Aspiring Scholars Program

ACADEMIC ADVISEMENT PACKET

BALTIMORE CITY COMMUNITY COLLEGE
CHANGING LIVES...BUILDING COMMUNITIES

Baltimore City Community College
2901 Liberty Heights Avenue
Baltimore, MD 21215
www.bccc.edu

August 24, 2012

Dear Aspiring Scholar,

Thank you for choosing Baltimore City Community College as your institution of higher education. To assist you with your academic advising needs for the Fall 2012 and Spring 2013 semesters, we would like to provide you with this Academic Advising Information Packet to give you important information about the academic advising process and essential information to assist you with meeting your educational goals. Your Journey to Educational Excellence begins now!

In order to maintain the Aspiring Scholars Program Scholarship, please remember to schedule an appointment with Ms. Benyka Mitchell, Aspiring Scholars Program Advisor at least **three times** during each semester. Her contact information is: Main Building, Room 260; 410-462-7439; email:bmitchell@bccc.edu.

The Academic Advising Session is to provide you with the opportunity to build a relationship with your advisor for the purpose of gaining assistance in planning your educational career, and in learning how to access the variety of academic support resources and services available. When meeting with your academic advisor, you will get assistance in choosing a major, selecting classes and discussing your academic and career goals. In addition, you will also receive information about accessing the various academic support and student services BCCC provides.

The packet contains the following information:

- Academic Advising Syllabus
- How to access the Student Web Portal
- Choosing your Academic Load
- Academic Advising Definitions
- Student Satisfaction Survey
- Checklist for Aspiring Scholars Program Stipend Payments

We hope that you find the packet helpful and that it will empower you to become a self-directed learner who takes ownership and responsibility for your BCCC education. Upon completion of your academic advising session, please complete the survey, so that we can continue to address your advising needs. Remember, your feedback is essential in improving the academic advising services at the college!

Best wishes as you continue your college course work!

Please complete this section for reference when meeting with your advisor

Advisor:

Office:

Phone:

Email:

Advising Sessions Dates/Times

Text/Materials: College Catalogue; College Web Resources

Academic Advising Description/Definition

At Baltimore City Community College, academic advising provides each student with the opportunity to build a relationship with his or her advisor for the purpose of gaining assistance in planning an educational career path, in learning the skills needed for academic success, and in finding out how to access the variety of resources and services available for students at the college.

Academic advising is a collaborative educational process. Students and their academic advisors are partners in ensuring student academic success through identifying what is needed for achievement of the students' personal, academic, and career goals. Here are the steps you need to take when preparing for the meeting with your advisor:

- Ask questions if you do not understand an issue or have a specific concern
- Keep a personal record of your progress toward meeting your goals
- Organize official documents in a way that allows you to access them when needed
- Gather all relevant decision-making information
- Clarify personal values and goals in order to provide your advisor with accurate information regarding your interests and abilities
- Become knowledgeable about college programs, policies, and procedures by reviewing your college catalog

ASPIRING SCHOLARS STIPEND PAYMENTS

FULL-TIME STUDENT (12 OR MORE CREDITS)

Semester	Student Benchmarks	Advising Required	Payment
Fall 2012	Registered for 12 or more credits at 20% enrollment verification date	Yes – 1st advising session with the Aspiring Scholars Program Advisor	$250 after 20% enrollment verification date **(Check issued late September)**
Mid-Term	Registered for 12 or more credits	Yes – 2nd advising session with Aspiring Scholars Program Advisor	$100 held in escrow that will be added to the final payment
Final	Registered for 12 or more credits	Yes – 3rd advising session with Aspiring Scholars Program Advisor	$100 held in escrow that will be added to the final payment
End of the Fall 2012 Semester	• Registered for 12 or more credits • 2.0 semester GPA • "C" grade or better in developmental courses	No	$550 + $200 held in escrow for attending 2 advising sessions. **($750 check issued after grades are verified mid January)**
Total Award			$1,000

PART-TIME STUDENT (6 CREDITS, BUT NOT MORE THAN 11 CREDITS)

Semester	Student Benchmarks	Advising Required	Payment
Fall 2012	Registered for 6 credits but not more than 11 credits at 20% enrollment verification date	Yes – 1st advising session with the Aspiring Scholars Program Advisor	$125 after 20% enrollment verification date **(Check issued late September)**
Mid-Term	Registered for 6 credits but not more than 11 credits	Yes – 2nd advising session with Aspiring Scholars Program Advisor	$50 held in escrow that will be added to the final payment
Final	Registered for 6 credits but not more than 11 credits	Yes – 3rd advising session with Aspiring Scholars Program Advisor	$50 held in escrow that will be added to the final payment
End of the Fall 2012 Semester	• Registered for 6 credits but not more than 11 credits • 2.0 semester GPA • "C" grade or better in developmental courses	No	$275 + $100 held in escrow for attending 2 advising sessions. **($375 check issued after grades are verified mid January)**
Total Award			$500

Aspiring Scholars Program

Academic Advising Session Agenda

Session 1 Agenda
This meeting will take place around the time of the 20% enrollment verification. Students are currently scheduled to meet with Ms. Mitchell between September 11th and the 21st.
• Verify the number of credits for which student is registered. Check to see if there are any changes from what was originally intended • Ensure student has the course outline for their program of study • Review Aspiring Scholars Program agreement, responsibilities, and payment schedule • Discuss class participation, attendance, and assignments • Refer students to services as needed • Discuss time management and best practices *If students have been enrolled for the first 20% of the semester, they are eligible for their first stipend, which amounts to 25% of their stipend for that semester.
Sessions 2-3 Agenda
These meetings will take place during the semester.
• Verify the number of credits for which student is registered. Check to see if there are any changes from what was originally intended • Review Aspiring Scholars Program agreement, responsibilities, and payment schedule • Discuss class participation, attendance, and assignments • Review Midterm grade • Refer students to services as needed • Discuss time management and best practices • Review educational plan • Assist students with registration for the Spring 2013 semester *Students earn the remainder of their stipend by attending the scheduled advising sessions, earning at least a "C" in each of their developmental courses, earning an overall GPA that is ≥ 2.0, and registering for the next semester.

Through the academic advising experiences at Baltimore City Community College:

- Students will demonstrate the ability to make effective decisions concerning their degree and career goals
- Student will develop an educational plan for successfully achieving their goals and select courses each semester to progress toward fulfilling that educational plan.
- Students will demonstrate an understanding the value of the general education requirements.
- Students will be knowledgeable about and utilize the resources and services on campus that can assist them in achieving academic, personal, and career goals.
- Students will follow through on referrals to campus resources as needed.
- Students will be able to understand and make use of the degree audit in order to plan their course work.
- Students will move steadily towards graduation based on their educational plan.

The advisor/student partnership requires the participation and involvement of both the advisor and the student as it is built over the student's entire educational experience at the college. Both the student and the advisor have clear responsibilities for ensuring that the advising partnership is successful.

Advisor Responsibilities – What You Can Expect

You can expect your advisor to:

- Understand and effectively communicate the curriculum's graduation requirements, and college policies and procedures.
- Encourage and support you to gain the skills to develop a clear, attainable educational plan.
- Encourage and guide you in developing and implementing realistic goals.
- Assist with the Goal Attainment Plan (GAP) which is the pre-approved listing of courses that outlines the short-term sequence of courses in your instructional plan.
- Provide you with information about strategies for utilizing the available resources and services on campus.
- Assist you in understanding the purposes and goals of higher education and its impact on your life and personal goals.
- Monitor and accurately document your progress toward meeting your goals.
- Be accessible for meeting with you during office hours for advising, or by telephone, e-mail, or web access.
- Assist you in developing the decision making skills you need to assume responsibility you're your educational plans and achievements.
- Maintain confidentiality.
- Assist you in working closely with the professors who teach the courses you take.
- Alert you regarding updates to your Aspiring Scholars Program stipend.

Advisee Responsibilities – What You Are Expected To Do

As an advisee, you have clear responsibilities in the advising partnership in or order to be successful:

- Schedule appointments to make regular contact with your advisor during each semester.
- Come prepared to each appointment with questions or material for discussion.
- Be an active learner by taking advantage of all the benefits the advising experience offers.

Demonstrating Your Achievement of Learning Outcomes

In order for you and your advisor to accurately measure and document that you have achieved all your learning out comes for academic advising, the two of you should develop an on-going portfolio of your advising work. This portfolio will consist of a variety of documents including your educational plan, your semester schedules, collaborative work done to various referrals on campus, and any other documents that you and your advisor develop together to demonstrate your achievement of these outcomes.

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Advising and Assistance Regarding Disabilities

Baltimore City Community College is dedicated to providing equal opportunity and access for every student. It is important that if you feel you need accommodations for a learning or physical disability that you make your advisor aware of these accommodations. In some cases, your advisor may refer you to Disability Support Services (DSS) for assistance. The staff of DSS provides a broad range of supportive services in order to ensure that the individual needs of each student are met. In addition, the staff functions as an advocate to students with disabilities on the BCCC campus. Through active involvement with all areas of the college, the office is able to monitor conditions relevant to students with disabilities and to provide help with decisions affecting their quality of life.

Accessing the   **BCCC Student Web**
Portal

As a student at Baltimore City Community College, you can access important information about courses and your personal records via the college's website.

You may find that much of the information you need about your courses, schedule, financial information can be obtained through the Student Web Portal.

     Step 1: Access the Internet
     Step 2: Go to http://www.bccc.edu/

                                                                                          Step 3: Go to
                                                                                      Current Students

     Step 4:   Go to Student Portal

You can access the following functions:

Credit Admissions/Registration

- ☐ <u>Course Schedule</u>   Check for course schedules/openings
- ☐ <u>Admission Inquiry</u>   Check for the status of your Admission Application
- ☐ <u>Registration</u>   Register for classes or modify your current schedule
- ☐ <u>Grades Inquiry</u>   View your mid-term or final grades
- ☐ <u>Schedule/Bill Inquiry</u>   View your course schedule and billing information.
- ☐ <u>Degree Audit</u>   Check your progress toward your degree/certificate.
- ☐ <u>Change PIN</u>   Allows you to log into the system and change your PIN.

Financial Aid

- ☐ <u>Financial Aid Inquiry</u> View the status of your financial aid. View awards that have been made and/or determine if additional information needed.

For more information on Online Registration, please refer to Records & Registration:

Online Information: http://www.bccc.edu
                                        Choose Enrollment Services
                                        Choose Office of Records & Registration
                                          Choose Six Easy Steps to Online Registration

For many functions, you must enter:

- ☐ Your Student ID Number   Usually your Social Security Number

- ☐ Personal Identification Number (PIN)
    The default password is four digits. The first two are your birth month and the second two are your birth year (ex. If you were born in April 1985, your PIN would be 0485).

Once you have entered your PIN, then click on *Submit Information*. At the Welcome screen, click the *Continue* button.

We strongly recommend for your privacy that you change your PIN:

Chose the Change PIN option on the main Student Web Portal page.
The *Change PIN* Screen will appear. Enter your current PIN in the *Old PIN* box, then your new
    PIN in the *New PIN* and the *Confirm PIN* boxes
Click *Submit Information*. If it was successful, click on *Continue*.

Academic Advising Vocabulary Lesson #1

Associate Degree – An AA, AS or AAS degree awarded by the college and requiring completion of 60-70 credits that fulfill graduation requirements.

Certificates - These are available in certain career programs and generally consist of career-specific courses instead of general education courses. Most certificate programs can lead directly into degree programs in the same area with no "extra" courses left over. If there are prerequisites for a career- specific course, they must be completed prior to taking that course.

Education Plan - The educational plan is a critical part of the academic advising process that outlines short and long term degree and career goals. In essence, students should be able to:

- o Make effective decisions concerning degree and career goals.
- o Select the appropriate courses each semester to make progress toward fulfilling the
- o educational plan.
- o Demonstrate an understanding of the value of the general education requirements
- o Utilize the campus resources and services on campus.
- o Graduate in a timely manner based on the educational plan.

Developmental courses - These important courses teach skills that prepare students for college level work. Currently we offer developmental courses in reading, writing (English), and math. Your scores on the Placement Test will indicate which, if any, of these courses you will need. If you do place into any developmental courses, you must take them. [They are numbered 80, 81, and 82.] These courses are covered by Financial Aid and count for 3-5 credit hours each. That means if you take three of the developmental courses including MAT 80, then that plus PRE 100, is considered full time. Grades received in these courses do not affect your GPA, even though they range from A, B, C, or F.

College-Level Courses - These courses, which are numbered 100 and above, count toward a degree at BCCC, and may also be transferable to four-year colleges for credit there,

General Education Requirements – Some of these courses are required of all students pursuing a college degree and include courses in seven categories: Arts and Humanities, Social and Behavioral Sciences, Biological and Physical Sciences, Mathematics, English Composition, and Interdisciplinary and Emerging Issues. Since each curriculum/major requires different courses to fulfill these requirements, please follow the course requirements for your major. You can check the college catalog for a chart that lists all "General Education Requirements and Courses."

Goal Attainment Plan (GAP) - A pre-approved listing of courses by your advisor that outlines the short-term sequence of courses in your instructional plan.

Graduation Requirements for ALL Students - All BCCC students (Degree <u>and</u> Certificate) are required to complete one Orientation course (PRE 100 or CSS 110) AND the Computer Literacy requirement. Computer Literacy can be proven by taking a proficiency test in the Testing Center or by taking a class and achieving a "C" for the course. Courses vary according to your curriculum, so please see the catalog to find out if a specific computer course is required for your major.

Placement Tests - These are computerized tests that every new student must take in English, Math, and Reading to assess skills in grammar, vocabulary, writing,, reading comprehension, arithmetic, and algebra. *You cannot fail these tests* since their purpose is to identify where you need to begin your education here at BCCC. Special testing arrangements can be made for students with disabilities.

It is also possible to "test out" of certain prerequisite courses otherwise required for Pre-Allied Health students, including Biology 101 and Chemistry 103. Transfer students may be eligible for placement test exemptions.

Prerequisites –
1) A course that must be completed before you take another course (i.e.: ENG 82 is a prerequisite for PSY 101, and both ENG 82 and MAT 81 are prerequisites for BIO 102).
2) Courses required for admission to certain programs. For example, at the present time entrance to the Nursing (RN) Program at BCCC requires a 2.5 GPA and completion of BIO 111, BIO 112, BIO 212, CHE 103 and MAT 82. For more information, see the descriptions of Instructional (certificate and degree) programs in the current catalog.

Co-Requisite - A course that must be taken either before or with another course (for example, in order to take CIS 105 you need to take ENG 101 at the same time, or have already completed it).

Transfer Programs - These are specially designed for transfer to a four-year college or university in order to continue on to complete your Bachelor's degree. Once you've decided where you want to transfer, make sure you are taking all the course work you will need as a freshman and sophomore.

Career Programs - These are designed to enable graduates to enter directly into the job market.

Transfer Credit - Courses that have been completed at another accredited institution may be accepted at BCCC for transfer credit. Courses for which there is no specific equivalent at this college may be accepted for non-equated credits. When you apply to this college your transcript evaluation is done on the basis of which curriculum/major you have indicated that you will be pursuing at BCCC. If that changes, you may need to have your transcript reevaluated. Make sure that the transcript has come into the BCCC Admissions Office, has been evaluated, and appears on your Student Advisement Report.

ARTSYS - A computer program which assists students in transferring to four-year colleges and universities in order to complete Bachelor's degree programs. It is important to know once you have completed developmental courses, which BCCC credit courses will transfer to the 4-year program of your choice. The Transfer Counselor or your advisor can assist you with this.

Student Inquiry Report (SIR) - An accurate but unofficial record of all your activity at BCCC. Courses and grades, personal information, your current schedule, and the GAP (a computerized method of keeping track of your future choice of courses) are all included on this document. You must have one of these printed out before seeing your advisor and registering for classes.

Registration – The process of selecting specific courses, and sections of them, for each semester. This requires your advisor's signature on the Registration Form which is then turned in to the Registration office. The first part of this process is referred to as "schedule building."

Transcript - This is your official record of academic activity at BCCC. This document is what is sent to other institutions for transfer purposes. Official and unofficial copies are available in the Records Office for a $2.00 fee and take 24 hours to process.

Credit Hour - A credit is a unit of measurement for college course work that determines tuition. One credit equals approximately 1 hour of class time (although lab time is calculated as 2 hours = 1 credit). So, a 3-credit course, such as ENG 101, has 3 hours of classroom time per week. Most lab courses, such as BIO 102, are 4- credit courses which have 3 hours of lecture and 3 hours of lab per week.

Students need to plan to spend a minimum of 2-3 hours of study/preparation time for each hour of class room time. This may be calculated as follows: [3 hours in the classroom] + [2 x3 study/prep hours, or 6 hours] = at least 9 hours of your time is required per week for ONE three-credit course.

Semester Load - This represents the number of credit hours a student has registered for in any given semester. We recommend that a first semester students who want to be full time take no more than 12 credits. This represents 12 hours per week of classroom time plus 24 hours of study and preparation time per week, for a total of 36 hours of time spent on school work per week. Taking 12 credits requires almost the same amount of time as that spent at a full time job each week!

Full-Time Course Load - a class schedule of 12 or more credits per semester.

Part-Time Course Load - a class schedule of 11 credits or less per semester.

Syllabus - An outline of course objectives, schedule of classes, assignments, and grading formula distributed in each class at the beginning of the semester. This enables students to plan their semesters in advance for completion of assignments and preparation for exams. Since students are required to keep track of their own grades, attention to the grading formula is required. It may be helpful for future reference to make a folder to hold copies of every course syllabus you are given.

Withdrawal – Students can withdraw from classes for any reason, and receive a "W" mark for the class instead of a grade. The "W" will not count in the calculation of the student's GPA. Students can withdraw from classes only during a designated time period which is listed in the catalog and in the semester schedule book as well as the Academic Calendar on the website. Students receiving financial aid may be penalized both monetarily and academically for withdrawals. Withdrawals are also included in the Academic Good Standing calculations.

Drop/Add - The period of time during registration and continuing through the first week of classes (or less than that for summer and winter courses) when students may adjust their schedules with no academic penalty. The dropped course will not appear on an official transcript. After add/drop period ends, students will not be able to add or drop classes except for special circumstances. Some fees may apply whenever classes are dropped or added.

Change of Information Form - Used to officially change a student's name, address, and/or telephone number. These forms are available in the Admissions Office and Records/Registration.

Change of Major Form – This form is used to officially change a student's major.; it is available in the Counseling Center (MNB 020), the Evening & Weekend Student Service Center (MNB 243), or

most cases, a student may take courses in the new major prior to

officially changing that major.

Academic Status – This is a measure of a student's academic standing at the College. Students start In Good Standing and will remain in that status unless they fail to meet the college's minimum academic standards, outlined in the current catalog. There are three types of academic status: **In Good Standing, Academic Warning, and Academic Dismissal**.

- In Good Standing - Academic Good Standing at BCCC indicates that a student is progressing successfully toward completion of a program certificate or degree. This status enables students to participate in Early Registration and is one requirement for online registration.
- Academic Warning - A student is placed on Academic Warning if he/she attempts six credits or more in a semester and either fails to complete 50% of the course load in that semester (receives grades of W, F, U, I, or IP), or fails to maintain a GPA consistent with the College's minimum academic standards, as defined in the current college catalog.
- Academic Dismissal - If a student persists on Academic Warning for more than one semester, the student is subject to Academic Dismissal. This status requires the student to have a Reinstatement Hearing, and restricts the student to 2 courses totaling no more than 9 billable hours in the next semester. If a student fails to meet the terms of the Reinstatement Hearing agreement, the student can be prevented from re-enrolling during the following semester.

*If you need help with your courses, please see the tutors in the **Center for Academic Achievement**. For more information, please call **410-462-8222.**

Counseling, Career, and Transfer Services
Advising Satisfaction Survey

Academic Status	☐ Good Standing	☐ Academic Warning	☐ Academic Dismissal

What was your reason for seeking assistance?
- ☐ Academic advisement
- ☐ Add/Drop Courses
- ☐ Career Planning/Use of Job Book
- ☐ Class Schedule Pick Up
- ☐ Crisis Intervention
- ☐ Total Withdrawal from Courses
- ☐ Schedule Building
- ☐ Other

Who was your Advisor/Counselor today? (Please print clearly)

BCCC Staff/Faculty Name:

Did this person answer all of your questions?

- ☐ Yes
- ☐ No
- ☐ I did not have any questions

Please rate each of the elements of the advising session. If you have no experience with a particular activity, please use the number 1 to indicate "I don't know"

Key	*5 = Excellent*	*4 = Good*	*3 = Fair*	*2 = Poor*	*1 = I don't know*

_____ Availability of advisor

_____ Goal Attainment Plan (GAP)

_____ Academic advising/schedule building

_____ Course prerequisites

_____ Personal counseling

_____ Overall atmosphere of advising meeting

Comments: