) **When entering ID numbers or social security numbers, do NOT enter hyphens.**
- 3) **Call Records Office or Administrative Computing if you have WEB navigation**

questions.

Logging In:

BANNER LIVE Production Database
Production URL: Https://Bainbridge-admin.gabest.usg.edu/ User ID: [your Banner ID--begins with @] Pin: [your assigned PIN Number] <small>Any changes you make in this database directly affect the student record and strict confidentiality should be maintained.</small>

- **Click on Picture of Key Login icon under "Your Secured Access"**
- **Click mouse in User ID box -- type in your Banner User ID** (insertion cursor should be flashing in box)
[000000xxx--no hyphens] (NOT your regular Banner log-in or password--your former log-in and password are needed only for Non-Web based banner.)
- **Click mouse in PIN box -- type in your assigned PIN Number.**
(Keep this number in a secure location--please do not post on your computer screen or other location seen by students. Change your pin number often. (See section entitled Changing Your Pin Number.)

- **Click on *Login***
- A new page will appear--**Re-enter your PIN Number**
- **Click on *Login***

Important Reminder: Do NOT use BACK button on Internet screen in Banner WEB. It will EXIT you out of Banner WEB. You must always click on a menu button or other icon.

MAIN MENU SCREEN

- Faculty & Advisors Menu [click on this menu item for registration, entering grades, looking at class rolls, etc.]
- Personal Information Menu [click on this menu item to change pin number]

-
- **Click on ● Faculty & Advisors Menu -- to go through registration process**
-

FACULTY & ADVISORS MENU SCREEN

- Bainbridge College Student Information Page [click to look at student history during registration or to review information during term]
- Registration & Drop/Add [click to register students]
- Bainbridge College Student Bill/Schedule [click to print student bill and schedule]
- Faculty Detail Schedule [click to select a listing of the courses faculty member is instructing]
- Class List [click for class list]
- Mid Term Grades [click to enter grades]
- Final Grades [click to enter grades]
- Registration Overrides (inactive at this time)
- CRN Selection [click to select CRN to access Class List, Mid Term Grades, and Final Grades Web Pages--this page will automatically pop-up when entering one of those web items]
- Student Menu [click for information about identified student]
- Personal Information Menu (inactive at this time)
- Term Selection [click to select the appropriate term]
- Summary Class List [click for summary class list information]
- Faculty Schedule by Day and Time [click for matrix format of faculty schedule]

WEB REGISTRATION PROCEDURES

Test Suspension (failed to take Regents Test when required), LSU Suspension, Third Academic Suspension, Student Services, Academic Suspension, Transient letter.

i. ACADEMIC INFORMATION block.

1. Be sure to check Current Major field to be sure it is correct. If not, be sure to give student **“Update Form”** and stress importance of submitting the form to Records Office. [It is important to have correct major in the computer for federal financial aid audits.]
2. Check to be sure student is not on Academic Suspension; this information would also be seen in the Holds block.
3. Check Hours. AA Students: If student has 30 or more hours and has not taken Regents’ Test, tell student he/she is mandatory to take test during term. If student has 45 or more hours and has not Passed Regents Test, **MUST** be enrolled in Regent’s Test remediation courses **EVERY TERM** until student passes test.

j. ACADEMIC HISTORY block. This block lists **ALL** courses, both BC and transfer, that student has taken.

■ 3): **Click on “Return to Faculty and Advisors Menu” button at the bottom of the BC Information web page.**

■ 4): **Click on Registration and Drop/Add** that takes you to the Registration and Drop/Add Web Page

■ 5): **Registration Web Page Instructions:**

1. The ID number (ss# of student) and term of registration that you entered on the Bainbridge College Student Information entry screen will carry forward to the Registration page.

[If you do not go through the BC Student Information page first, you will have to go through the following steps when you click on Registration & Drop/Add to enter student ID & term.

- a. ID Selection Page Will Pop-Up. **Click on “Enter Student ID Directly”**
- b. Enter ID screen appears; **enter Student’s Social Security Number in box** (No Hyphens)
- c. **Click on “Submit ID” button**
- d. Student’s name will appear with “OK” button--**click on “OK button”**]
2. Screen similar to “Bainbridge College WWW Information System Registration Add/Drop: Spring 1999” will appear
3. **Enter desired courses in either of two ways:**
 1. **Enter CRN’s and then click on “Submit Changes” button** at bottom of screen
OR
 2. a. **Perform course search** by clicking on “Class Search” button
 - b. Enter any parameters desired to perform search; if leave blank, all courses will be retrieved. Search results show number of seats remaining in the class under “Rem” column.
 - c. Click on Get Classes button
 - d. Check box of classes you want to select.
 - e. Click on **Register button** or **Add to Worksheet button**. If you hit Add to Worksheet, will also have to click on Submit Changes button on registration page.

4. **Drop courses as follows:**

1. **To Drop a course**, on the Registration web page, go to current schedule “box” of student, under “Action” column, click on right arrow for drop down box. Click on “Drop Web thru 1st Day”

5. Click on “Menu” that will take you to the Faculty & Advisors Main Menu

[If you do not see Bainbridge College Student Information as your first menu item, Click on “Menu” again to take you to the Faculty & Advisors Menu]

- 6): From Faculty & Advisors Menu, **click on Bainbridge College Student Bill/Schedule**
- 7): Enter Student ID and the Student Bill/Schedule Term; then click on ENTER
- 8): Hit your WEB print key to print Student Bill & give to student
- 9): Click on the “Click for Student Schedule” button
- 10): Hit your WEB print key to print Schedule
- 11): Click on Return to Faculty & Advisors Menu
[If you do not see Bainbridge College Student Information as your first menu item, Click on “Menu” again to take you to the Faculty & Advisors Menu]

REPEAT THE ABOVE PROCESS FOR EACH STUDENT REGISTERING

Important Note: If the Registration Menu does not “retain” the previous ID and term entered from when it was entered on the *Bainbridge College Student Information Page*, you will have to go back to Faculty & Advisors Menu and first click on 1) select student id and then go back to main menu and click on 2) select term in order to select the student and the proper term.

CHANGING YOUR PIN NUMBER [change your pin # on a regular basis to protect student privacy]

- Go to Main Menu; Click on Personal Information Menu
- Click on Change Pin
- Enter Old Pin Number; Enter New Pin Number; Re-enter New Pin Number; Click on “Change Pin”

ENTERING MID-TERM OR FINAL GRADES

- From Faculty & Advisors Menu, click on ● Mid Term Grades or ● Final Grades
- In CRN block, **select the course for which you wish to submit** grades by using arrow and clicking on the course you wish to submit, **then click on Submit CRN button.**
- For each student, **enter grade by clicking on right arrow under GRADE column, and click on appropriate grade.** Important: Learning Support grades (course numbers beginning with 00--ex. READ 0099) must have an asterisk (*) following grade, ex. S* or IP* or U*.
- **Click on Submit Changes button at bottom of roll** when you have finished.

**One-Time Page Setup for WEB printing (non-color printers)
in order for items in red on Bill to “show up” when printed:**

**On WEB tool bar: Click on File
Click on Page Setup
Under Page Options, check "Black Text"**

Other Registration Procedures

Learning Support & Basic Skills Course Placement

Additional information concerning Learning Support and Basic Skills Course Placement (for certificate students) is presented below:

(a) **For Degree Level Students, be sure to determine** if the student has **Learning Support requirements** by checking the holds and the Learning Support Status block on the advising page in Banner Web.

(b) **For Certificate Level Students**, check the Compass scores in SOATEST to determine remedial placement and use the advising sheets showing compass/Asset cutoff scores for each certificate program of study. Certificate student advisors should note that remedial course requirements are NOT presented in Banner and must be determined by the advisor. However, Degree Level Learning Support requirements ARE posted in Banner for EVERY student who takes the COMPASS regardless of the student's degree level. Therefore, if a certificate student changes to an AAS degree program, the degree Learning Support requirements will be listed on the advising page in Banner Web and the (LSU) holds will be posted in SOAHOLD provided the student has taken the COMPASS. **Advisors of students who change from certificate to degree programs MUST CHECK THE TEST SCORES TO INSURE THAT THE COMPASS PLACEMENT TEST HAS BEEN TAKEN.**

(c) **Determine** if the student has **College Preparatory Curriculum requirements by looking at the holds in Banner WEB.**

(d) **Discuss with the student his/her personal responsibilities such as family or work prior to deciding how many courses should be taken.**

(e) Have the student complete the "**New Student Information**" sheet (see Appendices for form to make copies as needed). This form will provide helpful information to assist the advisor in developing a positive advisee-advisor relationship.

Learning Support Requirements. As stated previously, Learning Support (Learning Support) Requirements should be listed as a **HOLD under the holds section on the Banner Web advising page** for any DEGREE-LEVEL student. **If Learning Support requirements exist, the student must be placed in these courses during his/her first semester of attendance. If extenuating circumstances prevent the student from taking the required courses, the student should be referred to the Chairperson of**

the Learning Support Department. The Learning Support Chairperson or the Vice President of Academic Affairs are the only persons authorized to make exceptions to the Learning Support requirements and these exceptions must be documented with the documentation placed in the student's file in the Records Office. The following points should be noted concerning Learning Support:

(a) Students who score below 480 on the SAT-Verbal Section OR below 440 on the SAT-Mathematics section **OR** who have not completed CPC requirements in high school will be placed in Learning Support according to their CPE or COMPASS placement exam scores only. (See chart in the Appendices.)

(b) Students may not register for credit course work unless they are enrolled in all of their required Learning Support courses. Any exceptions to this policy can be approved only by the Department Chairperson of the Learning Support Department. Students may not take any credit courses that have Learning Support prerequisites (see catalog for the list of courses that cannot be taken unless the required developmental courses have been taken.) A physical education course, preferably an activity course, can be taken as long as at least one of the developmental courses is being taken.

© If a student does not complete requirements for an area in twelve semester hours or three semesters, whichever occurs first, the student will be suspended. The student may not be considered for readmission within three years of the suspension. Prior to being suspended, a student who has not exited a developmental area within twelve semester hours or three semesters may be allowed to appeal for one additional course. The student must: be individually evaluated and determined to have a reasonable chance of success be in an exit level course; and have reached the limit in only one Learning Support area. If granted the additional course, the student may enroll in **ONLY** the Learning Support course.

(d) Students with borderline Compass scores may need or want to take Learning Support courses and may now do so under a **Voluntary Status**. Students who take Learning Support courses as a **volunteer** have to meet all the academic requirements of the course except they do **not** have to take or score a satisfactory score on the Exit test (Compass) in order to exit the course. Volunteer Learning Support students will be assigned an "S" grade in the course(s) provided they complete satisfactorily all academic requirements of the course(s) during the semester. Students also may opt to audit Learning Support courses instead of taking the courses for credit. Both credit or volunteer Learning Support students are bound by the twelve semester hours or three semester time frame policy.

(e) Once a student has earned 20 semester hours of **degree** level course work, the student may enroll **only in Learning Support course work until he/she exits Learning Support**. If a student changes to a degree from a certificate, the twenty hour policy begins at the point the student enters a degree program.

(f) A student **may not drop a Learning Support class if he/she is retaining a non-Learning Support studies class, i.e. he/she must totally withdraw**.

Important: The appendices contains advising sheets for both degree and certificate level students. These advising sheets present cutoff information and should be used consistently with all students.

College Preparatory Curriculum Requirements. Associate of Arts students graduating after 1987 [**changed to “graduated within last five years” for students entering as of Winter Quarter 1997**] who did not complete the College Preparatory Curriculum in high school must take additional courses to satisfy these CPC requirements. Note: If a student with a CPC requirement does NOT attend college for five years or more, the CPC requirements NO LONGER APPLY. The entire CPC Policy is outlined in the catalog.

Advisors should note the following concerning CPC requirements:

(a) The Banner Web advising page lists the CPC status of each student. If an AA student has the code “RQ” next to any of the CPC categories, he/she must take the CPC required courses in that area. Further, on the HOLDS section of the Banner Web advising page, any CPC requirement holds will be listed.

(b) Students who are enrolled in pre-RN classes are exempt from CPC requirements in social science, science, and foreign language. However, these students are not exempt from their math, English, or reading requirements due to CPC deficiencies.

(c) Students with CPC requirements should take these courses as soon as possible to prevent possible future courseload restrictions. However, the advisor should use his/her judgement in this regard. For example, if a student has a foreign language requirement and has taken one year of high school Spanish, it would be prudent to allow the student to wait a semester to take Spanish instead of placing the student in French.

(d) The first CPC approved course that a student takes will be designated as a CPC required course on the student's transcript. However, for graduation purposes, as long as the student has taken the additional CPC required courses, no penalty will be given for taking a lab science course and later deciding to use that course as part of a lab sequence providing that an additional lab science course is taken prior to graduation.

(e) Students with CPC requirements who have earned 30 or more semester credit hours of associate of arts degree credit **must be enrolled in all CPC courses until the requirements have been satisfied.**

Questions concerning CPC should be directed to the Director of Admissions.

Fee Packet (Registration Form) Completion

If Banner WEB is not available, the advisor may complete a registration form and send the student to the Records Office to register. Registration forms are available in each faculty office area.

Early Registration

The same guidelines presented above apply to Early or Pre-registration. The Advisor should have their office hours listed clearly on the office door and should always be in their office during office hours or put a note on the door if he/she has to be out with instructions for advisees. Advisors should avoid advising other advisors' students if at all possible.

Advising of Students Under Special Circumstances

Students may have special needs such as financial aid course load considerations, academic difficulty such as having been placed on Academic Warning, Probation, or Suspension, or they may have physical or learning disabilities. The following paragraphs address these situations.

Financial Aid Considerations. Students who receive financial aid may need to be enrolled full-time -- but not always -- as less than full-time Pell grants are available. However, students who wish to be considered for Work-Study or loans are required to be enrolled at least half-time.

Advising of Students Who Have Been Placed on Academic Warning, Probation, or Suspension. Two forms have been developed for advisor use to be used particularly with students who may be having academic difficulty. These forms include the "Academic Assistance Interview" form and the "Action Plan" form to be completed when a student is experiencing academic difficulty. (See Appendices.) The "New Student Information" sheet is also another tool that advisors are encouraged to use with their advisees and should be examined by the advisor to glean additional information about the student for more in-depth counseling/advising; particularly when academic difficulties arise. The "Academic Assistance Interview" form and the "Action Plan" form should be used concurrently -- the "Academic Assistance Interview" form being used as an aid to gather needed information on the student's needs thereby providing the Advisor with more background information to complete the "Action Plan" form in which the advisor identifies activities to be completed by the student during the next semester. The Action Plan form is completed by the advisor

and given to the student **with a copy being kept and a copy being sent to the College Counselor**. The student should be instructed to return the Action Plan form within a certain length of time with the required signatures being obtained.

Advising of Students With Special Needs (Disabilities). If an advisee has a disability of any type that might affect his/her ability to complete course work, the student must complete a "Special Needs Form" and submit it to the Admissions Office. This form is then forwarded to the college counselor for further processing. The college counselor will complete an Individual Educational Plan for each course taken by the student with an identified disability; the plan outlines accommodations that are required to be made by the instructor or the institution.

The following general points to remember in dealing with a person who has a disability were provided by the Georgia Easter Seal Society and might be helpful to the advisor:

1. Remember that a person who has a disability is a person - like anyone else.
2. Relax. If you do not know what to do or say, allow the person who has a disability to help put you at ease.
3. Offer assistance if asked or if the need seems obvious, but do not overdo it or insist on it. Respect the person's right to indicate the kind of help needed.
4. Talk about the disability if it comes up naturally, without prying. Be guided by the wishes of the person with the disability.
5. Be considerate of the extra time it might take for a person with a disability to get things said or done. Let the person set the pace in walking or talking.
6. Speak directly to a person who has a disability. Do not consider a companion to be a conversational go-between.
7. Do not move a wheelchair or crutches out of reach of a person who uses them.
8. Never start to push a wheelchair without first asking the occupant if you may do so.
9. When pushing a wheelchair up or down steps, ramps, curbs, or other obstructions, ask the person how he or she wants you to proceed.
10. Do not lean on a person's wheelchair when talking.
11. Give whole, unhurried attention to the person who has difficulty speaking. Do not talk for the person, but give help when needed. Keep your manner encouraging rather than correcting. When necessary, ask questions that require answers or a nod or shake of a head.

12. Speak calmly, slowly, and distinctly to a person who has a hearing problem or other difficulty understanding. Stand in front of the person and use gestures to aid communication. When full understanding is doubtful, write notes.

Recordkeeping Procedures

Certain recordkeeping procedures must be followed to insure the efficient management of student records. Each instructor should be familiar with the following recordkeeping procedures: (1) class roll procedures, (2) use of the incomplete grading policy (3) drop/add & withdrawals, (4) submission of final grades and grade changes, and (5) graduation particulars.

Class Rolls

A final class roll of each course is available in Banner to all faculty after the late registration. After drop/add each semester, faculty are asked to submit a record of students not attending but that are on their roll.

Go to Banweb

Click on Faculty/Advisor

Final Grades

Under hours attended, enter a number "0" if the student has never attended and a "9" if the student has attended.

It is critical that each faculty member complete this process due to new Federal financial aid regulations that could result in loss of federal financial aid to the institution if "unofficial withdrawals" are not processed as mandated. Please be sure that you take roll on at least two occasions prior to submitting the attendance to insure that a person simply is not present but will be attending the class.

Use of the Incomplete Grading Policy

Bainbridge College's policy regarding the use of the "I" grade is as follows:

An "I" will be assigned **only to students who fail to complete a course due to illness, injury, or other non-academic emergency. Only those students who were doing satisfactory work will be eligible for the "I" grade.** An "I" must be satisfactorily removed during the following academic semester or the symbol "I" will be changed to the grade "F" by the Records Office. In unusual circumstances, an instructor may extend an incomplete beyond the one-semester deadline--**not to exceed a total of three consecutive calendar semesters.** In order to remove an "I", **students will not be permitted to re-register for the course.**

An incomplete should be assigned **only** if the work to be completed is minimal and only then in case of illness or other extenuating circumstances. The "I" is not intended as a method of giving an academically weak student additional time to complete his/her work. A student is not allowed to repeat a course to remove an "I". If a Change of Grade Form

or an "I" Extension Form is not submitted by an instructor within one semester of assigning an "I" grade, the Records Office will automatically change the grade to an "F".

When an instructor assigns an "I" grade, he/she MUST COMPLETE an Incomplete Grade Assignment Form (see Appendices) upon submission of his/her final grades.

Drop/Add & Withdrawal Forms

Drop/Add Form. A supply of drop/add forms is located in each faculty office area as well as in the Records Office. A student should complete this form if he/she is dropping a course or courses but **remains enrolled in at least one course**. If instructors are not available, students may deposit the form in the Records Office so that the drop/add can be processed without delay. Faculty may check their class rolls in Banner WEB periodically to determine which students have dropped the class.

It is critical to remind students that they must officially drop a class and should never stop going to class without completing and submitting the necessary forms. Faculty members should make this announcement at the beginning of each semester and should have it printed in their course syllabi because this continues to be a problem.

Faculty should please note the following concerning the processing of a drop/add form:

1. A drop/add form must be completed by the mid-term deadline or a grade of "WF" will be assigned unless a "W" is approved by the Vice President of Academic Affairs (see #4).
2. A student who is unable to come to the Records Office or to the college due to extenuating circumstances such as severe illness should call the Records Office and a form will be dated and forwarded to the appropriate faculty.
3. A drop/add form **must be returned** to the Records Office in order for the drop/add to be official. (If the drop/add is completed by phone, a form does NOT have to be submitted -- it will be completed by phone.)
4. If a student is required to drop a course after mid-term due to accident, illness, or other extenuating circumstances, the student should petition the Vice President of Academic Affairs for a "W" to be assigned. **The student should first have the instructor(s) sign the form signifying approval/disapproval of the "W" grade. The student should then take the form to the Vice President of Academic Affairs for final evaluation.**

Withdrawal Form. Students should complete a withdrawal form if they are dropping **all courses**. The student should request the withdrawal form from the Records Office because these forms are not available at other locations because the official withdrawal date must be recorded by records office personnel. The student should then have the instructors sign the form before returning the form to the Records Office. (If any of these

persons are not available, the student should submit the form to the Records Office to prevent processing delay.) Faculty members should note the following concerning a Withdrawal Form:

1. A withdrawal form must be completed by the mid-term deadline or grades of "WF" will be assigned unless a "W" is approved for each course by the Vice President of Academic Affairs (see #4).
2. A student who is unable to come to the Records Office or to the college due to extenuating circumstances such as severe illness should call the Records Office and a withdrawal form will be dated and forwarded to the appropriate faculty.
3. The Withdrawal Form **must be returned within five days** to the Records Office for the withdrawal to be processed.
4. If a student is required to withdraw after mid-term due to accident, illness, or other extenuating circumstances, the student should petition the Vice President of Academic Affairs for a "WP" to be assigned. **The student should first have each instructor sign the withdrawal form signifying their approval/disapproval of the "W" grade. The student should then take the form to the Vice President of Academic Affairs for final evaluation. The form must then be taken to the Records Office for final processing.**

Submission of Final Grades and Grade Changes

It is imperative that course grades be submitted by the deadline that will be sent by campus e-mail. Even minutes over the deadline may cause a delay in grade reports being mailed to students which in turn causes numerous other delays for several offices on campus. If any "I" grades have been assigned, an "Incomplete Grade Assignment Form" should be forwarded to the Records Office due to Audit Requirements. If an "I" grade from a previous semester is to be extended, an "I" Extension Form must be completed and submitted to the Records Office. Otherwise, a grade of "F" automatically will be assigned to the student. If an instructor needs to change a grade for the current semester or previous semesters, a Change of Grade form must be completed by the instructor and submitted to the Records Office for processing. **(See Appendices for copies of these forms.)**

Graduation Particulars

Advisors are responsible for two very important functions to insure that students are advised properly regarding graduation requirements--**proper completion of a program of study checklist** and the evaluation of possible course substitutions.

Program of Study Checklist. A program of study checklist form should be initiated for each entering student upon the first advising session. It is critical that advisors

keep their program of study checksheets up-to-date for all advisees each semester by posting their advisees' grades each semester. When an advisor believes that a student has completed all graduation requirements, the advisor should send the student to the Testing and Career Center to pick up and application for graduation. The application for graduation should be turned in the Career and Testing Center Coordinator no later mid-term in the semester the student plans to graduate.

Course Substitutions. An advisor may suggest a course substitution for the following reasons: (1) a student may change programs of study but the advisor believes that certain courses previously taken by the student are appropriate for the student's current program and should be substituted for other required courses, or (2) the student may have taken courses at another college that were not transferred due to no equivalent courses being available at BC, but the advisor believes that the course content should satisfy curriculum requirements at BC. In either of these instances, a Course Substitution form (see Appendices) should be completed by the advisor and forwarded to the Division Chairperson and to the Vice President of Academic Affairs for approval. The Vice President will then forward the form to the Records Office for final distribution to all parties involved. **Transfer courses should be evaluated carefully in the event that a course substitution might be appropriate.** See the section entitled "Evaluation of Advisee Transfer Course Information" for more specific information on this topic.

OTHER IMPORTANT INFORMATION TO KNOW

Financial Aid Available at Bainbridge College

There are numerous sources of financial aid available at BC including federal financial aid in the form of Pell Grants, Work-Study Funds, the Supplemental Educational Opportunity Grant, and Stafford loans; state assistance is available through the HOPE Scholarship/Grant Program. For all of the above types of aid, students should complete the following steps:

1. Be accepted for admission.
2. Complete their Financial Aid File. Students should begin this process by submitting the Free Application for Federal Student Aid (FAFSA) form. This application can be submitted by using the internet: <http://form> can be completed on the internet: **<http://www.fafsa.ed.gov>** (If students complete the FAFSA form on the internet, remind them to be sure to include BC's school code (011074) so that we can access their information electronically, and they need to be sure to sign and mail the printed cover sheet or their application will not be processed.), US Postal Service (by mail), or by taking the completed FAFSA form to the BC Financial Aid Office and requesting that the form be submitted electronically by the BC Financial Aid staff.
3. Make sure the student is meeting the BC Financial Aid Satisfactory Academic Progress (Standards of Progress). Students must pass 66% of all courses for which registered cumulatively. "W" grades count against the student so students who withdraw or receive "F's" for more than 33% percent of hours attempted will lose their financial aid.

Once the student receives the Student Aid Report (SAR) from the Central Processing Center, he/she should contact the Office of Financial Aid **immediately** to assure that the Office has received their application electronically (This would not be necessary if the Office submits the application for them). If the student is not eligible for a pell grant, he/she will be considered for the HOPE Scholarship/Grant.

Students should be advised that they only need to apply once a year. Advise them to fill out their tax forms as soon as they receive their W-2 forms in January and to file their financial aid in February. This will insure a complete file for the following award year that begins in Fall.

Students applying late for financial aid can usually be reimbursed provided they complete their file and are meeting the satisfactory academic progress policy of BC. FAFSA forms are available in the Financial Aid Office, the Admissions Office, the College Library, and the Student Center.

Regents' Test Information

BC students who are enrolled in **associate of arts** degree programs should take the Regents' Test following the completion of English 1102. Associate of Arts students **must** take the Regents' Test no later than the semester following the semester in which 30 semester hours have been earned or they will not be allowed to register for classes during the subsequent semester. Associate of Arts students who have 45 or more hours must take the appropriate Regents' Test Review courses in each semester of attendance until the complete Regents' Test requirement has been met. **Please note that students transferring out of state are not exempt from these requirements.** For further information concerning the Regents' Test, advisors should contact the Regents' Test Coordinator for BC or call the Chairman of the Learning Support Department. The complete administrative procedures concerning the Regents' Test are available in the Academic Affairs Handbook that can be accessed via Web [**Home page: <http://WWW.PeachNet.EDU/> and academic affairs handbook: <http://WWW.PeachNet.EDU/admin/accaff/handbook/>].**

Evaluation of Advisee Transfer Course Information

Evaluating an advisee's prior college course work is a critical step in advising. The advisor should enter Banner WEB and review the student's academic history.

It is critical to examine the course numbers and prefixes when evaluating previous college course work. The following transfer standards should be understood:

- Courses transferred in with a Roman Numeral for the course number or letter following semester conversion indicate that the course **MUST BE USED** for that Area, i.e. Area I, II, III, or IV or Area A, B, C, D, E, or F in the core curriculum.
- **Courses transferred in with three asterisks, ***, indicate that BC does not have an equivalent course. Most often, these courses can be substituted for other courses in the student's program of study; a Course Substitution form should be completed as soon as possible to request that the course(s) be used in the student's program of study.**

Advising Students Who Plan to Transfer to Other Colleges

This section is presented to assist advisors who are advising students whom they know will be transferring to other colleges. Attached are advising sheets to the colleges most frequently attended by BC students. **However, this information is provided to assist in course scheduling and planning purposes and should not replace the student's responsibility to check first-hand with the transfer college to insure that BC courses will transfer.** Students should always request a catalog from the transfer institution and try to plan their course work to meet both BC requirements and the transfer college's curriculum if possible to avoid loss of hours upon transfer. However, remind students that often colleges will accept BC courses, particularly within the University System, even if the BC curriculum does not match the transfer college's curriculum.

Florida State University

The Bainbridge College/Florida State University Articulation Agreement states that a student who completes an Associate of Arts degree at Bainbridge College will be certified as having met FSU's liberal studies requirement (36 semester hours that equates to approximately 60 semester hours) providing other FSU requirements have been met--namely the Florida Gordon Rule and the multi cultural course requirement. The Florida Gordon Rule Requirements state a grade of "C" or better must be made in 6 semester hours in mathematics at the level of college algebra and above, in 6 semester hours in English composition, and four more liberal studies courses that require at least 3,000 words of writing. Gordon Rule requirement course work means courses that involve a significant writing component that would have to be proven by the student by providing copies of course syllabi to the Office of Undergraduate Studies. BC courses meeting the Gordon Rule requirement are noted on the following page with the letter "W". In addition, at least one course taken at BC must meet the multi cultural course requirement. Courses meeting this requirement are designated with an "X" or "Y" on the next page. Even with the above requirements being met by the student, FSU has many different schools and departments with each having its own course requirements. Therefore, students should check with the school of their choice early in their college career in order to also take other possible required courses and to insure that the Gordon Rule requirements have been met. Students may submit a course substitution request to allow substitutions in their major area at BC that would transfer to FSU. (For an example of School requirements at FSU, a student who is applying to FSU's School of Business would also have to take a calculus course, a psychology course, and possibly other courses before even being

considered for admission into the School of Business regardless of whether he/she had completed an Associate of Arts degree at BC.)

Another requirement for most students planning to enter FSU is a **foreign language requirement** that states that an applicant to FSU must either have two years of foreign language in high school or 8 semester hours or 15 semester hours of college credit. FSU does allow some students to be admitted provisionally without the language requirement providing the student takes the courses at FSU. All students who have not had the two years of high school foreign language should check with FSU as soon as possible to ascertain their status regarding this policy.

Students who do not complete an Associate of Arts degree at Bainbridge College and who plan to transfer to FSU should follow the curriculum as outlined on the next page. It is suggested that an advisor copy this curriculum page as a handout for advisees who plan to transfer to FSU.

Appendices

BLANK FORMS TO BE DUPLICATED WHEN NEEDED:

**Incomplete Grade Assignment Form
Incomplete (“I”) Extension Form
Academic Assistance Interview Form
Bainbridge College -- New Student Information for Advisors
Action Plan (for student referrals)
Course Substitution Form (blank form)**

OTHER INFORMATION:

**Advising Sheet with Certificate & Degree Cutoff Scores
Learning Support Placement Sheet**

INCOMPLETE GRADE ASSIGNMENT FORM

Georgia Board of Regents' Policy requires that all "I" grades must be assigned due to non-academic reasons. This form must be completed for each "I" grade assigned as required by state auditors, and the form should be attached to your grade roll that is submitted to the Record's Office. It is also recommended that you complete the section on student course requirements and that you give a copy of the form to the student to insure that the student understands his/her requirements and responsibilities for course completion.

STUDENT NAME: _____ SOC. SEC.# _____

COURSE SORT NO.: _____ COURSE PREFIX & NO. _____

INSTRUCTOR NAME: _____ SEMESTER _____

Reason for Assignment of "I" grade (non-academic reason for the assignment of "I" grade must be explained in full):

Course requirements student must complete to have final grade assigned:
(This section is optional but recommended)

IMPORTANT NOTE TO STUDENTS:

An "I" must be satisfactorily removed during the following academic semester or the symbol "I" will be changed to the grade "F" by the Records office. In unusual circumstances, an instructor may extend an incomplete beyond the one-semester deadline – not to exceed a total of three consecutive calendar semesters. In order to remove an "I", students WILL NOT BE PERMITTED TO RE-REGISTER FOR THE COURSE.

INCOMPLETE ("I") EXTENSION FORM

STUDENT'S NAME: _____ SS# _____

COURSE: _____

TERM COURSE TAKEN: _____

TERM "I" IS TO BE EXTENDED: _____

SIGNED: _____
Instructor's Name Date**INCOMPLETE ("I") EXTENSION FORM**

STUDENT'S NAME: _____ SS# _____

COURSE: _____

TERM COURSE TAKEN: _____

TERM "I" IS TO BE EXTENDED: _____

SIGNED: _____
Instructor's Name Date**INCOMPLETE ("I") EXTENSION FORM**

STUDENT'S NAME: _____ SS# _____

COURSE: _____

TERM COURSE TAKEN: _____

TERM "I" IS TO BE EXTENDED: _____

SIGNED: _____
Instructor's Name Date

**ACADEMIC ASSISTANCE
INTERVIEW FORM**

Advisor: Please use this form to assist in your interview process with academically at-risk students. This information will assist you and the student in the developing of the contractual Action Plan that includes various strategies for the student's improved academic success.

Student's Name _____

Student's SS# _____ **Date** _____

Interview Questions:

What do you believe are the reasons for your academic problems last semester?

Do you believe that you spent enough time studying last semester?

How many hours a week did you spend studying?

How do you study? What are your study skills (or habits)?

How do you organize your time? Do you set aside certain periods of time for studying?

What other things were happening last semester that interfered with your studies?

How interested were you in the classes you took last semester?

What are your educational goals? What program of study have you chosen?

What are some other things that we haven't talked about that affected your grades last semester?

Comments:

BAINBRIDGE COLLEGE
New Student Information for Advisors

New Students: Please complete the following form to provide your advisor with information that will assist him/her in providing you with the best student advisement possible. All questions are optional.

Name _____ Soc. Sec.# _____

Address _____ Home Phone: _____

Do you work? ___ No ___ Yes if Yes: Place of employment _____

Hours Worked per Week: _____ Work Phone Number: _____

Marital Status (circle) Married Divorced Single Number of Children ___ Ages of Children _____

1. Please state your reason(s) for attending Bainbridge College:

2. Please check any of the areas below for which you believe you might need assistance:

a) ___ Note taking b) ___ Test Anxiety c) ___ Test preparation

d) ___ Reading Comprehension e) ___ Time Management f) ___ Using Computers

3. Estimate your average grade after your first semester at Bainbridge College:

a) "A" average b) "B" average c) "C" average d) "D" average or below

4. About how many hours per week do you think you will need to study outside of class to earn the grades you have estimated your first semester? _____

5. Do you plan to earn a degree at Bainbridge College? ___ Yes ___ No

6. How certain are you of the major you have selected?

a) ___ Very uncertain b) ___ Slightly uncertain c) ___ About "50-50" d) ___ Completely certain

7. How much do you know about the program of study you are considering?

a) ___ Almost nothing b) ___ A little c) ___ A moderate amount ___ d) A great deal

8. Please check any of the items below for which you would like additional assistance?

a) ___ Choice of program ___ b) Study Skills ___ c) Academic requirements

d) ___ Career plans e) ___ Other. _____

9. I am interested in becoming involved in the following clubs:

___ Delta Club (phys. ed. majors) ___ College Bowl ___ Phi Theta Kappa (Honor Society)

___ Bass Busters ___ Canoe Club ___ Billiards Club ___ Foreign Language Club

___ Student Government ___ Alpha Beta Gamma (Business Honor Society)

10. Please use this space and the space on the back for any comments, questions, or areas of concern you may have:

ACTION PLAN

Student's Name _____ SS# _____

Students who are experiencing academic difficulty are required to develop and carry out an action plan that will attempt to address potential problems and increase their chances for success at Bainbridge College.

I agree to the options checked below and upon completion of each activity will have the counselor or person assisting me to sign his/her name next to each required activity.

<p>___ 1. Study skills Workshop(s): ___ Traditional Note - Taking Technique ___ SQ3R Study Skills ___ Basic Study Skills ___ Managing Time and Study Area ___ Exam Strategies Other: _____ _____ Signature(s): _____</p>	<p>___ 7. Goal Setting and Achievement Signature: _____</p>
<p>___ 2. Peer Tutoring Signature: _____</p>	<p>___ 8. Stress Management Signature: _____</p>
<p>___ 3. Career Counseling: ___ One-on-one counseling ___ Majors and Career Workshop Career Center Counselor Signature: _____</p>	<p>___ 9. Financial Aid Counseling Signature: _____</p>
<p>___ 4. Personal Counseling Signature: _____</p>	<p>___ 10. Follow-up Meeting(s) With Advisor Number required: _____ Advisor Signature: _____</p>
<p>___ 5. Time Management Signature: _____</p>	<p>___ 11. Suggested Developmental Studies Coursework: _____ _____ Signature: _____</p>
<p>___ 6. Decrease in Work Hours</p>	<p>___ 12. Other: _____ _____ Signature: _____</p>

I agree to complete the above indicated activities during _____ Semester.

 Student Signature

 (Date)

 Advisor Signature

 (Date)

COURSE SUBSTITUTION STATEMENT

NAME: _____

SOCIAL SECURITY NUMBER: _____

PROGRAM OF STUDY: _____

ADVISOR: _____

<u>Substitution:</u>	<u>Course</u>	For	<u>Course</u>
	_____		_____
	_____		_____
	_____		_____
	_____		_____

REASON FOR MODIFICATION: _____

Date

Student's Signature

Date

Advisor

Date

Chairperson

Date

Academic Dean

NOTE TO STUDENT: This course substitution is not valid unless all signatures are present indicating approval. This program modification may or may not be accepted at a transfer institution.

Advising Sheet With Cutoff Scores
Bainbridge College Placement Cut-Off Scores

COMPASS CUTOFF SCORES FOR CERTIFICATE PROGRAMS [and Tech I and II] <small>cutoffta.199</small>										
	Reading				Math				Writing	
					COMB		[Pre-ALG]prior spring 98			
	READ 0097	Exit	READ 0099	Exit	TECH 0099	Exit	[VTE 085]	Exit	ENGL 0097	Exit
All 1yr Certificates & IM Tech I & II	0-56	57	57-73	74	0-36	37	0-30	31	0-30	31

COMPASS CUTOFF SCORES FOR SPECIAL CERTIFICATE PROGRAMS									
	Reading			Math				Writing	
				COMB		[Pre-ALG] (no longer used)			
Program	READ 0097	Exit	TECH 0099	Exit	[VTE 085]	Exit	ENGL 0097	Exit	
Automotive	0-56	57	0-36	37	0-30	31	0-30	31	
Structural Welding	0-56	57	0-36	37	0-30	31	0-30	31	
Res/Com. Wiring	0-56	57	0-36	37	0-30	31	0-30	31	
Man. Specialist	0-56	57	0-36	37	0-25	26	0-25	26	
Cust. Service Specialist	0-56	57	0-36	37	0-25	26	0-25	26	
Nurse's Assistant	0-56	57	0-36	37	0-25	26	0-25	26	

Minimum Compass Scores for Certificate Admission Eligibility (Must meet at least 1 to be admitted)		
Reading	Math	Writing
31	26 (COMB) [previously 21 (Pre-Alg.)]	16

ATB Cutoffs: (Must meet all three to receive federal financial aid if non-grad): Writing: 31; Reading 60; Math: 21

Compass Cut-off Scores for Degree Programs								
Reading			Math (Algebra)			Writing		
READ 0097	READ 0099	Exit	MATH 0097	MATH 0099	Exit	ENGL 0097	ENGL 0099	Exit
0-56	57-73	74	0-25	26-29	30	0-30	31-59	60

Asset Cut-Off Scores [for historical purposes]								
Program	RDG 095	Exit	RDG 096	Exit	VTE 085	Exit	ENG 098	Exit
One-Year Certificates	0-33	34	34-37	38	0-39	40	0-34	35
Special Certificates	0-33	34	NA	NA	0-30	31	0-30	31

Learning Support Placement for Degree Students Only

(As of Summer Semester 1999)

SAT Cut-off Scores*

IF:

SAT I-Verbal 480 or above **AND**

SAT I-Math 440 or above **AND**

completion of English and Math College Preparatory Curriculum (CPC) requirements (CPC requirement only pertains to high school graduates after 1994)

THEN: Student exempts Learning Support requirements; CPE/Compass test is not required.

*Or equivalent ACT scores.

COMPASS/CPE CUTOFF SCORES

REQUIREMENT	Compass Cutoff Scores	CPE Cutoff Scores
Exempt Reading	74	75
RDG 096 Required	57-73	70-74
RDG 095 & 096 Req'd	Below 57	Below 70
Exempt English	60	75
ENG 099 Required	31-59	70-74
ENG 098 & 099 Req'd	Below 31	Below 70
Exempt Math	30	75
Math 092 Required	26-29	70-74
MAT 091 & 092 Req'd	Below 26	Below 70