

NEW STUDENT ADVISING AND REGISTRATION

Welcome to Schenectady County
Community College

The Importance of Academic Advisement

- ✘ It is a student's responsibility to understand the courses required for his/her program of study
- ✘ The curriculum worksheet will show required courses and the proper sequencing of courses
- ✘ As you continue through your program you will also receive your degree audit from your advisor which will show your completed courses, grades and cumulative GPA
- ✘ The relationship with your advisor is one of the most important in college, and will be different than the one you had with your high school guidance counselor
- ✘ Your advisor will not be as hands on as your guidance counselor may have been

The Role of the Advisor

- ✘ Review test results, previous college credits, and courses needed as prerequisites
- ✘ Review required program courses and make recommendations (using your curriculum worksheet)
- ✘ Discuss student's educational and career plans (whether you plan on transferring or looking for a job after graduating)
 - + Additional services provided include: transfer counseling, career counseling and career and employment services
- ✘ Discuss student's time constraints and other responsibilities
- ✘ Note that full-time students are assigned an advisor within their program of study, while part-time students see an advisor in Academic Advising Center (Elston Hall 222).

The Role of the Student

- ✘ Inform the advisor of time constraints and responsibilities
- ✘ Ask whether you're in the correct program for what you want to do (transfer or career choice)
- ✘ Build a class schedule that is free of time and commitment conflicts
- ✘ Complete your tuition bill payment online (E-Cashier) or at the Student Business Office (ELS 517) before the deadline to avoid having your classes dropped
 - + If you have a negative balance your bill is paid in full and the remaining funds are eligible for book store credit; the remaining amount will be dispersed via check
 - + FAFSA workshops are available for those who need further assistance
 - + Tuition can be paid using credit cards, check, cash or using a payment plan
 - + The payment plan is only available online via eCashier

Scheduling Tips

- ✘ Consider your outside responsibilities when deciding how many courses to take
 - + Factor in job, family, volunteer work, travel
- ✘ Use the online college catalog to check for prerequisites or click on the course reference number (CRN) on the online class schedule
- ✘ If you've never taken an online course before, it's not recommended until your second semester
 - + It may be convenient but is very involved
 - + If you are an auditory learner or hands on, online courses are not recommended
- ✘ Don't schedule all of your classes back to back, the break gives you time to absorb the material
- ✘ Full-time study and full-time employment is NEVER recommended
- ✘ For every hour you're in the classroom, you will have an additional 2 hours of outside work; consider this when deciding how many credits for which to register

Components of a Class Schedule

- ✘ Cover: Semester calendar with important dates (registration periods, deadline for withdrawal, etc.)
 - + To see an example go to:
 - + www.sunysccc.edu/academic/acadser/Sp2011.pdf
- ✘ Online registration instructions
- ✘ What to do before you register
- ✘ Guide to selecting electives (check your curriculum worksheet)
- ✘ Printout of semester classes offered, days/times, instructor's name and classroom location

Registration Process

- ✘ After meeting with the advisor, you will go to a computer lab to register online and print out your schedule
 - + Copies of your schedule can be printed using the same process
 - + It is recommended that you recheck your schedule before the beginning of the semester to ensure your schedule is accurate
- ✘ Immunization records must be submitted to ELS 222 before classes begin
- ✘ Complete the tuition payment process at the Student Business Office (ELS 517) before the deadline or all of your classes will be cancelled, and you'll have to start all over again and pay at the time of registration
- ✘ Turn in your Certificate of Residence to ELS 517
 - + 60 days or less prior to the beginning of the semester or up to 30 days after (the submission deadline can be found online)
 - + If this is not complete by the deadline you will be charged double tuition

What to Do Before Classes Begin

- ✘ Make sure your tuition bill is paid by the due date!
- ✘ Turn in your immunization records
- ✘ Attend New Student Orientation (before the semester starts); you can purchase your books, and get your student ID and parking sticker then
- ✘ Be aware of the other services provided here at SCCC, which include: tutoring, counseling, the Learning Center, Math Lab and many activities
- ✘ Make sure to get all of your questions answered

QUICK QUIZ

- ✘ After reviewing the prior information, you should be able to answer the following questions:
- ✘ Question 1: Where do you bring your immunization records?
- ✘ Question 2: Where do you turn in your Certificate of Residence?
- ✘ Question 3: Whose responsibility is to understand the courses required for your program of study?
- ✘ Question 4: What happens if you don't pay your tuition bill before the deadline?

Good Luck with your first semester!

