

Kenai Peninsula College

# FACULTY ADVISING HANDBOOK

From the Advising Coordination Group



2011

## ADVISING COORDINATION

*Advising at KPC is a team approach.*

Advising begins when new students receive placement advising from the Advising Coordination Group: KRC Developmental/placement advisor and counseling faculty, and from the KBC Student and Enrollment Services (SES) Advisors.

This initial advising includes placement advising, admissions advising, and general information about degree requirements and transfer issues. The business of going to college; the “nuts and bolts” of being a college student; these aspects are introduced in this stage.

Once a student admits into a degree program, advising continues as students are assigned to faculty within their discipline. Faculty advisors provide information, support, and serve an essential role in helping students explore and understand their career opportunities and interests within the discipline.

Advisees who are assigned to faculty advisors meet with their faculty advisors every semester. Advising Coordination supports faculty advisors with regular date reminders, advising resources, and with accessible trouble-shooting and help with more complicated advising situations. KRC Counselors and KBC SES Advisors continue to meet with students when needed, and help students with Financial Aid Appeals, personal issues, and Satisfactory Academic Progress; as well as any other issues for which faculty advisors and students need help.

Advising Coordination: The faculty counselors at KRC (Counseling and Advising Offices) and the SES Advisors at KBC are members of the Advising Coordination Group for KPC, the Advisor’s Group at UAA, and NACADA, the National Academic Advising Association. Staff who advise at other sites are also part of KPC’s Advising team.

*Please note: We need you! Advising Coordination requires consistent, accurate information from academic departments, chairs, and faculty in order to help students with placement, registration, and throughout the advising process.*

Advising standards are addressed by the Council for the Advancement of Standards in Higher Education (CAS). These standards are available in full on the National Academic Advising Association (NACADA) website: <http://www.nacada.ksu.edu/resources/Standards.htm>.

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## BASIC ADVISING SKILLS:

- The establishment of a relationship between student and advisor
- Accurate, up-to-date information
- Ability to respect student confidentiality
- Ability to organize information for each advisee
- Ability to devote a reasonable amount of time to advisees
- Understanding of and when to refer to additional resources

**ESTABLISHING A RELATIONSHIP:** Building a sense of connection and trust can be as easy as having a genuine regard for the student and good listening skills.

- Make contact. Email, phone, or say hi in person
- Listen carefully and give the student your full attention when meeting
- Encourage advisees to meet with you prior to busy registration periods
- Follow through on promises
- Be aware of personal biases and work to manage them

**ACCURATE, UP-TO-DATE INFORMATION:** Keep up with your departmental changes and understand how these changes may impact your advisees; have advisee contact information at hand; and ask other departments (Advising Coordination Group, Admissions, etc.) when you need more information. Advisors never guess; we go find out.

**ABILITY TO RESPECT STUDENT CONFIDENTIALITY:** The ideal advisor/student relationship is one of mutual respect and may include the sharing of important, and sometimes sensitive, information.

Confidentiality builds trust, and encourages openness. Students can expect that advisors will not release specific information (e.g., grades, class attendance, academic progress or personal information shared in advising sessions) about a student without the student's expressed written permission to anyone. This includes parents and other family members.

The sharing of student information without a clearly defined purpose (a “need to know” as defined by FERPA) is not appropriate under FERPA.

There are two necessary exceptions to this rule:

- Information that relates to student safety. If the student’s life or safety appears to be in danger, information must be shared with appropriate persons only. In this case, information can be shared without the student’s permission.

- Advisors may need to consult with colleagues in order to ensure that students receive the most recent and best advice available. Advisors should inform the student this is necessary. The advisor, in the consultation process, should be careful to disclose only the information necessary.

**ABILITY TO ORGANIZE INFORMATION FOR EACH ADVISEE:** Contact information, degree planning sheets and other resources should be kept confidential but available to faculty advisors.

**ABILITY TO DEVOTE A REASONABLE AMOUNT OF TIME TO ADVISEES:** During busy times, this can be difficult. Email and phone contacts can work well for advisees who understand their program and the college processes. Other advisees need face-to-face contact and more time. Contacting advisees for appointments before busy periods helps students prepare and helps prevent the advising “emergencies” that can be so time-consuming when faculty are most busy.

**UNDERSTANDING OF AND WHEN TO REFER TO, ADDITIONAL RESOURCES:** Faculty advisors are not expected to be counselors, medical authorities, or single sources of support for students. Campus services at KRC houses the faculty counselors who take behavioral, mental health and student crisis referrals frequently. The Health Center can handle health concerns. At KBC, the SES staff can help students and provide referrals. In addition, the Advising Coordination Group at both campuses can help trouble-shoot unexpected or complicated advising issues.

***PLEASE NOTE: MANY STUDENT BEHAVIORAL CONCERNS CAN BE ADDRESSED IN A SENSITIVE, CONFIDENTIAL WAY BY KRC COUNSELORS AND KBC ADVISORS IN STUDENT SERVICES BEFORE THEY ERUPT INTO LARGER ISSUES OR REQUIRE DISCIPLINARY ACTIONS.***

**Online Resources:**

[NACADA: Clearinghouse Academic Advising Resources](#)

[Noel Levitz Webinars](#)

## REGISTRATION

### STUDENTS OFTEN CONFUSE REGISTRATION AND ADMISSION

Registration is simply signing up for a seat in any section of a course, regardless of whether the student has completed the process of admitting into a degree program or not. A SID (Student ID number) is required in order to have access to registration. Registration dates are listed in the Academic Calendar for each semester.

Students must apply either as a non-degree-seeking student or apply for Admission status in order to establish a computer account. At this point, admissions will issue the student a SID. Students can receive help using their SID and PIN and accessing the functions of their student accounts at the Student Services desk or at the Advising offices.

**OVERLOAD APPROVAL FORM:** Students wishing to take more than 19 credits per semester must submit an [overload form](#) signed by their advisor to Admissions staff. The student must have sophomore or higher status and a GPA of at least 2.75.

## ADMISSION

### STUDENTS OFTEN CONFUSE ADMISSION AND REGISTRATION

Admission is a formal process in which students are classified as “degree-seeking” students. Students who do not complete and submit all paperwork required, or fail to pay the admission fee, cannot be admitted into a degree program and are not eligible to receive any financial aid that has been awarded to them.

Most aspects of admissions advising will be handled during the initial placement advising for new students. It is beneficial, however, for all advisors to understand the process.

### BENEFITS OF A COMPLETED ADMISSION:

- ✓ **ADMITTED STUDENTS BECOME ELIGIBLE TO HAVE DISBURSED TO THEM ANY FINANCIAL AID THEY HAVE BEEN AWARDED.**
- ✓ **ADMITTED STUDENTS ARE ALLOWED TO REGISTER FOR CLASSES EARLIER THAN STUDENTS CLASSIFIED AS NON-DEGREE-SEEKING.**
- ✓ **ADMITTED STUDENTS ARE ASSIGNED AN ADVISOR TO HELP THEM MAKE THE RIGHT CHOICES IN THEIR ACADEMIC CAREER.**

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### ADMISSION REQUIREMENTS FOR CERTIFICATES AND ASSOCIATES’ DEGREES:

Students with less than 30 semester credit hours:

- Application for admission fee
- A completed Application for admissions form
- Accuplacer scores, or SAT/ACT scores or UAA-evaluated, awarded transfer credits in college-level English and Math in lieu of scores
- documentation of their high school diploma or GED (official transcripts)
- official transcripts of any college credits outside the UA system

Students with more than 30 semester credit hours:

- Application for admission fee
- A completed Application for admissions form
- Official transcripts of any college credits outside the UA system
- Testing is often still needed for placement purposes.

**ABILITY TO BENEFIT FORM:** Federal regulations require us to admit only students with a high school diploma or GED, or who are beyond the age of compulsory high school and have demonstrated that they have the “ability-to-benefit” from college coursework. “Ability to Benefit” is a form that may be submitted in lieu of an official high school /GED transcript for students who meet the criteria.

**REQUIREMENTS TO USE ABILITY TO BENEFIT:**

- STUDENTS ARE BEYOND THE AGE OF COMPULSORY SCHOOL ATTENDANCE
- STUDENTS DO NOT HAVE A HIGH SCHOOL DIPLOMA OR GED, AND HAVE NOT EARNED AT LEAST 30 SEMESTER CREDITS;
- STUDENTS HAVE TAKEN THE A-T-B VERSION OF THE ACCUPLACER TEST
- STUDENT HAS MET OR EXCEEDED THE FOLLOWING SCORES:
  - **Arithmetic 34**
  - **Reading Comprehension 55**
  - **Sentence Skills 60**

The Ability to Benefit form must be signed by an advisor who has viewed the student's Accuplacer scores and who verifies that the scores meet the required guidelines (including the minimum scores). This form is then submitted to Admissions.

*Please note: A special version of the Accuplacer test is required for those wishing to admit under "Ability to Benefit," and students must ask for this specific version prior to taking Accuplacer.*

**KPC AND UAA DEGREE PROGRAMS:** Students may not be sure if they are admitted into a KPC program or a UAA program. KPC admissions forms go to the KPC admissions staff; UAA forms must be completed over the UAA website. There are different deadlines for admission between the campuses. Students need to understand which school holds their admission and governs their deadlines and other processes. The academic calendars list the admission and graduation application dates yearly.

Registrations, special permissions (overrides, etc.) applications for graduation, processes for petitions, and distance advising are all potential issues for students who are in degree programs through other campuses. The Advising Coordination Group (Counseling and Advising at KRC, SES advisors at KBC) can help to refer students to appropriate contacts at other UA campuses when needed.

**CHANGING MAJORS:** Students are required to complete a Change-of-Major form if they are fully admitted into a program and wish to be released from one degree program and admitted into another. The Change of Major form is available in Student Services or via website forms. Students wishing to change to a UAA program must send (fax or mail) the form directly to the department that houses their new choice of degree program. KPC admissions cannot admit a student into a degree program housed at another campus.

**CHANGING MAJORS:**

- NO ADDITIONAL FEE IS REQUIRED BETWEEN THE SAME LEVEL OF DEGREE: CERTIFICATES/ASSOCIATES PROGRAMS TO CERTIFICATES/ASSOCIATES PROGRAMS, OR FROM BACHELOR'S PROGRAM TO BACHELOR'S PROGRAM.

- CHANGING LEVELS (E.G. FROM CERTIFICATE/ASSOCIATES UP TO BACHELOR'S) WILL REQUIRE A NEW ADMISSION FORM (NOT THE C-O-M) AND ANOTHER APPLICATION FEE.
- CHANGE OF MAJOR REMOVES ALL ADMISSION STATUS FROM THE CURRENT DEGREE AND ADMITS THE STUDENT INTO THE CURRENT CATALOG YEAR OF THE NEW PROGRAM.

**CONCURRENT ADMISSIONS:** Students can be admitted into more than one program concurrently, if they are different programs and the student has completed an admission form, and paid the application for admission fee, **for each program.**

**REMOVAL FROM ADMISSION STATUS:** Currently admitted students can be removed from a degree program for any of the following reasons:

- Students attended another institution without meeting UAA guidelines.
- Students do not attend for a specified period of time.
- Students are given the status of Academic Disqualification.
- Students admitted in an Associates level program exceed five years without completion of their program; in a Bachelor's program, exceed seven years without completion.
- Students fail to meet or maintain academic department criteria will have their admission status changed to Undeclared (they maintain admission status, but lose the admission in their specific major).

Students removed from admission must re-submit the application and fee, and in cases of academic disqualification, must apply for academic reinstatement before applying for admission. Reinstatement includes completion of 12 credits with a GPA of 2.0 or higher (without financial aid, as admission status has been lost).

**When students are re-admitted, their transfer credits are re-evaluated based on the new catalog year.**

***PLEASE NOTE: STUDENTS EXPERIENCING ACADEMIC DISQUALIFICATION AND/OR LOSS OF ELIGIBILITY TO RECEIVE FINANCIAL AID SHOULD BE REFERRED TO THE ADVISING COORDINATION OFFICES FOR HELP.***



## SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must meet standards for SAP. These standards are largely driven by our need to meet federal standards in order to continue dispersing federal student aid. [UAA SAP Policy](#).

Students will fail to maintain SAP when:

- GPA falls below 2.0
- Student fails to meet a certain attempted credits-to-completed-credits ratio
- Student exceeds 150% of the credits required for the degree in which s/he is admitted (over 90 for a 60 credit degree; 180 for a 120 credit degree)

I's, W's, and F's are not satisfactorily-completed outcomes, so for example:

A student with four 3-credit classes receives the following grades:

Course	Grade	Credits earned:
MATH A055	B	3
ENGL A111	A	3
SOC A101	I	0
ART A261	W	0

**GPA: 3.5**                      **Completion ratio: 6 out of 12 credits, or 50%**

GPA is fine, but the SAP completion ratio is 50%, below the mandatory ratio.

This student will experience consequences. Consequences may include academic warning, academic probation, or removal from financial aid eligibility and /or admission status, depending on other factors (e.g. the student's past history) and the policy in place during the semester of attendance.

Course	Grade	Credits earned:
MATH A055	B	3
ENGL A111	A	3
SOC A101	D	3
ART A261	W	0

**GPA: 2.67**                      **Completion ratio: 9 out of 12 credits, or 75%**

GPA is lower, but SAP completion ratio is 75%, and meets criteria for SAP, so there would be no consequences in terms of admission or financial aid in this particular example for this particular semester.

Veterans Administration and some other funding sources will continue funding when there is an "earned F" (students may need to prove they attended the class for the entire semester) but will cut or modify funding when there is a W, NB, Au or I grade.

**PLEASE NOTE: ADVISORS SHOULD REFER THESE STUDENTS TO ADVISING COORDINATION OFFICES FOR HELP. ADVISORS CAN UTILIZE REFERRALS TO CAMPUS RESOURCES FOR ACADEMIC HELP (E.G. TUTORING), AND REFER**

*STUDENTS TO FINANCIAL AID FOR INFORMATION ON THE POSSIBLE RAMIFICATIONS TO HELP STUDENTS MAKE INFORMED CHOICES, RATHER THAN DIRECTLY ADVISING STUDENTS TO WITHDRAW, AUDIT, OR TAKE AN INCOMPLETE GRADE OVER RECEIVING A C, D, OR F GRADE.*

## PLACEMENT TESTING:

Placement Testing at KPC typically uses the SAT, the ACT, or the Accuplacer test. Placement scores are required for an application for admission documenting less than 30 semester hours. Math scores expire, but as of August 2011, English scores do not expire.

### PLACEMENT TESTING IS REQUIRED WHEN:

- **AN APPLICATION FOR ADMISSION DOCUMENTS LESS THAN 30 SEMESTER HOURS AND**
- **THE STUDENT LACKS COLLEGE LEVEL CREDITS IN ENGLISH AND/OR MATH.**
- **THE STUDENT'S TEST SCORES ARE TOO OLD FOR MATH PLACEMENT:**
  - **ACT/SAT SCORES ARE MORE THAN TWO YEARS OLD, OR ACCUPLACER SCORES ARE MORE THAN 1 YEAR OLD**

**ACCUPLACER PLACEMENT TEST:** Accuplacer is a non-timed, computer-administrated proctored test. Accuplacer generally takes from 1-2 hours. Students are encouraged not to rush through, but to take their time and read carefully. Students take the Accuplacer in the Learning Center. Students can opt to take Math or English only when other means for placement are available for the other subject (e.g., student has completed ENGL 111 but has never taken a Math course, and has SAT scores that are five years old. This student can take the Math portion only).

Students requiring accommodations for testing should be referred to Disability Support Services (KRC Learning Center, KBC Student Services) prior to testing.

Students must have:

- Scheduled an appointment
- Photo ID
- Have paid the \$15 fee (at KRC, at the bookstore prior to the test)

Students taking the Accuplacer for Ability to Benefit must notify the Test Proctor prior to taking the test, as a certified AtB proctor must be available.

### PLACEMENT TEST SCORES EXPIRATION POLICIES FOR HANDBOOK YEAR:

- ACCUPLACER, ACT, AND SAT SCORES WHICH PLACE STUDENTS INTO ENGLISH A111 DO NOT EXPIRE.
- ACCUPLACER SCORES WHICH PLACE STUDENTS INTO PREPARATORY ENGLISH (PRPE CLASSES) DO NOT EXPIRE, HOWEVER IT IS RECOMMENDED TO RETEST AFTER TWO YEARS.
- ACCUPLACER, ACT, AND SAT SCORES WHICH PLACE STUDENTS INTO MATHEMATICS COURSES ARE VALID FOR ONE YEAR.

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**INTERPRETING THE ACCUPLACER RESULTS:**

***PLEASE NOTE: GUIDES FOR THE INTERPRETATION OF ACCUPLACER ARE PERIODICALLY REVISED. THE ADVISING COORDINATION GROUP WILL SEND REVISIONS TO FACULTY VIA EMAIL AS STANDARDS ARE UPDATED AND THE REVISIONS APPEAR.***

If you are using an old results interpretation form, mistakes in placement can occur. For questions, contact the Advising Coordination offices.

**Interpreting SAT/ACT scores:** Students typically have the option to take the SAT, ACT, or both during their high school years.

**SAT/ACT GUIDE**

<b>ENGLISH</b>	<b>ACT</b>	<b>SAT (CRITICAL READING SECTION SCORE)</b>
ENGL 111	22-29	530-619
ENGL 211,212,213,214*	30+	620+

(\*STUDENTS WHO SCORE INTO 200 LEVEL ENGLISH WILL STILL NEED 6 CREDITS IN WRITTEN COMM. AREA TO MEET GER'S FOR DEGREE COMPLETION)

<b>MATH</b>	<b>ACT</b>	<b>SAT</b>
MATH 055	-----	400-479
MATH 105	18-21	480-519
MATH 107	22-25	520-589
MATH 200*	26+	590+

(\*MUST ALSO TAKE TRIG OR PRE-CALCULUS BEFORE TAKING MATH 200)

These tests are geared toward students who are academically ready for college, so if a student scores below the listed scores for SAT/ACT, the student will need to take Accuplacer for an accurate placement guide, regardless of how old the test scores are.

## TRANSFER CREDITS PROCESS

**Students who do not admit into a degree program will not have credits from other colleges evaluated and will not be awarded transfer credit.**

All transcripts, even for KPC degrees, are sent to UAA to be evaluated for the purposes of awarding transfer credit, and will be evaluated only when the student's admission process is complete.

Receipt of official transcripts is necessary to complete the admission process for students.

Advising can be complicated when a student's credits have not yet been evaluated and transfer credit not yet awarded.

Transcripts must be official and the student must request that they are sent from the previous college directly to the campus housing the student's degree program of choice; although KPC still accepts sealed official copies.

***PLEASE NOTE:** OPENED "OFFICIAL" COPIES ARE NOT ACCEPTABLE FOR THE EVALUATION OF TRANSFER CREDIT. IF THE STUDENT HAS AN UNOPENED COPY, YOU AS THE ADVISOR MAY OPEN IT, BUT YOU MUST DOCUMENT THE DATE AND ADD YOUR SIGNATURE SO THAT KPC ADMISSIONS KNOWS IT WAS OFFICIAL.*

Alternatively the student can take sealed transcripts directly to Admissions in Student Services. UAA Admissions requires official transcripts to be sent directly from the issuing college, and no longer accepts sealed, handed-in transcripts.

***PLEASE NOTE:** STUDENTS SHOULD BE AWARE THAT UAA CANNOT EVALUATE THE STUDENTS' TRANSCRIPTS AND AWARD TRANSFER CREDIT UNTIL THE STUDENT'S APPLICATION IS COMPLETE.*

**TRANSFER CREDIT RESOURCE SITE:** In the meantime, you or the student can look up the previous classes on the [Transfer Credit Database](#) at UAOnline. Students can choose their previous college and see what the UAA equivalents have been. If the course shows no UAA equivalent, that may be only because UAA has not evaluated that particular course before, and the student will have to wait for the formal evaluation from UAA.

The Transfer Credit Database is a guideline only. There is no guarantee that a course will be evaluated today as the same course it was evaluated as previously.

**MILITARY CREDITS:** Military credits are evaluated as transfer credits. Students must have applied for admission and paid the admission fee. Financial Aid will refer students to the proper process and paperwork required to submit a military transcript for evaluation.

**INTERNATIONAL TRANSCRIPTS:** Students must have their transcripts translated into English for submission to UAA. Students can be referred to Admissions for more information.

## DROP/WITHDRAWAL INFORMATION

When a student wants advice on dropping/withdrawing from a class, or if you advise a student to drop or withdraw, ask if this student is using financial aid, and send him/her to Financial Aid to ask how the drop might affect academic status and FA eligibility.

Even if the student is not currently on financial aid, this drop can still possibly interfere with the financial aid process if the student applies in the future.

Students can withdraw after the student-initiated withdrawal deadline has passed, if the student withdraws from all of the classes registered for that semester.

In exceptional circumstances (health, bereavement, etc.), [a Petition for Refund](#) can be submitted to the Director of Student Services after the refund deadlines have passed. The Counselors and SES Advisors can help the student with this paperwork, so having the student make an appointment is a good idea; the counselors or SES Advisors can then also offer help regarding the circumstances themselves.

***PLEASE NOTE: THE DEADLINE FOR STUDENT-INITIATED AND FACULTY-INITIATED WITHDRAWAL IS FIRM AND IS ALWAYS LISTED IN THE ACADEMIC CALENDAR.***

## GRADUATION INFORMATION

**APPLICATION FOR GRADUATION:** Students must be admitted before an application for graduation can be processed, and there is a fee. The application for graduation form for KPC programs is available in Student Services at KPC and is signed by an advisor and then submitted to Admissions in Student Services. Applications for Graduation for UAA degrees require online submission. If they miss the UAA deadline (listed in the academic calendar), they may be able to pay a penalty and still have their application accepted.

**WALKING IN KPC COMMENCEMENT WITH UAA/UAS/UAF DEGREES:** If students are completing a UAA degree and want to participate in KPC commencement, they must notify Admissions in Student Services or an SES Advisor at KBC when they submit their application for graduation.

If students fail to complete requirements for graduation, their application and fee will roll over to the next semester only. Failure to complete at that point means a new application.

***PLEASE NOTE: ACADEMIC PETITIONS MUST BE PROCESSED BEFORE STUDENTS CAN OFFICIALLY GRADUATE. FOR MORE INFORMATION ON HOW TO HELP STUDENTS WRITE SUCH PETITIONS FOR KPC, SEE YOUR DEPT. CHAIR. ACADEMIC PETITIONS FOR UAA DEGREES MUST BE SENT UP TO THAT UAA DEPARTMENT FOR PROCESSING. STUDENTS SHOULD SUBMIT THESE PETITIONS AS SOON AS POSSIBLE; AT THE LEAST, EARLY***

*IN THE SEMESTER PRIOR TO THE SEMESTER IN WHICH THEY PLAN TO COMPLETE THEIR DEGREE PROGRAM.*

**CATALOG YEAR:** A student's "catalog year" refers to the degree requirements in effect during the academic year in which students have admitted. When students apply for graduation, they have the option to have their credits evaluated for the degree requirements in effect in their catalog year, or the requirements in effect at the time of graduation. If a student changes major, or loses admission, that student's catalog year is changed to the date of new admission or entry into the new degree program.

**CATALOG DEGREE REQUIREMENTS INCLUDE:**

- GENERAL UNIVERSITY REQUIREMENTS FOR THE LEVEL OF DEGREE (OEC, CERTIFICATES, ASSOCIATES LEVEL DEGREES, BACCALAUREATE DEGREES)
- GENERAL EDUCATION REQUIREMENTS FOR BACCALAUREATE DEGREES
- DEPARTMENTAL REQUIREMENTS (FOR EXAMPLE, COLLEGE OF ARTS AND SCIENCES REQUIREMENTS FOR B.A. OR B.S. DEGREES)
- MAJOR REQUIREMENTS

Read the academic catalog carefully, and ask the Advising Coordination Group for help if you are unsure how to interpret the information. Students will always be held to the catalog.

## ADVISING INFORMATION ONLINE

**UAONLINE ACCESS TO TRANSCRIPTS/REGISTRATION:** As a student's advisor, you should have UAOnline access to student transcripts and information under "Faculty Services." The Faculty and Advisors menu has both the Advisor Menu and Student Menu.

**UAONLINE: LOG IN. CLICK ON FACULTY SERVICES, AND THEN CLICK ON:**

**ADVISOR MENU:** SEE THE STUDENT'S TRANSCRIPTS.

**STUDENT MENU:** SEE THE STUDENT'S TEST SCORES, SCHEDULE, AND CONTACT INFORMATION.

**DEGREEWORKS:** LOOK AT DEGREE COMPLETION, INCLUDING CATALOG YEAR, UPPER DIVISION CREDITS, GER'S AND DEPARTMENTAL AND MAJOR REQUIREMENTS.

Student registration and web drop cannot be done by faculty in their UAOnline Advising pages. To help a student with these tasks, log off, and have the student log into his/her own student account. If the student forgets his/her PIN, the student can fill out a form at KRC Student Services to request to reset their PIN, or take their ID to the SES counter at KBC. Photo ID is required for a PIN reset.

**DEGREEWORKS:** DegreeWorks is another tool available through UAOnline. It is an excellent tool to look at multiple dimensions of degree completion. It also allows a "What-If" function, in which a student can see their completion status toward a proposed degree.

***PLEASE NOTE: DEGREEWORKS IS A GREAT RESOURCE, BUT HAS LIMITATIONS AND SHOULD BE USED AS A GUIDE ONLY. THE REQUIREMENTS LISTED IN THE CATALOG ARE ALWAYS THE LAST WORD ON DEGREE COMPLETION.***

## GENERAL EDUCATION REQUIREMENTS

Advisors need to be familiar with these requirements in order to provide accurate advising.

- GER's are listed yearly in the UAA catalog and students will be held to the GER's in effect in their catalog year
- Many degree programs require specific GER's. You must know the degree requirements thoroughly before recommending GER's
- Even Associates level programs can require GER's in their specific requirements, so know the requirements before recommending electives in lieu of GER's
- UA offers GER reciprocity for each MAU, but that does not eliminate the degree requirements for specific GER's
- GER's cannot be petitioned or substituted, so students need to get them right the first time



## VETERANS

KPC has many students who attend under Veteran's Administration programs. These students have additional policies, restrictions, and required paperwork. We can help support them by referring students with questions about their benefits to the KPC Financial Aid Office. It is helpful if students first read a copy of [the KPC VA Program Guide](#).

Military credit transfer evaluation information is found in the Transfer Credits section.

Veterans are required to have the [Request for Certification of Veterans Benefits form](#) completed and signed each semester by their advisor. Advisors can make this process easier by encouraging VA students to make appointments to do this prior to registration for each semester.

Before signing a Request for Certification form, advisors are responsible to:

- Make sure the student is admitted into the degree program s/he has listed
- Carefully review the student's transcript (including transfer credits) or DegreeWorks against every class listed to make sure each class is "essential, required, and non-duplicated" under the degree program in which the student is admitted
- Discuss the degree requirements on an on-going basis with the student to help facilitate accurate and timely registration

***PLEASE NOTE: IF VA STUDENTS REGISTER FOR COURSES THAT ARE NOT "ESSENTIAL, REQUIRED, AND NON-DUPLICATED," VA WILL NOT PAY FOR THE COURSES AND THE STUDENT IS FINANCIALLY RESPONSIBLE. PLEASE REFER VA STUDENTS TO FINANCIAL AID IF YOU HAVE ANY QUESTIONS AT ALL REGARDING THESE PROCESSES.***

There are three exceptions:

1. The last semester before graduation, all credits taken can be certified for funding by VA if one or more of the credits satisfy a graduation requirement.
2. If the school allows substitutions for program requirements, VA will fund them, if they are approved by the college and documented in the student's file; that is, courses that have been approved formally through academic petition.
3. Preparatory courses: MATH 054, MATH 055 and PRPE English courses are covered by VA benefits when required as pre-requisites for courses required for degree completion; but there must be placement scores that document the placement into these courses.

VA students may receive VA funding to repeat (duplicate) a course with a grade of F (an "earned F"), but will not receive VA funding to repeat a course with a grade of A-D, I, W, AU, or NB. Please refer students to Financial Aid for information to help them make decisions regarding withdrawal or asking for incompletes.

VA will not pay for preparatory courses under these situations:

- When a student does not have placement test documentation to show s/he tested into them; for example, a student tests into MATH 105, but wants to start with MATH 055 instead. The student must either take MATH 105 or pay for MATH 055 without VA funding, because documentation indicates that MATH 055 is not an essential class for him/her.
- When a student has already taken the preparatory class and had a final grade of W, I, NB, or A-D in that class.
- When a VA student takes a preparatory class via e-learning (any distance modality), VA will not pay for the class.

***PLEASE NOTE: VA WILL NOT PAY FOR ANY PREPARATORY CLASS (MATH 054, MATH 055, OR PRPE ENGLISH) OFFERED VIA E-LEARNING (DISTANCE DELIVERY).***

Many resources for faculty advisors working with veterans, and information about the various VA programs, can be found on the NACADA website:

<http://www.nacada.ksu.edu/clearinghouse/advisingissues/military.htm#res>

## HIGH SCHOOL STUDENTS

**“Jumpstart”** is a program in which high school students with Senior status are allowed to take up to six college credits at a discounted rate. The discount is provided by the Kenai Peninsula Borough, which reimburses KPC. The Jumpstart Program is entirely dependent upon continued KPBF funding. High School Seniors can utilize the discount for up to three semesters, beginning the summer immediately after the completion of their Junior year. Seniors who are graduating in the spring are not eligible for Jumpstart for the following summer.

### **JUMPSTART REQUIREMENTS:**

- **STUDENTS MUST BE KPBSD RESIDENTS WITH HIGH SCHOOL SENIOR STATUS**
- **STUDENTS MUST COMPLETE AN ONLINE NEW STUDENT ORIENTATION (KRC ONLY)**
- **STUDENTS MUST COMPLETE APPROPRIATE PLACEMENT TESTING**
- **STUDENTS MUST COMPLETE A HIGH SCHOOL WAIVER APPLICATION FORM**
- **STUDENTS MUST OBTAIN SIGNATURES FROM THEIR PARENT (IF UNDER 18), THEIR HIGH SCHOOL COUNSELOR, AND THE KPC COUNSELORS/KBC ADVISING COORDINATORS.**

All high school students in the Kenai Peninsula Borough School District are either High School Seniors who can use the Jumpstart program, or Juniors and Below, who are not eligible for Jumpstart.

Students are classified by grade level, not by age. Students must have high school freshman status or higher to apply for a waiver to take classes at KPC.

High School students are limited to 7 credits per semester and 000-299 level courses only. High school students wanting to take additional credits or higher level courses require additional screening and permissions from the KPC Counselors, as well as instructor permission in the case of 300-499 level courses or waived pre-requisites.

**Junior Status and Below:** Students must be at least of freshman (9<sup>th</sup> grade) status to apply. Instructor signature on the waiver form is required for the students to register, at the discretion of the faculty member. These students pay full tuition, although most home school programs will reimburse students/parents for the tuition.

### **HIGH SCHOOL STUDENTS JUNIOR AND BELOW REQUIREMENTS:**

- **STUDENTS MUST COMPLETE AN ONLINE NEW STUDENT ORIENTATION (KRC)**
- **STUDENTS MUST COMPLETE APPROPRIATE PLACEMENT TESTING**
- **STUDENTS MUST COMPLETE A HIGH SCHOOL WAIVER APPLICATION FORM**
- **STUDENTS MUST OBTAIN SIGNATURES FROM THEIR PARENT (IF UNDER 18) AND THEIR HIGH SCHOOL COUNSELOR**

- **STUDENTS MUST OBTAIN SIGNATURES FROM BOTH THE INSTRUCTORS OF THE COLLEGE COURSES AND THE KPC COUNSELORS/KBC CAMPUS DIRECTOR OR DESIGNEE.**

**KRC Advising/Signature Sessions:**

**At KRC**, these sessions are held every Fall and Spring semester prior to registration. Faculty attendance at the Juniors and Below session is essential to helping students get the signatures they need in order to qualify to register for appropriate courses. Dept. Chair representation is very helpful for the Jumpstart session to help students with academic questions or to review pre-requisites for advanced students.

**At KBC**, students are seen by the Advisors in Student Services on an individual basis.

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***PLEASE NOTE: THE DATES/TIMES FOR HIGH SCHOOL ADVISING AND SIGNATURES SESSIONS, AS WELL AS FOR ALL REGISTRATION PERIODS, CAN BE FOUND IN THE ACADEMIC CALENDAR.***

**FERPA and High School Students:** Students must fill out a Consent for Release of Student Information form, with ID, listing their parents' or any other persons' names, in order to release student information to the parent or person. Without a signed Consent on file and the presentation of ID that identifies a parent or other person as listed on the form, no information other than what is considered public can be released to a third party. Academic progress, grades, and student schedules are not public information.

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*Please note: Send parents and others to Student Services to verify that a signed Consent form has been filed that identifies them by name, before releasing any information!*

## ACADEMIC PETITIONS

Below are general guidelines for UAA Academic Petitions. For KPC Academic Petitions, see your Dept. Chair.

Step 1: UAA's List of Required Documentation (must be attached to the Academic Petition form):

1. [Academic Petition form](#)
2. A copy of the student's unofficial transcript
3. Relevant Course descriptions from UAA catalog, from appropriate year
4. If petitioning in regards to transfer credit, a copy of the transfer equivalency worksheet (this document is sent to the student from UAA after the transfer credit evaluation is completed)
5. If more space is needed, attach a typewritten rationale for the petition

Step 2: UAA Signature Process: the required signatures should be obtained in the following order and the form forwarded on:

1. Student Signs the Petition form
2. Academic Advisor signs
3. Dept. Chair (Chair in the academic subject for which the petition is written) signs
4. Dept. Chairperson of the Student's major
5. Dean of the School/College
6. Academic Affairs (for GER/GUR petitions)

### **Types of Academic Petitions for UAA:**

1. Petition to maintain UAA admission status, while attending another school, without registering for any courses at UAA.
2. Before registering at another school, petition: "I petition to attend "x" University and to transfer that course back to UAA without revoking my admission."
3. Petition to use expired courses (graduate courses expire after 7 years).
4. Petition to use a lower-division course to meet an upper-division requirement: if this petition is approved, it will meet the course requirement ONLY: it will not count as upper-division credit in figuring the number of upper-division credits the student has earned.
5. Petition to waive a course or degree requirement: if this petition is approved, the student will still need to meet the number of credits required.

6. Petition to extend admission in a catalog year for Graduate programs only, beyond seven years.
7. Petition to waive ENGL 111 due to high test scores: students who score (on Accuplacer or SAT/ACT) into ENGL 211/212/213 can take one of these 200-level ENGL courses, but will still need to fill out the Petition to waive the ENGL 111 requirement, attaching their test scores with all other documentation, and they will still need to complete six credits of written communication GER's.

**PLEASE NOTE:** STUDENTS MAY TAKE SUMMER CLASSES, OR CONCURRENTLY ENROLL AT UAA AND ANOTHER INSTITUTION, WITHOUT DANGER OF LOSING ADMISSION STATUS AND SO HAVE NO NEED TO PETITION.

**PROBLEMS THAT CANNOT BE PETITIONED:** The following subjects are not acceptable for UAA Academic Petitions (so please don't send them to UAA):

Petitions to:

1. Accept courses from an unaccredited institution
2. Change a catalog year from the year the student admitted
3. Count a non-GER course as a GER
4. Count a course that was non-GER when the student took it, as a GER for that student later, due to a course revision which put that course into GER status
5. Reduce the number of credits required, or number of upper division credits required, for a degree program
6. Accept a grade of D where prohibited, or accept a PRPE or below 100 level course, to meet degree requirements
7. Change or award credit for a failure of a CLEP exam or course

**GENERAL NOTE ON ACADEMIC PETITIONS:** Petitions are very specific and it should never be assumed that there will be any transfer into any other area due to a granted petition.

For example, an approved petition that grants a transfer course as satisfying a GER requirement, does not grant permission to use the course for the College of Arts and Sciences BA requirements, and vice versa. Each use of a course will need to be separately permitted, and so, separately petitioned.

## KRC ADVISING REFERRAL GUIDE

### KRC CAMPUS SERVICES

Campus Services houses the Counseling and Advising offices, Student Services, and the Business Office.

#### COUNSELING AND ADVISING OFFICES: KPC FACULTY COUNSELORS

##### Advising Coordination

- Support and information for faculty advisors
- Placement and Admissions advising
- General advising and referral for non-KPC programs
- Faculty Advisor referral
- Advising Desk student help

##### Counseling:

- Mental health issues
- Referrals for mental health
- Student advocacy
- Crisis intervention
- Student support: e.g. student crisis, bereavement, illness, family situations, behavioral issues
- Referral to community resources for basic needs

##### Financial Aid Appeals:

- Academic Success Reviews
- SAP issues

##### New Student Orientations (NSO's)

- Coordinate and present on-campus NSO
- Online NSO

##### High School students

- High School Waiver Application forms and signatures
- High School Advising and Signatures Sessions

## STUDENT SERVICES: DIRECTOR OF STUDENT SERVICES

### Admissions:

- Admissions
- Classes and Registration issues
- Transfer credits
- Student Records

### Financial Aid:

- Financial Aid applications and awards
- Student Employment paperwork
- Veteran's benefits paperwork

### Career and Community Engagement Center:

- Career information
- Resumes and interview preparation
- Community engagement
  - Service Learning
  - Internships

### Student Services Information (Front Desk):

- General information and forms
- Immediate student help

### Evening Coordinator:

- Help for faculty and students Monday-Thursday evenings
- Can perform several Student Services functions

KPC Student Health Center (services are limited to students with 6 face-to-face credits or more. However students taking 3-5 credits can opt to pay the student health fee):

- General health screening and advice
- Basic First Aid supplies



- Prescriptions
- Referral for lab tests
- Birth Control
- Vaccinations

## THE BUSINESS OFFICE

- Accounts and student payment plans
- Holds on student accounts
- Funding sources such as:
  - Vocational Rehabilitation programs
  - Worker's Compensation
- High school home school program reimbursement
- KPC Bookstore

## KRC LEARNING CENTER

- Disability support services and accommodations
- Testing Services
  - Accuplacer
  - Ability to Benefit Accuplacer
  - Proctored exams
  - Make up exams
  - CLEP testing
  - Other tests as requested
- Tutoring and Academic Support Services
  - Individual tutoring appointments
  - Math Lab and online Math support

- Online Writing Lab
- Adult Basic Education Programs
  - GED tutoring and examinations
- English as a Second Language Programs
- Youth for Understanding Foreign Student Exchange Program

#### THE DIRECTOR'S LINE

THE DIRECTOR'S LINE: **262-0342**

- Students can leave anonymous comments and concerns at this number for any campus

## KBC STUDENT AND ENROLLMENT SERVICES REFERRAL GUIDE

### STUDENT AND ENROLLMENT SERVICES' ADVISORS

#### SES Advisors

- Support and information for faculty advisors
- Placement and Admissions advising
- General advising and referral for non-KPC programs
- Faculty Advisor referral
- Student advocacy
- Crisis intervention
- Student support: e.g. student crisis, bereavement, illness, family situations, behavioral issues
- Referral to community resources for basic needs
- Disability support services and accommodations

#### Financial Aid

- Basic Financial Aid Advising
- Academic Success Reviews
- SAP issues
- VA Course Recommendation Signature Forms
- Add/Drop Signatures
- Financial Aid applications and awards
- Funding sources such as:
  - Vocational Rehabilitation programs
  - Worker's Compensation

#### High School students

- High School Waiver Application forms and signatures
- High School Advising

#### Admissions

- Admissions
- Classes and Registration issues
- Transfer Advising
- Student Records

#### KBC SES INFORMATION AND REGISTRATION SPECIALIST

- General information and forms
- Registration Assistance
- Immediate student help
- High school home school program reimbursement
- Accounts and student payment plans
- Holds on student accounts

## SAMPLE FORMS

### KPC Forms

- Request for Certification of Veterans Benefits form
- [Consent to Release Information](#)
- [Application for Graduation](#)
- HS Waiver Application

### UAA Admissions Forms

- Ability to Benefit Form

### UAA Registration Forms

- [Overload Approval Form](#)
- [UAA Academic Petition](#)
- [Change of Major](#)

### UAA Financial Aid Forms