

**Academic Advising Rubric**  
**New Students who have been through the Admissions Process**

<p>1. All advisors must check to make sure student(s) have not previously attended a college for the purpose of possible transfer credits</p>	<p>1a. Check Assessment placements for levels of Writing, Reading &amp; Math or Check SAT scores for possible Reading and Writing Waivers or if students took Advance Placement tests in High School and are eligible for Waivers</p> <p>1a (1) If a student has transfer credits, or Advance Placement courses the advisor must have credits evaluated and applied to the student's record and apply applicable assessment waivers</p>	<p>1b. Check the Assessment Screen for specifics such as Tech Prep, Pace Eligibility</p> <p>1b. (1) If students have Tech Prep Credits or any other type of Certification it may result in credits</p>	<p>1c. If you are unfamiliar with the Tech Prep, Advanced Placement, SAT scores, contact the Academic Advising staff for assistance</p> <p>For PACE eligibility contact Director of PACE program Ext. 3404</p> <p>1c (1) Refer students to Coordinator of CVTE (Tech Prep) Ext. 3947</p>
<p>2. Inquire about the student's desired/anticipated Career Goals</p>	<p>2a. Student is unsure of Career Choice</p> <p>2a. (1). Student knows what his/her Career Goals are</p>	<p>2b. Refer student to NECCLink Online Career Services, <a href="http://www.necc.mass.edu/necclink/">http://www.necc.mass.edu/necclink/</a> or call ext. 3946 or email <a href="mailto:necclinkadmin@necc.mass.edu">necclinkadmin@necc.mass.edu</a> for other options</p> <p>2b(1) Using the Academic Advising Handbook assist the student in making sure the Academic program he/she chooses will give the students a strong foundation for transfer opportunities or an entry level position in the field</p>	<p>2c. Students complete Inventory and returns, 2b(1) should be the next step</p> <p>2c (1). Preliminary discussions about job opportunities and transfer opportunities</p>

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<p><b>3.</b> Using the <b>Academic Advising Handbook, Portal and Self Service</b> <u>teach the student</u> how to read the materials</p> <p><b>Note:</b> DegreeWorks can also be very helpful if the student has applied and in a major.</p>	<p>3a. Have a discussion with the student about family, work, athletics, clubs, and other types of commitments. Discuss with the student time-management, motivational, and self- discipline</p>	<p>3b. Develop an Academic and Career Plan with student using <b>DEGREEWORKS</b> layout courses that the student should be taking for at least 1.5 years including summer sessions ( if applicable)</p> <p><b>Note:</b> <u>Pay Special Attention to Criteria Program deadlines for review. Give necessary info and instruct student to return for more detailed Criteria during the semester</u></p>	<p>3c. Whenever possible develop a schedule that is not too reading and writing intensive.</p> <ul style="list-style-type: none"> <li>• Couple Developmental course work with appropriate college level courses</li> <li>• <u>Students who are unsure about math course must always be steered towards the Algebra route</u></li> </ul> <p><b>Do not schedule students for more than 4 or 5 courses</b></p>
<p>4. Revisit or inquire about how the student intends on paying for his/her education</p> <ol style="list-style-type: none"> <li>a. Financial Aid Application and <b>SAP Policy</b></li> <li>b. Work study</li> <li>c. Scholarships</li> <li>d. NECC Payment Plan etc</li> <li>e. VA Benefits</li> </ol>	<p>4a. Assist the student by giving him/her the proper forms or referring student to the appropriate area for assistance</p> <p>The FAFSA Application must be completed online. Student can do so in Room SC 104 with some assistance</p> <p>Questions contact Financial Aid at <a href="mailto:aid@necc.mass.edu">aid@necc.mass.edu</a> or visit the website at <a href="http://www.necc.mass.edu/getting-started/financial-aid/">http://www.necc.mass.edu/getting-started/financial-aid/</a></p> <p>For questions on Veteran's services please visit the website at <a href="http://www.necc.mass.edu/academics/support-services/veterans-services/">http://www.necc.mass.edu/academics/support-services/veterans-services/</a> or email <a href="mailto:veteransservices@necc.mass.edu">veteransservices@necc.mass.edu</a></p>	<p>4b. Recommend that the student Log on and review his/her <b>DegreeWorks</b> Plan on a regular basis. Students must be reminded to check notes in <b>DegreeWorks</b> that may have been added by advisors</p>	<p>4c. Reassure students that if he or she is in need of assistance that we are available, Give student information on all of Tutoring Services including: Developmental Labs, and other available services Discuss Drop/Add deadlines and how it effects Health Insurance, Financial Aid, Loans and Academic Status</p>

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<p>2. Introduce students to the Portal, Self Service and the MY NECC link and make sure that the student knows that he/she has a college issued email address</p>	<p>5a. Give students the login instruction sheet and remind students that they do get a NECC email account</p>	<p>5b. Briefly explain to students what he/she can do on Self Service as a new Student  <b>REVIEW</b> the Features of <b>Blackboard</b> with all students as many courses may have a Blackboard component.</p>	<p>5c. Make sure students are properly registered - check course selections according to assessment placements</p> <p><i><b>If student has selected an Online Course, be sure to question the student's experience with Online Courses and explain the rigor of Online Courses.</b></i></p>
<p>3. Be sure to have a discussion regarding the CORE ACADEMIC Skills Requirement</p>	<p>6a. All students who have never taken any credit courses at NECC <b>AND</b> have never been in a Associate or Certificate program beginning fall 2014 and forward <b>MUST</b> meet <b>ALL</b> six Core Academic Skills requirement if they wish to graduate from an Associate Degree</p>	<p>6b. CORE Academic Skills will be built in DegreeWorks and will be attached to ALL Associate Degree programs</p>	<p>6c. Please be sure to review DegreeWorks every semester, so that your advisees stay on track with meeting these requirements.</p>