

# Gadsden State Community College

## Online Advising Handbook

This information is to assist instructors on Gadsden State campuses as they advise students and improve student success, retention, and graduation rates as stipulated by the HBCU/Title III Grant for Activity I.

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### **ACADEMIC ADVISING MISSION STATEMENT**

The goal of academic advising at GSCC is to guide students toward a successful academic career. Academic advising is designed to:

- Assist students with appropriate course selections to complete degree requirements or meet personal goals;
- Provide current information regarding graduation requirements;
- Inform students of the services and programs available at GSCC campuses.

The office of the Advisement/Retention Counselor coordinates academic advising. Students can also obtain information about advising, major requirements, and certification for graduation by contacting their department advisors.

### **ACADEMIC ADVISING RATIONALE**

The goal of the advising system is to provide every student who enrolls in the College with information and advice, particularly in reference to course selection, that will make possible the timely completion of graduation requirements.

The College's approach is a decentralized one in which the responsibility and the authority for academic advising of majors are lodged with the respective departments or programs. A department is at liberty to devise and implement the advising system deemed most suitable for that department.

## **ADVISORS' ROLES AND RESPONSIBILITIES**

Advisors have the following roles and responsibilities:

- Help students define and develop realistic educational career plans.
- Assist students in planning a program consistent with their abilities and interests.
- Monitor progress toward educational/career goals.
- Discuss and reinforce linkages and relationships between an instructional program and occupation/career.
- Interpret and provide rationale for instructional policies, procedures, and requirements.
- Approve all designated academic transactions such as schedules, drops and adds, withdrawals, change of program, waivers, and graduation requirements.
- Maintain an advising file for each advisee.
- Refer students when academic, attitudinal, attendance, or personal problems require intervention by other professionals.
- Inform students of the nature of the advisor-advisee relationship.
- Request re-assignment of advisee to another advisor, if necessary.
- Develop a caring relationship with advisees.
- Inform students of special services available to them for remediation, academic assistance, and other needs.

## **ADVISEE RESPONSIBILITIES**

Advisees have the following responsibilities:

- Clarify their personal values, abilities, interests, and goals.
- Contact and make an appointment with the advisor when required or when in need of assistance. If the student finds it impossible to keep the appointment, the student will notify the advisor.
- Become knowledgeable and adhere to institutional policies, procedures, and requirements.
- Prepare for advising sessions and bring appropriate resources or materials.
- Follow through on actions identified during each advising session.
- Evaluate the advising system, when requested, in order to strengthen the advising process.
- Request re-assignment to a different advisor if necessary.
- Accept final responsibility for all decisions.

*Source:* William Crockett  
Noel-Levitz Corporation

## PLACEMENT RECOMMENDATIONS BASED ON ACT ASSET RESULTS

<b>Skills Area</b>	<b>Scores</b>	<b>Course Recommendations</b>
Writing Skills	23-34	ENG 092 - BASIC ENGLISH I Instruction in grammar, usage, mechanics, sentence structure, and paragraph development
	35-41	ENG 093 - BASIC ENGLISH II Instruction in paragraph and essay writing or ENG 100 - VOCATIONAL TECHNICAL ENGLISH Emphasizes grammar and writing for the workplace (ENG 100 does not transfer and does not lead to ENG 101.)
	42-54	ENG 101 - ENGLISH COMPOSITION I Instruction in essay writing and research skills
Reading Skills	23-32	RDG 084 - DEVELOPMENTAL READING II Improvement in decoding skills, comprehension, vocabulary, study skills
	33-36	RDG 085 - DEVELOPMENTAL READING III Improvement in levels of comprehension, vocabulary, study skills, reading strategies
	37-53	RDG 114 - CRITICAL READING FOR COLLEGE Practical application of critical reading skills to course material across the disciplines; vocabulary enrichment
Numerical Skills	23-37	MTH 080 Lab diagnosis in Math and/or Algebra or MTH 090 Lecture class in Math and Algebra
	38-55	MTH 101 or MTH 116 Adequate skills to pursue accounting, developmental algebra, and technical courses requiring arithmetic foundation

**ALL STUDENTS ARE REQUIRED TO TAKE THE ELEMENTARY ALGEBRA TEST BEFORE ATTEMPTING A MORE ADVANCED ALGEBRA TEST.**

Elementary Algebra	23-36 + 38 NS	MTH 098 – ELEMENTARY ALGEBRA Prerequisite: High School Algebra I If numerical skill score is lower than 38, must take MTH 090
	37-55	MTH 100 - INTERMEDIATE COLLEGE ALGEBRA Prerequisite: High School Algebra I and II
Intermediate Algebra	23-45	MTH 100 - INTERMEDIATE COLLEGE ALGEBRA Prerequisite: High School Algebra I and II
	46-55	MTH 110 - FINITE MATH Non-Science Majors, consult advisor or MTH 112 – PRECALCULUS ALGEBRA
College Algebra	23-45	Refer to Elementary Algebra test score
	46-55	MTH 125 – CALCULUS I or MTH 120 – BUSINESS CALCULUS

## **REGISTRATION**

### **Student Classification**

Freshman: 1-29 semester hours      Sophomore: 30-59 semester hours

*Before enrolling in a class, a student should be aware of the prerequisites for the course. In most cases, the computer will not block a student who lacks prerequisites.*

*Prerequisites* – courses or competencies that must be completed or attained before registering for some courses.

*Co-requisites* - courses that the student must take simultaneously with the course in question.

### **Full-time vs. Part-time**

A *full-time* undergraduate student is one who is taking 12 to 19 semester credit hours. Credit hours above 19 semester hours constitute a student overload. The Dean of Instructional Services must approve a student overload. No student will be approved for more than 24 semester credit hours in any one semester or term for any reason.

A *part-time* student is one who is taking fewer than 12 hours in a regular semester or fewer than 6 hours in a summer session.

## WITHDRAWAL AND RE-ADMISSION

### **Withdrawal from a Class**

From the end of the add/drop period until the deadline for withdrawing from a class, the student may withdraw from one or more classes, for which the grade of “W” will be assigned. To withdraw from a class, the student must complete a withdrawal form available in the Registrar’s Office. Should the student fail to officially withdraw, the grade of “F” will be assigned.

### **Withdrawal from the College**

Students may withdraw completely from GSCC at any time through the last day to withdraw, which is specified in the College calendar. Once the Registrar’s Office has processed the completed withdrawal, the student will not be allowed to register again during the term of withdrawal. Should a student abandon any classes without officially withdrawing from them or from the College, the grade of “F” will be assigned.

*Students must contact the Retention Counselor before submitting withdrawal forms to the Registrar’s Office.*

### **Re-admission**

If a student has not attended Gadsden State within the past full academic year, he or she must complete a re-admission application and a residency status form. If a student has attended one or more colleges and/or universities since original admission to GSCC, the student must arrange for an official transcript from each institution to be mailed to the GSCC Office of Admissions/Success Center. This documentation must be received by the end of the re-enrolled term.

### **Leave of Absence**

A student returning to Gadsden State after being out at least a calendar year is required to file an application for re-admission. He/she must also return under the current catalogue unless he/she has, prior to dropping out, received a leave of absence for personal reasons or doing work in another institution. Leave of absence forms are available in the office of the Dean of Instructional Services.

### **Probation and Suspension**

A student goes on probation when his/her adjusted GPA goes below 2.0.

### *Policy on Standards of Academic Progress*

In order to avoid academic probation, students are required to achieve a **minimum level of progress**, as measured by the student’s cumulative grade-point average (GPA):

1. A student who has attempted **12 - 21** semester hours at GSCC must maintain a 1.5 Cumulative Grade Point Average.
2. A student who has attempted between **22 - 32** credit hours at GSCC must maintain a 1.75 Cumulative Grade Point Average.
3. A student who has attempted more than **32** credit hours at GSCC must maintain a 2.00 Cumulative Grade Point Average.

**The standards of progress are as follows:**

1. If a student's cumulative grade point average (GPA) is at or above the requirements listed above, the status is **CLEAR**.
2. If a student's cumulative GPA is below the required standard and the GPA for the semester is below 2.00, the student will be placed on **ACADEMIC PROBATION**.
  - (A) If, while on Academic Probation, the student's cumulative GPA remains below the required standard but the GPA for that semester is 2.00 or higher, the student will remain on **ACADEMIC PROBATION**.
  - (B) But if, while on Academic Probation, the student's cumulative GPA remains below the required standard and the GPA for that semester is below 2.00, the student will be **SUSPENDED FOR ONE SEMESTER**. The transcript will be stamped "SUSPENDED – ONE SEMESTER."
  - (C) Finally, if on Academic Probation and the cumulative GPA reaches at least the minimum standard of progress appropriate to the student's situation based on the number of hours attempted, the status will once again be **CLEAR**.
3. If the student has been suspended for one semester, he/she may appeal for re-admission (see GSCC Handbook for appeal process). If re-admitted on appeal without having served the one-semester suspension, the transcript will be stamped "**SUSPENDED - ONE SEMESTER / RE-ADMITTED UPON APPEAL**." Whether re-admitted because of appeal or by serving the one-semester suspension, the student will re-enter GSCC on **ACADEMIC PROBATION**.
4. If a student has re-entered after having been suspended for one semester, whether through appeal or through serving out the suspension, without having attained CLEAR status, and if the cumulative GPA falls below the required standard but the GPA for the semester is 2.00 or higher, the student will remain on **ACADEMIC PROBATION**. If, however, the student has re-entered after having been suspended for one semester, whether through appeal or through serving out the suspension, without having attained a CLEAR status, and the cumulative GPA falls below the required standard and the GPA for that semester is also below 2.00, the student will be suspended for one calendar year. The transcript will be stamped "**SUSPENDED -ONE YEAR**."
5. If suspended for one year, the student may appeal for re-admission (see GSCC Handbook for appeal process). If re-admitted on appeal, the transcript will be stamped "**SUSPENDED - ONE YEAR / RE-ADMITTED UPON APPEAL**." Whether re-admitted because of appeal or by serving the one-year suspension, the student will re-enter GSCC on **ACADEMIC PROBATION**.
6. All pertinent academic designations except CLEAR will appear on the student's transcript.

**Figuring quality points**

Quality points are assigned according to the following system:

- A = 4 quality points per hour
- B = 3 quality points per hour
- C = 2 quality points per hour
- D = 1 quality point per hour
- F = 0 quality points per hour

If the student makes an A in a three-hour class, he/she would earn 12 quality points (4 quality points per hour x 3 hours earned = 12 quality points:  $4 \times 3 = 12$ ). With a grade of C in a three-hour class, a student would earn 6 quality points ( $2 \times 3 = 6$ ).

*Example:*

	HA	GRADE	QP	HE	
PSY 100	1	A (1 x 4)	4	1	HA – Hours Attempted
ENG 101	3	C (3 x 2)	6	3	HE – Hours Earned
CHM 113	4	D (4 x 1)	4	4	QP – Quality Points
HIS 201	3	B (3 x 3)	9	3	
ECO 231	3	F (4 x 0)	0	0	
	14		23	11	

23 (QP) divided by 14 (HA) = 1.64 (GPA) = probation (because GPA is lower than 2.0)

## COLLEGE GRADES

### Grade Point Averages

The grade point average on all hours is the *Cumulative Grade Point Average*. The grade point average computed on all hours is called a GPA. Both the Cumulative Grade Point Average and the overall GPA will appear on grade reports and transcript.

### Grade Reports

In order to prevent unauthorized persons from having access to a student's grade report, the College no longer prints or mails grade reports. Instead students may receive grade reports by telephone (256-549-8290 or 1-800-746-6472) or by accessing the GSCC website ([www.gadsdenst.cc.al.us](http://www.gadsdenst.cc.al.us)). A student number and a personal identification number (PIN) are required to access grades. Students may set up a PIN number from a touch-tone telephone or with the assistance of the Admissions Office.

**Grading System** – The letters below are generally used to indicate grades and enrollment status, although certain programs may use a different scale for the numerical values of grades.

A (excellent).....90-100	S.....Satisfactory
B (good).....80-89	U.....Unsatisfactory
C (fair).....70-79	W.....Withdrawn
D (poor).....60-69	I.....Incomplete
F (failure).....0-59	AU.....Audit

Satisfactory grades are “A,” “B,” and “C.” Some senior colleges and universities may not grant credit for a course in which the grade of “D” was awarded.

### Grade Changes

Grade changes for the purpose of correcting an error or removing an “I” are initiated by the instructor who assigned the original grade and approved by the Academic Director or

Department Chair. Routine grade changes do not require the signature of the Dean of Instructional Services if less than a year old. If over one year, the Dean of must approve.

To evaluate the academic standing of students, the College calculates each student's quality point average (**QPA**) or grade point average (**GPA**) by assigning quality (or grade) points to grades according to the following system: **A** = 4 quality points; **B** = 3 quality points; **C** = 2 quality points; **D** = 1 quality point; **F** = 0 quality points. For academic honors and continued residency, the quality point average (QPA) or grade point average (GPA) is calculated by dividing the total quality points earned by the total hours attempted. For graduation purposes, only those hours that count toward graduation are calculated to determine eligibility for an award.

## **COLLEGE COURSES**

### **Attendance Procedures**

Attendance is required. Each student should be punctual and regular in class attendance. Late arrival counts as one-half of an absence. From time to time, roll may be called at the end of class. Students who leave early will miss roll call and, thus, be counted absent. A grade of "W" may be assigned to a student who misses more than two weeks of class time during a regular semester (or the equivalent amount of time during a mini-mester term, a summer term, or a May-mester term) unless there are extenuating circumstances that accompany ALL absences. Extenuating circumstances are interpreted narrowly, i.e., to be limited largely to sickness or a death in the immediate family. Work-related circumstances usually will not excuse an absence. Instructors may require make-up assignments to be completed at the instructor's convenience.

### **Auditing Classes**

Audit (AU) is used to indicate that the student is enrolled in a course for which credit will not be granted. Audit students should attend class regularly but are not required to take exams, participate in class discussion, or undertake assignments. A student may change to "audit" status in any course if the change is made before the last day to register.

### **Dropping and Adding Courses**

Adding a class can be made only during the designated pre-registration or registration period. Dropping classes can be made during these periods, and withdrawals can be completed any time after late registration but prior to the end of the withdrawal period. A withdrawal must be done on an official form supplied by the Registrar's Office and returned before being considered official. A student will receive a "W" in each course from which he/she withdraws. In rare instances, a student may receive a "W" given retroactively by the Dean if circumstances warrant. A student should be aware that a "W" may be detrimental in reference to financial aid.

### **Withdrawal from the College**

A student may withdraw completely from GSCC any time before the withdrawal date. The proper withdrawal form must be obtained from Registrar's Office before the deadline. Once the Registrar's Office has processed the completed withdrawal form, a student will not be allowed to register again during the term of withdrawal. If classes are not attended without officially withdrawing from them or from the College, a grade of "F" will be given in all registered courses.

## **Administrative Withdrawal or Drop from a Course or the College**

The College may drop a student from any course for the following reasons:

- failure to properly complete registration
- failure to fulfill conditions of registration if allowed to register on a conditional basis
- failure to fulfill other conditions of admission and/or registration
- failure to attend class meetings
- failure to pay applicable fees
- disciplinary action
- misrepresentation of required information

## **Substituting Courses**

In cases where warranted, advisors may suggest substitutions or students may request them. A substitution is not official until approved by the Department Chair and the Dean. Substitutions should be requested and approved prior to taking the course. If a student changes his/her major, this action may void the substitution.

## **Repeating Courses**

A student may repeat any course for which he/she was previously registered. For graduation purposes, if the student repeats a course, only the last grade for this course will be included in the calculation of the student's grade point average (GPA). A course may be used only once to satisfy the credit-hour requirements for graduation.

*<<Notice: Repeating will not remove the first course form the student's transcript.>>*

## **Course Forgiveness**

In courses repeated only once, the second grade awarded for the course (excluding "W") will be used to calculate the cumulative grade point average when applying for graduation. The grade point average (GPA) during the term in which the course was first attempted will not be affected. When a course is repeated more than once, all grades received for that course – except the first – will be used to calculate the cumulative GPA. Official records will list each course for which a student has enrolled. A course may be counted only once toward fulfillment of credit hours for graduation. The course forgiveness policy is implemented at the time of graduation.

*<<Notice: Certain programs may have special provisions and policies regarding the repeating of a course, as approved by the Chancellor.>>*

## **Academic Bankruptcy**

A student may request academic bankruptcy under the following conditions:

1. If fewer than three (3) calendar years have elapsed since the term for which the student wishes to declare academic bankruptcy and if the student has satisfactorily completed at least eighteen (18) semester hours of coursework at GSCC since the bankruptcy term, the student may request that academic bankruptcy be granted for that one term.
2. If three (3) or more calendar years have elapsed since the most recent term for which the student wishes to declare academic bankruptcy and if the student has satisfactorily completed at least eighteen (18) semester hours of coursework at GSCC since the most recent bankruptcy term, the student may request that academic bankruptcy be granted for as many as three terms.

Once academic bankruptcy has been granted, the term “ACADEMIC BANKRUPTCY” will be reflected on the transcript for each semester/term affected. A student may declare academic bankruptcy only once. **After bankruptcy has been implemented, students are not eligible to receive academic honors at graduation.** Bankruptcy at this institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

### **Military Service**

Veterans Upward Bound Program. (See counselor for referrals.)

### **Change of Major**

A student who wishes to change his/her major must see a counselor before submitting a major change form to the Admissions Office. The student then fills out the form with name, social security number, signature, new major, previous major, new course of study, and previous school/college.

## LEARNING STYLE ASSESSMENT

Name \_\_\_\_\_ Phone \_\_\_\_\_ Major \_\_\_\_\_

SS# \_\_\_\_\_

### *Directions*

Answer each of the 36 questions either “True” or “False” to indicate your answer. Your first response is probably the truest answer that applies to you.

- \_\_\_\_\_ 1. People say I have a terrible handwriting.
- \_\_\_\_\_ 2. I do not like silent films.
- \_\_\_\_\_ 3. I would rather do the activity than listen to a tape.
- \_\_\_\_\_ 4. I sometimes leave out words when writing.
- \_\_\_\_\_ 5. I can spell out aloud better than writing it down.
- \_\_\_\_\_ 6. I remember things I talk about much better than things I read.
- \_\_\_\_\_ 7. I dislike copying material from a blackboard or bulletin board.
- \_\_\_\_\_ 8. I like jokes better than crossword puzzles.
- \_\_\_\_\_ 9. I like games with lots of action or noise better than board games.
- \_\_\_\_\_ 10. I understand better when I read aloud.
- \_\_\_\_\_ 11. Sometimes I make math mistakes because I do not notice the sign.
- \_\_\_\_\_ 12. Most of the time I am the last one to notice something new, e.g., new curtains in a room.
- \_\_\_\_\_ 13. Map activities are not my favorite.
- \_\_\_\_\_ 14. I struggle to keep neat notes and records.
- \_\_\_\_\_ 15. I use my finger as a pointer when I read.
- \_\_\_\_\_ 16. I frequently sing when I am working.
- \_\_\_\_\_ 17. I have a problem with matching test questions.

- \_\_\_\_\_ 18. Sometimes when I read I mix up words that look similar.
- \_\_\_\_\_ 19. Most of the time I have to ask someone to repeat what he or she just said.
- \_\_\_\_\_ 20. I cannot sit in one place long without staring out the window.
- \_\_\_\_\_ 21. Sometimes I am accused of “talking with my hands.”
- \_\_\_\_\_ 22. I find it hard to listen to people talk.
- \_\_\_\_\_ 23. I would rather receive directions in a demonstration format than spoken.
- \_\_\_\_\_ 24. My family says that I must be reminded often to do something.
- \_\_\_\_\_ 25. I would rather demonstrate how to do something than make a speech.
- \_\_\_\_\_ 26. Spoken words that sound alike give me trouble.
- \_\_\_\_\_ 27. I have trouble remembering things unless I write them down.
- \_\_\_\_\_ 28. I like board games better than guessing games.
- \_\_\_\_\_ 29. Sometimes I make mistakes in speaking when words are similar.
- \_\_\_\_\_ 30. I like art work better than music.
- \_\_\_\_\_ 31. I have to go over most of the alphabet to remember whether, for example, H comes before K.
- \_\_\_\_\_ 32. I like it better when someone demonstrates what to do, rather than just telling me.
- \_\_\_\_\_ 33. I prefer working with my hands rather than listening to lectures.
- \_\_\_\_\_ 34. I answer questions with “yes” or “no” rather than with complete sentences.
- \_\_\_\_\_ 35. I often forget to give telephone messages to people unless I write them down.
- \_\_\_\_\_ 36. I enjoy drawing pictures on scratch paper while taking notes.

***For additional information and Learning-Style Score results contact Lovelle Buchanan, Retention Counselor, Learning Resource Center (Valley Street Campus), call (256) 549-8673, or e-mail [lbuchanan@gadsdenst.cc.al.us](mailto:lbuchanan@gadsdenst.cc.al.us).***