

# Advising Manual

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## Non-Discrimination Statement

Coahoma Community College is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law in any of its educational programs, activities and employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Houston, Director of Human Resources/Coordinator for 504/ADA, Title IX Compliance Officer, Office #A100, Vivian M. Presley Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614, Phone: (662)621-4853, Email: mhouston@coahomacc.edu.

# CONTENTS

Preamble.....	3
Benefit of Advising.....	3
Advisor Checklist.....	4
Student Guidelines.....	5
New Student Advising Checklist.....	6
Policies.....	7-11
Academic Majors/ Advisors.....	12
Advisor Directory.....	13
Career Technical Majors/ Advisors.....	14
Advisor Directory.....	14
Health Science Majors/ Advisors.....	15
Advisor Directory.....	15
Advisor Quick Reference.....	16-18
Frequently Asked Questions.....	19

## **PREAMBLE**

Academic advising is integral to fulfilling the teaching and learning mission of higher education. Through academic advising, students learn to become members of their higher education community, to think critically about their roles and responsibilities as students, and to prepare to be educated citizens of a democratic society and a global community. Academic advising engages students beyond their own world views, while acknowledging their individual characteristics, values, and motivations as they enter, move through, and exit the institution. Regardless of the diversity of our institutions, our students, our advisors, and our organizational structures, academic advising has three components: curriculum (what advising deals with), pedagogy (how advising does what it does), and student learning outcomes (the result of academic advising).

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National Academic Advising Association. (2019).

## **BENEFITS OF ADVISING**

- Forms a relationship between student and campus personnel
- Increases college retention and graduation rates
- Provides assistance with transitional experiences
- Provides assistance in selecting courses to meet career goals
- Educates students about various majors
- Provides assistance in goal setting and exploration
- Helps with developing strategies to improve academic performance
- Provides answers to questions about policies and procedures
- Provides referrals and advice about campus resources

# ADVISOR CHECKLIST

## COAHOMA COMMUNITY COLLEGE

STUDENT ID #: \_\_\_\_\_

MAJOR: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

ADVISOR: \_\_\_\_\_

As the academic advisor for the student listed above, I have:

### REVIEW OF STUDENT RECORDS

- confirmed that I am only discussing the student's academic records and progress with the student or an individual who has been given consent by the student (as evidenced by the completion of a FERPA Consent Form) in accordance with FERPA regulations.
- verified that I am the student's advisor by checking their declared major.
- assisted the student to determine his/her student ID number and MyCCC password.
- determined whether or not the student requires remediation
  - The student does require remediation.
  - The student does not require remediation.
  - I have referred the student to Testing Services for placement testing.
- determined the student's current GPA.
  - If the student's GPA is below 2.0, I have advised that the student enroll in 15 credit hours or less.
  - I have explained to the student that only students with a GPA of 3.0 or higher may request an overload (over 20 credit hours per semester).
- advised the student to retake any courses with the grade of "D" or "F".

### ADVISING PROCESS

- provided the student with a means to contact me throughout the semester.
- determined the student's educational and career goals.
- provided the student with the program of study for their major.
- asked the student about other commitments and factors (work, family, internet access for online courses, etc.) that might affect the course load or types of courses a student will be able to take on.
- taught the student how to use the program of study to plan class schedules and how to track their progress toward graduation requirements.
- NOT advised the student to take courses not listed in their program of study unless there is a space available in the student's schedule.
- provided the student with a copy of their Evaluation Form.
- worked with the student to determine the most appropriate courses for this semester.

### MENTORING PROCESS

- agreed upon a time to follow-up with the student for a progress report.
- securely stored any confidential records of our advising session.
- referred the student to any other services as needed.
- provided the student with my undivided attention during this process.
- encouraged the student's participation in the process.

The following signatures signify that both parties have agreed upon the educational plan (including schedules, programs of study, etc.) as discussed during this advising session.

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STUDENT	DATE	ADVISOR	DATE
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# COAHOMA COMMUNITY COLLEGE

## Student Guidelines for Advising

1. Write down and memorize your student identification number and password. You will need this information to log on to MyCCC to complete online registration, check grades and absences, and view your transcript. You will also need your student ID to log-on to Black Board.
2. Schedule an appointment with your advisor to review career and educational goals, develop an academic plan to meet those goals, plan your class schedules, and discuss any other problems that may arise. Your advisor is there to help you or to direct you to the proper campus support services.
3. See the same advisor each time. It is important to develop a relationship with an advisor who is aware of your educational goals and personal circumstances.
4. Your advisor will teach you how to use the program of study for your major to plan your courses for each semester. Learn how to plan your own schedule.
5. Your advisor will show you how to monitor your own progress towards the graduation requirements.
6. Work towards taking primary responsibility for making your own academic and career decisions. Ultimately, you are responsible for meeting your graduation requirements.

### **Meeting with Your Advisor**

7. Maintain a folder and bring it to the meeting with your advisor. The folder should contain the following:
  - a. your advisor name and contact information. Your advisor will inform you of their preferred method of communication.
  - b. the program of study for your major (a list of the required courses for graduation)
  - c. a recent unofficial copy of your transcript or unofficial copies of transcripts from other institutions
  - d. prior evaluations completed by the advisor
  - e. all other documents that you and your advisor have been working on.
8. Take an active role in the advising process by discussing your goals and future plans so that your advisor can more effectively guide you.
9. Think about your additional responsibilities, like work and family, and how that will affect your class schedule and/or course load. Be prepared to discuss this with your advisor.
10. Prepare a tentative class schedule and bring it to the meeting. Have two alternate classes in mind in case the classes you want are full.
  - In selecting your courses, strive for a reasonable and varied workload. Enroll in courses with a variety of different kinds of graded assignments: papers, examinations, labs, presentations, and projects.
  - Make sure you schedule courses at hours and times that will work for you. Choose courses based on your interest in the subject, not on times they meet. If you encounter a conflict between extracurricular activities and academics, discuss options with your advisor.
  - Look for courses to help you explore disciplines, fulfill departmental prerequisites, and program of study.
11. Prepare a list of questions.
12. Feel free to discuss any problems or concerns you may have.

# NEW STUDENT ADVISING CHECKLIST

The following checklist should be completed with all beginning students and others who will register for the first time. Please verify by checking the appropriate boxes and signing below.

- 1. Introduced myself and provided the student with contact information.
- 2. Verified that student has copy of current Schedule Planner or provided specific directions for obtaining same.
- 3. Explained the student's responsibility relative to his/her education; and explained the role of an academic advisor in this context.
- 4. Explained placement testing and provided information as to scheduling these tests, if needed.
- 5. Verified that student has copy of current Schedule of Classes.
- 6. Discussed and projected tentative class selections for at least one or two additional semesters.
- 7. Set up an appointment during the next semester (prior to the priority registration period) to review progress and discuss any concerns at that time.

Date and time of follow-up appointment: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Advisee: \_\_\_\_\_ Date: \_\_\_\_\_

## POLICIES

### MANDATORY TESTING AND PLACEMENT PROCEDURE

Placement is strongly recommended for students whose declared program of study is academic or technical and who began their college studies after the *spring semester* of 1996.

The college will utilize ACT sub-scores or a placement examination for placement purposes. Any student desiring to challenge the ACT results for placement may have the opportunity to take a challenge test prior to and during registration. Students who score below standards are placed according to the following placement scale:

<b>PLACEMENT SCALE</b>	
<b>English ACT Sub-score &amp; Reading ACT Sub-score</b>	<b>Placement</b>
<ul style="list-style-type: none"> <li>– A student who makes a sub-score of <b>13 or less</b> in English or Reading on the ACT is required to take <u>ENG0114</u> Beginning English &amp; Reading*.</li> <li>– A student who makes a sub-score of <b>15-16</b> in English or Reading on the ACT is required to take <u>ENG0124</u> Intermediate English &amp; Reading*.</li> <li>– A student who makes a sub-score of <b>17 or more</b> in English or Reading on the ACT is advised to enroll in <u>ENG 1113</u> English Composition I.</li> </ul>	<p>Any student desiring to challenge the ACT results for placement may have the opportunity to take a challenge test prior to and during registration.</p>
<b>Math ACT Sub-score</b>	<b>Placement</b>
<ul style="list-style-type: none"> <li>– A student who makes a sub-score of <b>15 or less</b> in Math on the ACT is required to enroll in <u>MAT0123</u> Beginning Algebra*.</li> <li>– A student who makes a sub-score of <b>16-18</b> in Math on the ACT is required to enroll in <u>MAT1233</u> Intermediate Algebra*.</li> <li>– A student who makes a sub-score of <b>19</b> in Math on the ACT is advised to enroll in <u>MAT1313</u> College Algebra.</li> <li>– A student who chooses to major in Mathematics, and makes a sub-score of <b>21 or above</b> in Math on the ACT, is advised to enroll in <u>MAT1613</u> Calculus I.</li> </ul>	<p>Any student desiring to challenge the ACT results for placement may have the opportunity to take a challenge test prior to and during registration.</p> <p><i>Note: Advisors will place students based upon ACT sub-score</i></p>

*\*NOTE: Beginning English & Reading, Beginning Algebra do not transfer and do not count toward requirements for graduation.*

## ADVANCE PLACEMENT POLICY

Students may be awarded college credit for scoring a three (3) or above on the Advanced Placement Examination administered by the College Entrance Examination Board and sponsored by participating high schools. Credit will be awarded only for courses listed in the College Catalog.

For an Advanced Placement score of three (3) on the examination, students may be awarded three or four semester hours of credit. For an Advanced Placement score of four (4) or five (5) on the examination, students may be awarded six or eight semester hours of credit. The Registrar evaluates Advanced Placement credit and administers the awarding of credit.

Credits are recorded on the student's transcripts and may apply toward meeting graduation requirements. No grades or quality points are given for Advanced Placement credits. These credits are not used in calculating grade point averages.

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### STUDENT LOAD

The minimum number of semester hours which classifies one as a full-time student is fifteen (15) during the fall and spring semesters. The "normal student class load" is fifteen (15) to nineteen (19) hours during a regular semester. The "normal student class load" for summer school is six semester hours per term. The "normal student class load" is twelve (12) hours for students enrolled in *all* online classes in a summer term.

In order for a student to carry a load in excess of the "normal student load," the student must have a 3.0 cumulative grade point average and must receive permission from the appropriate instructional dean.

*Note: Students who have been placed on academic probation are limited to 15 semester credit hours in a regular semester; 3 hours for a summer term; and 6 hours for all online courses.*

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Coahoma Community College 2017-2019 Catalog

### CHANGE OF STUDENT SCHEDULE

An official change in schedule may be made after securing the signatures of the student's advisor or the department chair and the appropriate instructional dean. This includes adding and dropping courses. All changes must be made no later than the dates designated in the Academic Calendar. No student will receive credit for a course in which he is not enrolled. Any student who continues to be officially enrolled but does not attend a course will receive a grade of "F". A fee must be paid for each change in schedule after classes begin.

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Coahoma Community College 2017-2019 Catalog

## CHANGE OF GRADE OR GRADE CORRECTION

A grade other than "I" (Incomplete), once reported, is subject to change only if it has been caused by error. An instructor wishing to change such a grade or change the grade of "I" to another letter must obtain a "Grade Correction Memo" from the Office of Admissions and Records and have it approved by Dean for Academic Affairs, the Dean for Career and Technical Education or the Dean for Health Sciences as appropriate.

Grade changes must be completed in accordance to the following timeline. For exact deadlines for grade changes, consult the Academic Calendar.

Semester in which grade was earned	Semester by which grade must be changed
Spring	Fall of same calendar year
Summer	Fall of same calendar year
Fall	Spring of following calendar year

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Coahoma Community College 2017-2019 Catalog

## WITHDRAWAL PROCEDURES

Students officially withdrawing from school should initiate the process at the Office of Admissions and Records. The Office of Admissions and Records will issue the withdrawal form. The withdrawal process must be completed by the dates designated in the Academic Calendar.

Withdrawal procedures are as follows:

1. Return student I.D. to the Office of Admissions and Records.
2. Obtain withdrawal form from the Office of Admissions and Records.
3. Obtain signatures from the appropriate instructional dean, Financial Aid Director, Housing Director (dormitory students only), and Chief Financial Officer.
4. Return withdrawal form to the Office of Admissions and Records for processing after obtaining proper signatures to officially withdraw from the institution.

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Coahoma Community College 2017-2019 Catalog

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## Accommodations for Students with Disabilities and Related Laws

Coahoma Community College is committed to ensuring equal access to an education for enrolled or admitted students who have verified disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). College policy calls for reasonable accommodations to be made for eligible students with verified disabilities on an individual and flexible basis.

Any student enrolling in Coahoma Community College with a documented disability, who requests accommodations, must first provide a current evaluation of the disability from a medical professional. This documentation, which is required by federal guidelines, will remain on file in the office of the Coordinator for 504/ADA, Title IX Compliance Officer.

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Coahoma Community College 2017-2019 Catalog

## **APPLICATION FOR GRADUATION** **APPLICATION FOR GRADUATION**

Application for graduation must be made the semester *prior* to the semester of graduation. Graduation applications are provided by the Office of Admissions and Records or are obtained from the college website. Graduation fees must be paid at the time of application. Graduation fees cover the cost of certificate/degree, cap, and gown. These fees must be paid whether or not the student participates in the formal exercises. **Graduation fees are non-refundable.**

### **GRADUATION REQUIREMENTS FOR AN ASSOCIATE DEGREE**

To receive the Associate in Arts *or* Associate of Applied Science Degree, a student must:

1. Complete course requirements in the prescribed program of study as prescribed in the catalog.
2. Earn a minimum cumulative grade point average of 2.0.
3. Complete a minimum of 25% of coursework through instruction offered by Coahoma Community College.
4. Satisfy financial obligations at Coahoma Community College.

#### ***Exceptions:***

1. A student may graduate under the requirements of the published catalog for the current session or under the graduation requirements of the published catalog for the year the student entered Coahoma Community College provided those courses are still being offered by the College. Graduation requirements, however, may not be divided between two catalogs.
2. A student may comply with the catalog requirements of the first two years of the specific four-year accredited institution to which he/she will transfer. However, the student must provide the Director of Admissions and Records and the appropriate instructional dean with the name of the institution within the first month of the second semester of the student's freshman year.
3. A student who is physically disabled may earn equivalent semester hours in lieu of those required in general activities if his/her claim is verified by a written statement from a physician and approved by the appropriate instructional dean.

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Coahoma Community College 2017-2019 Catalog

# ACADEMIC MAJORS/ADVISORS

## ACADEMIC MAJORS/ADVISORS

### Associate of Arts Degree

Accounting (ACC)	D. Carter
Advertising (ADV)	D. Carter, L. Elliott, J. Pittman
African American Studies (AAS)	B. Boschert
Architecture (ARC)	R. Wilcox, G. Latham
Art/Fine Arts (ART)	R. Wilcox, G. Latham
Athletic Training/Sports Medicine (ASM)	S. Edwards
Banking and Finance (BAF)	D. Carter, L. Elliott, J. Pittman
Biochemistry (BOC)	S. Jones
Biology/Marine Biology (BIO)	A. Allen, P. Furdge, A. Reynolds
Biology Education (BED)	A. Allen, P. Furdge, A. Reynolds
Business Administration (BAD)	D. Carter, L. Elliott, J. Pittman
Chemistry (CHE)	S. Jones
Computer Information Systems (CIS)	J. Pittman, M. Tompkins
Criminal Justice (CRJ)	R. Miller
Economics (ECO)	L. Elliott
Elementary Education (ELE)	B. Boschert, E. Melton
English (ENG)	V. Griffin
Entrepreneurship (ENT)	D. Carter
Environmental Science (ENV)	A. Allen, P. Furdge, A. Reynolds
Exercise Science (ENV)	S. Edwards
General Science (GSC)	P. Furdge
General Studies/Interdisciplinary Studies (GED)	
<i>(Advisors assigned according to last name of student)</i>	
A-D	V. Griffin
E-H	D. Jones
I-K	R. Pullen
L-O	K. Hall
P-R	C. Williams
S-V	W. Lee
W-Z	R. Rockett
Health and Kinesiology (KSM)	S. Edwards
Health, Physical Ed. and Recreation (HPR)	S. Edwards
Health Science (HSC)	P. Furdge, S. Jones
History (HIS)	B. Boschert, E. Melton
Insurance and Real Estate (IRR)	D. Carter, L. Elliott, J. Pittman
International Business (IBU)	D. Carter
Journalism (JOU)	V. Griffin
Management (MGT)	D. Carter, L. Elliott, J. Pittman
Mathematics (MAT)	T. Calvin J. Rockett, Paey, C.
Mathematics Education (MAE)	T. Calvin, J. Rockett, Paey, C.
Paralegal Studies (PAR)	B. Boschert
Pharmaceutical Sciences (PSC)	S. Jones, P. Furdge
Political Science (POL)	B. Boschert
Pre-BSN (Nursing) (PNU)	P. Furdge
Pre-Clinical Laboratory Science (PLS)	P. Furdge
Pre-Dental Hygiene (PDH)	P. Furdge
Pre-Health Information Management (PHI)	P. Furdge
Pre-Occupational Therapy (POI)	P. Furdge
Psychology (PSY)	Y. Gardner
Public Admin./Public Policy Studies (PUS)	B. Boschert

Radio and Television Broadcasting (RTB).....	K. Hall
Recreation (REC).....	S. Edwards
Social Sciences (SOC).....	V. Williams
Social Science Education (SSE) .....	V. Williams
Sociology/Social Work (SWK).....	V. Williams
Spanish/Foreign Language (SPA).....	A. Pullen
Special Education (SPE).....	B. Boschert, E. Melton
Speech/Speech Education (SPC).....	K. Hall
Sports Management (SPM).....	S. Edwards
Tourism Management / Tourism (TOU).....	D. Carter, L. Elliott

## CAREER TECHNICAL MAJORS/ADVISORS

### Associate of Applied Science Degree and Career Certificates

Accounting Technology Career Certificate (ACV).....	K. Hollins
Accounting Technology Technical Certificate (AAT) .....	K. Hollins
Accounting Technology Degree (ACA).....	K. Hollins
Automotive Technology Career Certificate (ATC) .....	M. Taylor
Automotive Technology Technical Certificate (AMT).....	M. Taylor
Automotive Technology Degree (ATC).....	M. Taylor
Barber/Stylist Technical Certificate (BAT).....	J. Nunley, R. Thomas
Barber/Stylist A.A.O. Degree (BAA).....	J. Nunley, R. Thomas
Barber/Stylist Instructor Training (BAI).....	J. Nunley, R. Thomas
Brick, Block and Stone Masonry Career Certificate (BBC).....	N. Mitchell
Brick, Block and Stone Masonry Technical Certificate (BBT) .....	N. Mitchell
Brick, Block and Stone Masonry Degree (BBA).....	N. Mitchell
Collision Repair Technology Career Certificate (CRC).....	E. Peggy
Collision Repair Certificate Technical Certificate (ABT) .....	E. Peggy
Collision Repair Technology Degree (CRA) .....	E. Peggy
Cosmetology Technical Certificate (COT) .....	S. Ferguson-Hicks, N. Moore
Cosmetology Degree (COA).....	S. Ferguson-Hicks, N. Moore
Cosmetology Instructor Training (COI).....	S. Ferguson-Hicks
Culinary Arts Technology Career Certificate (CUC) .....	B. Warr
Culinary Arts Technology Technical Certificate (CTT) .....	B. Warr
Culinary Arts Degree (CUA) .....	B. Warr
Early Childhood Technology Career Certificate (EDC) .....	A. Landfair, T. Taylor
Early Childhood Technology Technical Certificate (EDT).....	A. Landfair, T. Taylor
Early Childhood Technology Degree (EDA) .....	A. Landfair, T. Taylor
Industrial Maintenance Technology Career Certificate (ITC) .....	E. Walker, E. Bell
Industrial Maintenance Technology Technical Certificate (ITT).....	E. Walker, E. Bell
Industrial Maintenance Technology Degree (IMA) .....	E. Walker, E. Bell
Medical Billing & Coding Technology Career Certificate (HDC) .....	E. Furdge
Medical Billing & Coding Technology Technical Certificate (HDT).....	E. Furdge
Medical Billing & Coding Technology Degree (HAD) .....	E. Furdge
Medical Office Technology (MOT).....	E. Furdge
Office Systems Technology Career Certificate (BOV).....	K. Hollins
Office Systems Technology Technical Certificate (BCT) .....	K. Hollins
Office Systems Technology Degree (BOA).....	K. Hollins
Residential Carpentry Technology Career Certificate (CAC) .....	L. Barrett
Residential Carpentry Technology Technical Certificate (CAT).....	L. Barrett
Residential Carpentry Degree (CAA) .....	L. Barrett
Welding and Cutting Career Certificate (WLC).....	H. Striplin
Welding and Cutting Technical Certificate (WLT).....	H. Striplin

Welding and Cutting Degree (WLA) ..... H. Striplin

### HEALTH SCIENCE MAJORS/ADVISORS

#### Associate of Applied Science Degree and Career Certificates

Associate Degree Nursing (ADN).....C. Smith, L. Willingham, K. White, J. Brownlow, D. Honour

*(Requires program admission)*

Polysomnography (PSG) ..... K. Davis, R. Seymore

*(Requires program admission)*

Practical Nursing (PNV)..... E. Gordon, C. Dixon, A. Hankins, J. Johns

*(Requires program admission)*

Respiratory Care (RES).....A. Brooks, W. Lockett, Y. Washington

*(Requires program admission)*

Paramedic.....R. Nelson, Y. Hughes

*(Requires program admission)*

Nursing Assistant..... B. Overton, A. Brooks, L. Newson, E. Gordan

*(Requires program admission)*

Emergency Medical Technology .....R. Nelson, Y. Hughes

*(Requires program admission)*

Phlebotomy/ EKG ..... B. Thomas, Z. Ervin, A. Brooks

*(Requires program admission)*

## COAHOMA COMMUNITY COLLEGE

Advising Manual

Quick Reference

Review Student Records

1. According to FERPA, you may only discuss a student's academic information, records and progress with the student in reference. You may only discuss such information with the student's parents IF the student is under the age of 18 and the parent is the legal guardian of the student. You may only discuss these matters with another individual after the express consent from the student. A consent form is available online and in the Office of Admission and Records.
2. Check the student's major on My CCC, the most recent transcript, or the Registration Form to determine if you are the proper advisor. See the attached Academic Advisor List to refer students to the appropriate advisor. If a student wishes to change their major, they must do so at the **Office of Admission and Records**.
3. Have the student write down their student identification number and password. If a student does not know their ID number or password, it can be obtained from the **Office of Admissions and Records** or the **Computer Center**.
4. Check the student's ACT or placement testing scores to determine the necessity for remediation.

<b>PLACEMENT SCALE</b>	
<b>English ACT Sub-score &amp; Reading ACT Sub-score</b>	<b>Placement</b>
<ul style="list-style-type: none"> <li>– A student who makes a sub-score of <b>13 or less</b> in English or Reading on the ACT is required to take <u>ENG0114</u> Beginning English &amp; Reading*.</li> <li>– A student who makes a sub-score of <b>15-16</b> in English or Reading on the ACT is required to take <u>ENG0124</u> Intermediate English &amp; Reading*.</li> <li>– A student who makes a sub-score of <b>17 or more</b> in English or Reading on the ACT is advised to enroll in <u>ENG 1113</u> English Composition I.</li> </ul>	<p>Any student desiring to challenge the ACT results for placement may have the opportunity to take a challenge test prior to and during registration.</p>
<b>Math ACT Sub-score</b>	<b>Placement</b>
<ul style="list-style-type: none"> <li>– A student who makes a sub-score of <b>15 or less</b> in Math on the ACT is required to enroll in <u>MAT0123</u> Beginning Algebra*.</li> <li>– A student who makes a sub-score of <b>16-18</b> in Math on the ACT is required to enroll in <u>MAT1233</u> Intermediate Algebra*.</li> <li>– A student who makes a sub-score of <b>19</b> in Math on the ACT is advised to enroll in <u>MAT1313</u> College Algebra.</li> <li>– A student who chooses to major in Mathematics, and makes a sub-score of <b>21 or above</b> in Math on the ACT, is advised to enroll in <u>MAT1613</u> Calculus I.</li> </ul>	<p>Any student desiring to challenge the ACT results for placement may have the opportunity to take a challenge test prior to and during registration.</p> <p><i>Note: Advisors will place students based upon ACT sub-score</i></p>

*\*NOTE: Beginning English & Reading, Beginning Algebra do not transfer and do not count toward requirements for graduation.*

- a. Refer to **Testing Services** for placement testing if the student wants to challenge their ACT scores or if ACT is unavailable and the student is under age 21.
- b. Students do not want to take developmental classes for many reasons. Explain to the student that these classes will increase their academic success.
5. Check the student's transcript.
  - a. Check the Student's GPA
    - a. If the student's GPA is less than 2.0, enroll the student in less than 15 credit hours.
    - b. Only students with a GPA of 3.0 or higher may request an overload (20 credit hours or more).

- b. Check for course failures and enroll students in those courses OR advise the student that the course will need to be repeated if it is in the program of study.
  - a. Encourage students to retake courses with a grade of D if they want to transfer the course to another institution. Courses with a grade of “D” do not transfer but do count towards graduation.

### **Advising Procedure**

6. Provide student with your name and a means of contacting you.
7. Ask about the student’s educational and career goals and help him/her develop an educational plan to reach those goals. The Academic Division provides students with a university-parallel program of study designed for transfer to one of Mississippi’s public institutions of higher learning. If a student desires a career certificate or technical degree (A.A.S.), refer him/her to the **Career-Technical Education Division** (662-621-4128). If a student desires a career certificate or technical degree in an allied health profession, refer him/her to the **Health Sciences Division** (662-621-4210).
8. Provide the student with a program of study for their major. Be sure that the template provided is based upon the catalog for the year the student enrolled or when the student declared or changed his/her major.
  - a. NOTES
    - i. **LLS 1311 Orientation** - Enroll the student in Orientation during their freshman year, preferably their first semester enrolled.
    - ii. **SPT 1113 Public Speaking** should be taken after the completion of ENG 1113 English Composition I and prior to the last semester at CCC.
    - iii. **Math and Science** - Encourage students to take math and science courses in their freshman year (unless otherwise stated by their program of study), especially if they are not a Math or Science major.
    - iv. **English Composition** - Encourage students to take composition courses prior to reading intensive courses (literature, history, etc.) or courses with significant research papers (Psychology, etc.). This also feeds into the institutions Quality Enhancement Plan (iREAD). Students are exposed to Reading Apprenticeship strategies in their composition courses that will help increase academic success in other courses.
    - v. **When are courses offered?** Explain to students that Part I of courses (English Composition I, Western Civilization I, World Literature I, General Biology I, etc.) are generally offered in the Fall and Summer Session I. Part II of courses (English Composition II, Western Civilization II, World Literature II, General Biology II, etc.) are generally offered in the Spring and Summer Session II.
9. Question the student about other commitments and factors (work, family, internet access for online courses, etc.) to help you determine the number of credit hours and course difficulty for that particular student.
10. Teach the student how to use the program of study to plan class schedules and how to track their progress toward graduation requirements.
  - a. Explain the Program Evaluation Form.
  - b. Evaluate the student noting courses completed on the Program Evaluation Form.
  - c. Give the student a copy of the completed form.
  - d. Do not encourage students to take courses not listed in the program of study UNLESS there is space in the student’s schedule. If you encourage a student to take a course not required in their program of study, you could be delaying the student’s graduation!!!!!!!!!!!!
11. Guide the student in choosing classes that will meet the degree requirements.
12. Teach the student how to use My CCC and its importance in the online registration process.

### **Mentoring**

13. Encourage students to make an appointment to see you. Encourage students to contact you with academic problems. As an advisor, you serve as a mentor to the students you advise, especially those who face obstacles to their academic success.
14. Maintain student records that include the student's contact information, the date of advisement, expected graduation date, etc. Be sure to maintain confidentiality and to maintain these documents under lock and key in your office or as directed by your department chair.
15. Contact the students you advise as soon as you become aware of any potential problems that may affect academic success, such as absenteeism and low grades.
16. Know where to send students for additional support.
  - a. **ACADEMIC COUNSELOR** **Academic Affairs**  
 Yolanda Morton                      662-621-4850                      [ymorton@coahomacc.edu](mailto:ymorton@coahomacc.edu)
  - b. **ACADEMIC COUNSELOR** **Academic Affairs**  
 Lashundra Harris                      662-621-4837                      [lharris@coahomacc.edu](mailto:lharris@coahomacc.edu)
  - c. **ADMISSIONS AND RECORD** **Admissions and Records**  
 Michael Houston                      662-621-4205                      [mhouston@coahomacc.edu](mailto:mhouston@coahomacc.edu)
  - d. **CAREER TECHNICAL COUNSELOR** **Career Technical**  
 Tolernisa Butler                      662-621-4188                      [trbutler@coahomacc.edu](mailto:trbutler@coahomacc.edu)
  - e. **CAREER TECHNICAL COUNSELOR**  
 Marcia Gatewood                      662-621-4849                      [mgatewood@coahomacc.edu](mailto:mgatewood@coahomacc.edu) **Career**  
**Technical**
  - f. **DIRECTOR OF COUNSELING SERVICES** **Students Affairs**  
 Renee Sanford                      662-621-4858  
[rsanford@coahomacc.edu](mailto:rsanford@coahomacc.edu)
  - g. **STUDENT NAVIGATOR/ COUNSELOR** **Health Science**  
 Aneika Moore                      662-621-4042                      [amoore@coahoamacc.edu](mailto:amoore@coahoamacc.edu)
  - h. **TESTING SERVICES (Online, Placement, and GED)** **Curry Hall**  
 Linda Robinson                      662-621-4209                      [lrobinson@coahomacc.edu](mailto:lrobinson@coahomacc.edu)
  - i. **TUTORING LAB** **Student Union**  
 Patrick Jonson                      662-621-4825                      [pjohnson@coahomacc.edu](mailto:pjohnson@coahomacc.edu)
  - j. **WORKFORCE DEVELOPMENT COUNSELOR** **Skill Tech**  
 Marilyn Shelton                      662-621-4310                      [mshelton@coahomacc.edu](mailto:mshelton@coahomacc.edu)
17. Provide the student with your undivided attention during the advising session. Develop a positive relationship. You may be the reason a student remains in school.
18. Encourage questions and active participation in the advising process.
19. Teach problem-solving skills when appropriate.

## FREQUENTLY ASKED QUESTIONS

**Q:** I am still undecided about a major, what should I do?

**A:** Students that are unsure of a major are encouraged to take a variety of courses to identify area of interests and aptitude.

**Q:** I want to change my major, what should I do?

**A:** Students who are interested in changing their major, should complete a change of major form from the Office of Admissions during registration requiring the previous and current advisors signatures.

**Q:** What if I have questions after orientation? How do I make an appointment to see my advisor?

**A:** Students may contact their advisors via e-mail or telephone to schedule an appointment with questions.

**Q:** Who is my advisor?

**A:** Students are assigned to advisors according to their chosen major. Students who elect to major in General Studies/Interdisciplinary Studies are assigned to his or her advisor according to the first letter of the student's last name.

Advising Assignments are made based on the qualifications of the instructor and advising load. For this reason, students are asked to adhere to advising assignments.

**Q:** How do I find a tutor?

**A:** The Division of Student Affairs and Support Services cordially invite you to explore our tutorial facility which is located on the second floor of the Zee A. Barron Student Union, Ebony Room II.

The services are free, and we encourage all Coahoma Community College (CCC) students to attend the Tutorial Lab. The staff uses the student centered approach which accommodates those students who prefer to work independently as well as those who prefer to work in groups. Tutoring sessions are available as a one time semester basis or on a reoccurring basis depending on the students' needs. The tutorial arrangements are flexible in order to accommodate demand schedules of the students.

To set up an appointment for tutorial services, the student can email Mr. Patrick Johnson at [pjohnson@coahomacc.edu](mailto:pjohnson@coahomacc.edu), call 662-621-4825, or visit the tutorial lab during the hours of operation. We welcome all students who have a passion for learning, and are committed to personal and academic excellence. The hours of operation are Monday through Thursday 8:00 a.m.-9:30 p.m. and Fridays 8:00 a.m.-4:00 p.m.

**Q:** How will withdrawing from a class affect my grade point average?

**A:** A grade will **not** be recorded if the student officially withdraws before the date listed in the Academic Calendar for the final examination. The "W" grade will be calculated in the total hours attempted and will carry 0 hours passed and a quality point value of 0.

**Q:** How do I receive a transcript?

**A:** Transcripts are released only upon a written and signed request by the student. The request must include a written signature and a social security number. A fee of three dollars (\$3) is charged for each copy. A fee of \$3 is charged for an electronic transcript. A fee of ten dollar (\$10) is charged for a facsimile transcript.

**Q:** How do I drop or add a course?

**A:** Students who want to **drop** a course must complete a 'Drop and Add' form prior to the date listed in the Academic Calendar. Students who want to **add** a class must complete the Drop and Add' form during registration **ONLY**.

**Q:** Can I register for class without seeing my advisor?

**A:** Students are heavily encouraged to meet with their advisors prior to registering for classes.

**Q:** How many hours should I take each semester if I want to reside in the residence hall?

**A:** **1)** Students who wish to reside in the residence hall must enroll in the minimum number of twelve (12) semester hours which classify them as full time students. **2)** Any student dropping to part-time status during any semester will forfeit the privilege to reside in the residence halls and will not be refunded any paid room and board fees. **3)** Any student who fails to maintain a cumulative 2.0 grade point average or better will not be eligible to reside in the residence halls of CCC.

All residence hall students who are not in compliance with the requirements at the end of the first semester will be sent a written warning of their campus housing status. Notification of non compliance of these regulations will be made by the Vice President of Student Affairs. Students not in compliance at the end of the second semester will lose campus housing privileges until the grade point average is raised to a minimum of 2.0 on a 4.0 scale.

**Q:** Will all my hours be transferable to a University?

**A:** In some cases not all classes will transfer, it depends on the university and desired program requirements and the grade obtained at CCC.

**Q:** How many hours do I have to take to receive financial aid?

**A:** Students are **not** required a minimal number of hours to receive financial aid. However, financial aid will be **adjusted** to the number of hours student is enrolled in. Students with 12 hours or above are full-time, 9-11 hour is three-fourth time, 6-8 hours is half time, and 1-5 hours is part time.

**Q:** What is academic probation?

**A:** Probation is a warning period imposed each time a student fails to meet the satisfactory academic progress requirements. Students not meeting the satisfactory academic standards at the end of a semester will be placed on academic probation the following semester of attendance. Students on academic probation are eligible to receive federal financial assistance.

**Q:** Can I repeat a course for a change of grade?

**A:** Student may repeat a course if they earn below a 'C' for a better grade. The highest grade recorded will be considered when computing the student's cumulative grade point average.

**Q:** How do I apply for graduation?

**A:** Application for graduation must be made the semester **prior** to the semester of graduation.

Graduation applications are provided by the Office of Admissions and Records or obtain the application from the college website. Student must complete: **1)** Major Evaluation form **2)** Application for Degree form.

Graduation fees must be paid at the time of application. Graduation fees cover the cost of certificate/degree, cap, and gown. These fees must be paid whether or not the student participates in the formal exercises.

**Graduation fees are nonrefundable.**