

WELCOME TO GROUP ADVISING



You Will:

- Learn about what the Academic Advising Center can do for you
- Learn about your program requirements
- Learn how to use the Student Information System (SIS) to find classes and create a schedule
- Register for classes!
- And so much more...



Nashua
Community
College



PACKET REVIEW: WHILE YOU ARE WAITING FOR YOUR ADVISING SESSION TO BEGIN, PLEASE CHECK TO BE SURE YOU HAVE THE FOLLOWING IN YOUR ADVISING PACKET. IF YOU ARE MISSING A DOCUMENT PLEASE NOTIFY AN ADVISOR.

- Ⓢ Get Connected Brochure
- Ⓢ Registration Form
- Ⓢ Catalog
- Ⓢ Tracking Sheet
- Ⓢ Blank Block Schedule for drafting a course schedule
- Ⓢ Accuplacer Score Report
- Ⓢ Accuplacer Score Explanation
- Ⓢ Accuplacer Retesting Policy

SCHEDULING CONSIDERATIONS



Do you plan to be full time (12 credits or more) or part time (less than 12 credits)?



ADDITIONAL CONSIDERATIONS



- ② How many hours per week do you plan to work?
 - ② If you work full-time, perhaps part-time school is better.
 - ② If you work 20 hours or fewer, going to school full-time is more reasonable.

Do you have family responsibilities that require your time?

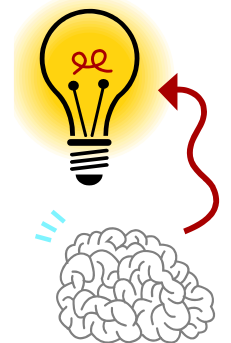


HOW MUCH TIME DO YOU HAVE TO DEVOTE TO HOMEWORK AND OUT-OF-CLASS ASSIGNMENTS?

- ⊙ Formula: _____ # of credits x 2 or 3 hours per credit = hours needed per week
 - ⊙ Example: PSYN101 is 3 credits, so
 - 3 credits x 2 hours per credit = 6 hours per week
 - ⊙ Example: SCIN101 is 4 credits, so
 - 4 credits x 3 hours per credit = 12 hours per week
- ⊙ Full-time student: 12 credits x 2 or 3 hours per credit = 24 to 36 hours per week of school work

DO I WANT TO SQUEEZE ALL OF MY CLASSES INTO 2 DAYS OR SPREAD THEM OUT OVER 3 TO 5 DAYS?

- This is a personal choice, BUT scheduling classes back-to-back may impair learning.
- Research has shown that learning still occurs after leaving the classroom.
- Take time in between classes to allow your brain to better absorb and store the material for later recall.



LET'S LOOK AT YOUR TRACKING SHEET ...



- Ⓢ Developmental courses are required to be taken during your first semester. Most developmental courses are required, pre-requisite classes for your other courses.
- Ⓢ LEXN100 or LEXN101 (if required by your program) must be taken during the first semester.



Associate in Arts in Liberal Arts
Effective 2013-2014

Student Name:

Beginning Semester:

Developmental Courses (Refer to Accuplacer Scores)

Students must complete developmental courses within 3 semesters

The following courses will not satisfy any requirements for graduation but will be reflected in student GPA:		Proposed Semester	Actual Semester	Grade Earned
RDGN090**	Reading Lab			
RDGN095**	Reading Strategies I			
RDGN096**	Reading Strategies II			
ENGN090**	Writing Lab I			
ENGN099**	Intro to English II			
WKS0501	Math Accuplacer Workshop			
MTHN090**	Math Lab (Formerly Mathematics I)			
MTHN099**	Algebra I			
LEXN100**	Pathways to Success			

Fall Semester						
	Course #	Course Name	Prerequisite/ Corequisite	Semester	Grade Earned	Credits
	BCPN101	Computer Technology & Applications				
	ENGN101	College Composition I	Accuplacer score			
Group C						
Group E**			Accuplacer score			
Group A-G						

Spring Semester						
Literature Elective**	ENGN		ENGN101			
Group F/G						
Group E**			Accuplacer score			
Group D						
Open						

Fall Semester						
Group B Lab						
Group F/G						
Group C/D						
Group A-G						
Open						

Spring Semester						
Group B Lab						
Group F/G						
	LIBN296	Liberal Arts Project: A Capstone Experience	45 credits of LIBS program			
Group A-G						
Group A-G						
Open Elective (As needed)						

Developmental Education Courses

- Placement Based on Accuplacer Scores
- Must be completed within the first three semesters
- Grade of 'C' or better required
- Credits are Financial Aid Eligible
- These credits are not used towards degree

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LET'S LOOK AT YOUR TRACKING SHEET AGAIN...



- Ⓢ Students who have NOT placed into Developmental Classes should register for First Semester Courses as indicated on their respective tracking sheets.



Associate in Arts in Liberal Arts
Effective 2013-2014

Student Name:

Beginning Semester:

Developmental Courses (Refer to Accuplacer Scores)

Students must complete developmental courses within 3 semesters

The following courses will not satisfy any requirements for graduation but will be reflected in student GPA:		Proposed Semester	Actual Semester	Grade Earned
RDGN090**	Reading Lab			
RDGN095**	Reading Strategies I			
RDGN096**	Reading Strategies II			
ENGN090**	Writing Lab I			
ENGN099**	Intro to English II			
WKS0501	Math Accuplacer Workshop			
MTHN090**	Math Lab (Formerly Mathematics I)			
MTHN099**	Algebra I			
LEXN100**	Pathways to Success			

Fall Semester						
	Course #	Course Name	Prerequisite/ Corequisite	Semester	Grade Earned	Credits
	BCPN101	Computer Technology & Applications				
	ENGN101	College Composition I	Accuplacer score			
Group C						
Group E**			Accuplacer score			
Group A-G						
Spring Semester						
Literature Elective**	ENGN		ENGN101			
Group F/G						
Group E**			Accuplacer score			
Group D						
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Group B Lab						
Group F/G						
Group C/D						
Group A-G						
Open						
Spring Semester						
Group B Lab						
Group F/G						
	LIBN296	Liberal Arts Project: A Capstone Experience	45 credits of LIBS program			
Group A-G						
Group A-G						
Open Elective (As needed)						

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General Education Requirements

- Group A: English
- Group B: Science
- Group C: Social Science (Behavioral)
 - Psychology
 - Sociology
 - Criminal Justice
- Group D: Social Science (Non-Behavioral)
 - Economics
 - History
 - Political Science
- Group E: Math
- Group F: Humanities
- Group G: Language

GETTING STARTED



You will need your Tracking Sheet, a Blank Block Schedule, and a Registration Form.

Associate in Arts in Liberal Arts "Effective 2013-2014"			
Student Name:	Beginning Semester:		
Developmental Courses (Refer to Accuplacer Scores)			
Students must complete developmental courses within 3 semesters			
The following courses will not satisfy any requirements for graduation but will be reflected in student GPA:			
	Proposed Semester	Actual Semester	Grade Earned
RDGN999*	Reading Lab		
RDGN999*	Reading Strategies I		
RDGN999*	Reading Strategies II		
ENGN999*	Writing Lab I		
ENGN999*	Intro to English II		
MS999	Math Accuplacer Workshop		
MTH999*	Math Lab (Formerly Mathematical II)		
MTH999*	Algebra I		
LENN99*	Pathways to Success		
Fall Semester			
Course #	Course Name	Prerequisite(s)	Semester
BCFN991	Computer Technology & Application		
ENGN991	College Composition I	Acceptance exam	
Group E*		Acceptance exam	
Group A-G			
Spring Semester			
Literature Elective*	ENGN991		
Group F-G			
Group E*		Acceptance exam	
Group D			
Open			
Fall Semester			
Group B-A			
Group F-G			
Group C-D			
Group A-G			
Open			
Spring Semester			
Group B-A			
Group F-G	LEBAN26 Liberal Arts Project: A Capstone Experience	45 credits of LIB program	
Group A-G			
Group A-G			
Open Elective (Art credit)			

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Nashua Community College
 505 Amherst Street
 Nashua, NH 03063
 Phone (603) 882-6923 Fax (603) 882-8699

TERM: _____

REGISTRATION FORM

(Complete all items. Please print clearly and sign in ink at bottom.)

Please Check One:
 Matriculated
 Non-Matriculated

② Prior Name(s): _____ STUDENT ID # _____ LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____
 Major: _____
 *Social Security #: _____ Date of Birth: ____/____/____

Check here if this is a change in address, or phone.
 Current Address: _____ City _____ State _____ Zip _____
 Phone: Home () _____ Work () _____ Cell () _____
 (IF LIVED AT CURRENT ADDRESS LESS THAN ONE YEAR)
 Previous Address: _____ City _____ State _____ Zip _____

*Federal law requires that Nashua Community College (N.C.C.) collect names and corresponding social security numbers for all students attending the college. The college is required by the Internal Revenue Code to produce a 1099-T tax form (26 U.S.C.A. Section 6050) or Federal Register, Vol. 67, No. 1294, page 777365 (1) which requires the college to report the names and social security numbers of all students taking credit-bearing courses. Please note, however, that the college will ensure the security of the student's social security number and will not disclose it to anyone outside the college, except as authorized by federal or state laws or applicable policies.

Federal Governmental Statistical Information (Optional):
 Sex: ___Female___ ___Male___ US Citizen: ___Yes___ ___No___
 Ethnic Background: Are you Hispanic or Latino: ___Yes___ ___No___
 Select one or more races: ___American Indian / Alaskan___ ___Asian___ ___Black or African American___ ___Native Hawaiian / Pacific Islander___ ___White___

CRN #	Course # and Section	Course / Workshop Title	Comments	Tuition

I have met any prerequisite and corequisite that may be required for any of the above courses.

Please Note -- You must fulfil your financial obligation two (2) weeks before the beginning of the semester or you will be de-registered from your classes. Financial Obligation Statement -- I understand by registering for courses at NCC, I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I understand that I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also understand that I will be responsible for the costs of the outside collection agency, any legal fees, and any bounced check fees under RSA 6:11, which will add significant costs to my account balance.

Credit Course Refund Policy -- Students who officially withdraw from NCC or an individual course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday. **EXCEPTION:** Students in accelerated that meet for two (2) weeks or fewer must drop by the end of the first (1st) day of the class in order to get a 100% refund.

Non-Credit Course Refund Policy -- Students registered for workshops through the Division of Continuing Education or Business & Industry must withdraw in writing at least three (3) days prior to the first workshop session to receive a full refund of tuition and fees.

Registrations will NOT be processed if you have an outstanding obligation to NCC. Upon registration, you are enrolled unless otherwise notified. No confirmation will be mailed. Classes are subject to change. Students need to check the NCC website (www.nashuacc.edu) under the Student Information System (SIS) for their classrooms (location), schedule, grades, financial aid information, student email account, etc.

Student Signature: _____ DATE: _____ Advisor Signature: _____ DATE: _____

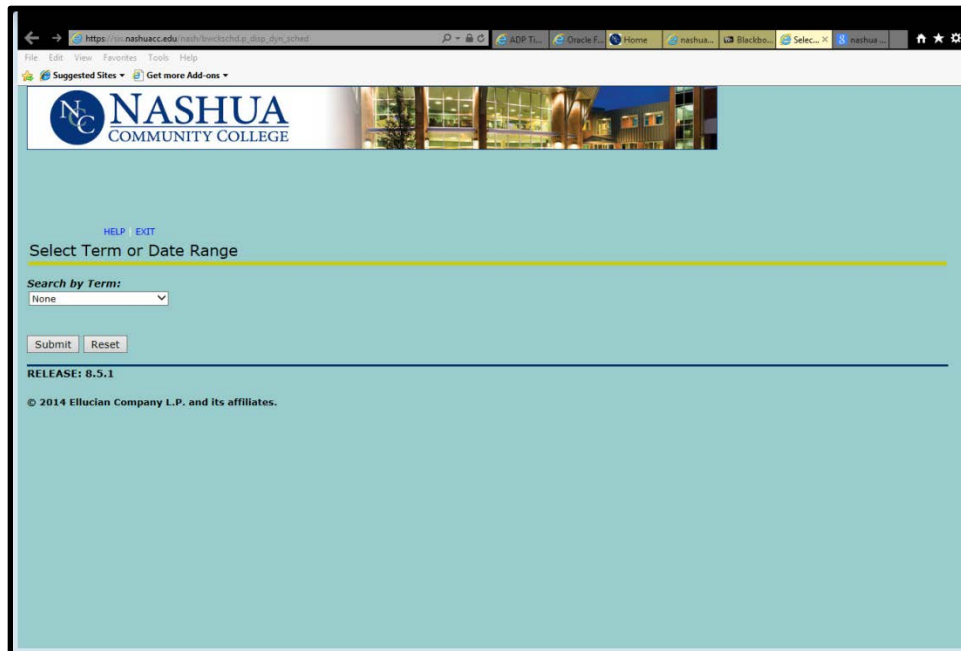
FOR OFFICE USE ONLY

Date: _____ Entered By: _____

USING SIS (STUDENT INFORMATION SYSTEM)



- ② Up to date course offerings are listed on SIS. There you can also find...
 - ② How many seats are available
 - ② Who is teaching the course (once posted)
 - ② What room the course meets in (once posted)
 - ② What the course is about and if there are prerequisites (as well as what those prerequisites are)



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Nashua Community College

505 Amherst Street
Nashua, NH 03063

Phone (603) 882-6923 Fax (603) 882-8690

TERM: _____

Please Check One:

Matriculated
Non-Matriculated

REGISTRATION FORM

(Complete all items. Please print clearly and sign in ink at bottom.)

@ _____ STUDENT ID # _____ LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____

Prior Name(s): _____ Major: _____

*Social Security #: _____ - _____ - _____ Date of Birth: ____ / ____ / ____

Check here if this is a change in address, or phone.

Current Address: _____ City _____ State _____ Zip _____

Phone: Home () _____ Work () _____ Cell () _____

(IF LIVED AT CURRENT ADDRESS LESS THAN ONE YEAR)

Previous Address: _____ City _____ State _____ Zip _____

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Federal Governmental Statistical Information (Optional):

Sex: Female Male US Citizen: Yes No

Ethnic Background: Are you Hispanic or Latino: Yes No

Select one or more races: American Indian / Alaskan Asian Black or African American Native Hawaiian / Pacific Islander White

CRN #	Course # and Section	Course / Workshop Title	Comments	Tuition

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Financial Obligation Statement -- I understand by registering for courses at NCC, I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I understand that I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also understand that I will be responsible for the costs of the outside collection agency, any legal fees, and any bounced check fees under RSA 6:11, which will add significant costs to my account balance.

Credit Course Refund Policy -- Students who officially withdraw from NCC or an individual course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) will have seven (7) calendar days from the designated start of the alternative semester to withdraw for a full refund. If the seventh (7th) or fourteenth (14th) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday. **Exception:** students in courses that meet for two (2) weeks or fewer must drop by the end of the first (1st) day of the class in order to get a 100% refund.

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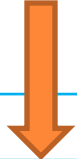


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Student Signature: _____ DATE: _____ Advisor Signature: _____ DATE: _____

FOR OFFICE USE ONLY

Date: _____ Entered By: _____



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00am 8:50am						
9:00am 9:50am						
10:00am 10:50am	10125 PSYN101 Intro to Psych	12580 SCIN101 Basic Biology (LECTURE)	10125 PSYN101 Intro to Psych 	12581 SCIN101 Basic Biology (LAB) 	12580 SCIN101 Basic Biology (Lecture) 	
11:00am 11:50am						
12:00pm 12:50pm	12340 FARN101 Intro to Drawing 					
1:00pm 1:50pm		12301 BCPN101 Comp Tech/App 		12301 BCPN101 Comp Tech/App 		
2:00pm 2:50pm						
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4:00pm 4:50pm						
5:00pm						

CRN#	Course# and Section	Course/Workshop Title	Comments	Tuition
10125	PSYN101	Introduction to Psychology		
12340	FARN101	Introduction to Drawing		
12301	BCPN101	Computer Tech and Applications		
12580	SCIN101	Basic Biology (Lecture)		
12581	SCIN101	Basic Biology (Lab)		

WORDS OF WISDOM



- Ⓢ If necessary, make any changes to your schedule prior to the start of classes. This includes adding, dropping, or changing courses (Advising Center).
- Ⓢ If you are signed up for a class and plan on not attending, complete an Add/Drop Form and return it to the Academic Advising Center.
- Ⓢ Connect with your instructors as they are an important resource for you.



WE **APPRECIATE** YOUR FEEDBACK

Please complete an evaluation form.
We read each one and your feedback is
important to us.

