

Northern Maine Community College

# Transforming Lives Through Education

**An Academic Advisor's Support Manual**



## **NMCC MISSION STATEMENT:**

Northern Maine Community College is committed to maintaining its tradition of providing high-quality career and transfer programs that lead to associate degrees, certificates, and specialized training necessary for an educated, skilled and adaptable workforce.

Through its affordable programs of study, courses, and specialized training seminars, the College is a catalyst for economic growth and the development of human potential.

## **NMCC VISION STATEMENT:**

Transforming lives through education

## TABLE OF CONTENTS

<b>What is a Student?</b>	<b>4</b>
<b>Section I: Helpful Information for Academic Advisors</b>	
1. What is Academic Advising	5
2. Functions of an Academic Advisor	5
3. Faculty Advising Activities	6
4. Limitations of Academic Advising	7
5. Strategies of Advisement	8
<b>Section II: Advising Checklist</b>	<b>10</b>
<b>Section III: How Do I?</b>	
1. <b>Sign in</b> to the NMCC Portal?	11
2. Find a <b>list of my active advisees</b> ?	12
3. Look up an <b>advisee's schedule</b> on the NMCC Portal?	14
4. Look up and <b>advisee's Degree Audit</b> on the NMCC Portal?	16
5. Get a <b>blank, printable Degree Audit</b> ?	19
6. Help my advisees <b>register for classes</b> ?	21
7. <b>Find forms</b> for students on the portal?	26
8. Find student <b>financial aid information</b> ?	28
9. Check an advisee's <b>attendance or grades</b> ?	29
10. Look at an advisee's <b>test scores or academic history</b> ?	31
<b>Section IV: Definition of Holds Students May Encounter</b>	<b>34</b>
<b>Section V: Important Policies for Academic Advising</b>	
1. Add/Drop Policy	35
2. Grading System	35
3. Repeat Courses	36
4. Course Grade Appeal	36
5. Academic Progress	36
6. Probation and Dismissal Policy	36
7. Academic Amnesty	37
8. Midterm Warnings	37
9. Change in Major/Award Type	38
10. Advancement in the Major Program of Study	38
11. Incomplete Grade	38

12. Matriculation Policy	39
13. Second Credential	39
14. Withdrawal from NMCC	39
15. Financial Aid Eligibility Standards	40
a. 150 percent rule- maximum time frame eligibility	40
b. Pell life time eligibility	40

## **Section VI: Other Helpful Information for Academic Advisors**

1. How to Refer Students	42
2. The Campus Counseling Office	43
3. The Do's of Academic Advising	46
4. The Don'ts of Academic Advising	48

## **Appendix**

### **A. Important Student Forms**

1. Student Registration form	50
2. Change of Major Request form	53
3. Withdrawal Request form	54
4. Request for Second Major form	55
5. UMPI Course Exchange form	56
6. UMPI Tuition Exchange form	57

# WHAT IS A STUDENT?

A **STUDENT** is the most important person in any educational institution.

A **STUDENT** is not dependent on us. We are dependent on him/her.

A **STUDENT** is not an interruption of our work. The student is the purpose of it.

A **STUDENT** does us a favor when the student enrolls. We are not doing him/her a favor by serving him/her.

A **STUDENT** is a part of our work--not an outsider.

A **STUDENT** is not just a statistic. The student is a flesh and blood human being with feelings and emotions like us.

A **STUDENT** is a person who comes to us with his/her needs or wants. It is our job to fill them.

A **STUDENT** is deserving of the most courteous and attentive treatment we can give him/her.

A **STUDENT** is the life blood of this and every other educational institution.

## WHAT IS ACADEMIC ADVISING?

"Academic advising is a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted, and the responsibility of both student and advisor. The advisor serves as a facilitator of communication, a coordinator of learning experiences through course and career planning and academic progress review, and an agent of referral to other campus agencies as necessary." *Quoted on the PBS teleconference: Academic Advising: Campus Collaborations to Foster Retention aired via satellite. November 4, 1999.*

## FUNCTIONS OF AN ACADEMIC ADVISOR:

Although the functions of the Academic Advisor vary for different students, the general advising duties are normally as follows:

1. The Academic Advisor explains to the student the program of general or basic education as it relates to the major of the student, and to preparation for life pursuits generally.
2. The Academic Advisor helps the student examine the course offerings in his major and understand the graduation requirements for the curriculum leading to an appropriate degree.
3. The Academic Advisor helps the student explore the career fields for which his major provides training and obtain related vocational information and survey job opportunities.
4. The Academic Advisor serves as a link between the student and the administration by counseling the student on his scholastic problems (course scheduling, course adjustment, and academic progress and by making appropriate referral to other assistance agencies).
5. The Academic Advisor serves the student by demonstrating a personal interest in him and in his adjustment to college; by serving as a central contact person in obtaining information that can be used to help the student; and by allowing the student freedom to make his own choices after the limitations, alternatives, and consequences involved in a decision are pointed out.

## FACULTY ADVISING ACTIVITIES:

The Academic Advisor engages in the following three types of activities:

1. Aids the advisee in the selection of a pattern of educational experiences, which may result in better personal integration;
2. Assembles, organizes, channels, and centralizes all information, observations, and reports from every source relative to his advisee's progress, needs, abilities, and plans;
3. Assists the advisee at regular intervals to make adequate self-evaluation.
4. The Academic Advisor explains to the student the program of general or basic education as it relates to the major of the student and to preparation for life pursuits generally.
5. The Academic Advisor plans with the student a schedule of courses with a consideration of the overall year's work. This may be accomplished through a consideration of the offerings set forth in the various publications of the institution, by considering the student's strengths and needs as revealed by a study of high school tests and grades and of college entrance tests, by personal interview, and by judgments as to his ability contributed by high school principals and teachers.
6. The Academic Advisor assists the student in exploring his major field. To accomplish this, the advisor will interpret the various departmental publications of the college; in addition, he/she may refer the student to the counselors in the Campus Counseling Office. Finally, the advisor may recommend particular extra class or part-time work activities for the student.
7. Likewise, the Academic Advisor assists the "undecided" student in exploring a major field. This is accomplished by referring him to Counselors in the Campus Counseling office and to various extra class activities wherein interests may be explored and experiences gained.
8. The Academic Advisor serves as a link between the student and the administration by counseling the student on matters of failure, on the procedures for dropping and adding courses, on eligibility for the various exemption examinations in general education, and on admittance to special remedial classes or clinics.

## **LIMITATIONS OF ACADEMIC ADVISING:**

1. An Academic Advisor cannot make decisions for an advisee but the student can be an empathetic listener and even offer various possible solutions to the student's problem.
2. An Academic Advisor cannot increase the native ability of an advisee, but can encourage the maximum use of the ability that the student has.
3. An Academic Advisor cannot reduce the academic or employment load of a floundering advisee, but can make recommendations that such adjustments be made.
4. An Academic Advisor should not criticize a fellow faculty member to a student, but can make a friendly approach to any teacher if that teacher is involved in the student's problem.
5. An Academic Advisor should not tell an advisee his/her raw scores on psychological tests, but can indicate areas in which the student seems weak or strong.
6. An Academic Advisor should not betray a student's confidence on matters of a personal nature, but can seek appropriate professional assistance in helping a student with minor personal or social adjustment problems.
7. An Academic Advisor should not attempt to handle cases of emotional disturbances, which fall outside the behavioral pattern of students adjudged reasonably normal. When complex problems arise concerning financial aid, mental or physical health, or personal-social counseling, faculty should refer students to professional personnel through the Counseling Office.



## STRATEGIES OF ADVISEMENT:

Emphasized below are basic strategies of advisement used to assist in individual student development.

### A. Attempt to become acquainted with the advisee in as many aspects as possible.

- Getting to know the advisees outside the formality of the office when possible, and not only during class scheduling or unusual circumstances, can be extremely valuable.
- Knowing the academic abilities and background of the advisee is also important.
- Having good documentation (the advising folder) such as high school courses with grades, rank in graduating class, ACT or SAT scores, transfer courses and grades from other universities, and present academic status is essential when assessing a student's ability and future direction.

### B. Explore the objectives, interests, and motivations of the advisee.

The advisee's actual certainty of future objectives and goals is difficult to ascertain. When the advisor has some knowledge of the advisee's non-academic background -- such as home influence, hobbies, and friends -- a more thorough type of advisement is possible.

### C. Develop rapport with advisees.

- If the student knows the advisor as a professional person who has a genuine interest in students, the advisement process becomes much more beneficial for both advisor and advisee.
- The student should be encouraged to become acquainted with other faculty members in the department, since multiple contacts can be useful to the student who is attempting to assess his personal goals.

### D. Become knowledgeable concerning college rules, policies, regulations, and procedures that affect academic programs and activity.

- Every advisor must be well informed regarding current academic policies and procedures for these are the foundations on which all advisement efforts will be built. Review of prior policies and study of new policy changes should be a regular activity of each advisor before beginning each registration period.
- Familiarity with courses generally taken by advisees, the characteristics of teachers of the courses, and how the courses have been appraised by prior students can make the advisement process smoother and more successful.
- Suggestions for student involvement in campus activities is often the key to retention in school.

### E. Evaluate student motivation.

Enhancing a student's motivation by capitalizing on good academic planning can be a very helpful strategy. While lack of motivation is generally recognized as the most common cause of poor academic performance, no clear cut methods to help a student achieve maximum motivation have been developed. Suggested strategies might include:

- Matching courses early in the program to the student's academic strengths, interests, and background.
- Helping the student, when possible, have a chance to build on success rather than failure.
- Challenging capable students to continue their efforts toward academic excellence.
- Explaining the rewards of a strong academic program and associated good grades.

**F. Be aware of the limitations of responsibility which place the burden of the advisement process on the shoulders of the student.**

- Obviously, an advisor cannot make decisions for an advisee, but can be an empathetic listener and offer various alternatives for the advisee's consideration.
- Advisors cannot increase the ability of a student, but can encourage the maximum use of that ability. While advisors cannot change some aspects of class schedules or employment loads, the students can be referred to the proper offices for such adjustments when desirable.

**G. Seek to determine the level of advisement appropriate for your own comfort and training.**

Generally, advisors should not attempt to personally handle complex problems concerning financial aid, mental or physical health, personal or social counseling. When these situations do arise, the Academic Advisor should refer students to professional personnel who are specially trained and knowledgeable about dealing with such problems.

## Advisor Checklist

This checklist can be used as you work with your advisees.

**Registration** ☐ I have checked my advisees' midterm grades and discussed their academic progress with them during advising sessions.

☐ I discussed with my advisees the GPA requirements for the major(s) they plan to pursue and possible scholarship GPA requirements.

☐ I discussed with my advisees the courses they need to take to stay on track with their major(s).

### General

☐ I worked out educational plans with my advisees, encouraging them to think beyond current semester planning to accommodate course sequencing, graduation expectations, and relevant work experience, while continuing to track their progress toward their plans.

☐ I try to help my advisees understand and work within the college policies.

### Availability

☐ I have regularly scheduled office hours for advisees to meet with me throughout the term and publicize these hours.

☐ When I schedule office hours for advising, I stay in my office in case students drop by.

☐ I spend sufficient time with my advisees to answer their questions and address their concerns.

☐ I take the initiative to have my advisees meet with me.

☐ I seek out my advisees in informal settings.

### Accountability

☐ I am knowledgeable about resources and services on campus that can fill the gap for adequate student support. I keep current information about these resources and services in my office.

☐ I make an effort to help my advisees feel comfortable during our meetings by calling them by name, referring to notes from previous meetings, and inquiring about life beyond the classroom.

☐ I explain to my advisees what my responsibilities are to them, as well as what their responsibilities are to me.

☐ When I tell an advisee to seek advice or help from another source, I provide exact information about where the office is located, who to see, what to ask for, etc.

☐ I keep a record of my appointment dates with each advisee.

## HOW DO I?

### 1. Sign in to the portal?

Go to “mynmcc.edu”

Enter your username and password and click “Login”

The screenshot shows the Northern Maine Community College (NMCC) website. At the top left is the NMCC logo. Below it is a login section with a maroon background. It contains two input fields: "User Name:" and "Password:", each with a red arrow pointing to it. To the right of the "Password:" field is a "Login" button. Below the login section is a navigation bar with green buttons for "Home", "Academics", "Students", "Admissions", "Alumni", "Continuing Education", "Foundation", and "Camp". Below the navigation bar is a breadcrumb trail that says "You are here: NMCC Home". Below the breadcrumb trail is a green banner that says "my.nmcc.edu". Below the banner is a maroon banner that says "Welcome to NMCC". Below the maroon banner is a green banner that says "Welcome to my.nmcc.edu". A yellow box with the text "Enter Username and Password" is overlaid on the login section. Below the yellow box is a blue banner.

**NORTHERN MAINE COMMUNITY COLLEGE**

User Name:  Password:  **Login**

**Home** **Academics** **Students** **Admissions** **Alumni** **Continuing Education** **Foundation** **Camp**

You are here: NMCC Home

**my.nmcc.edu**

**NMCC Home**

- [Welcome to NMCC](#)
- [Things to Know](#)

**Welcome to NMCC**

**Welcome to my.nmcc.edu**

## 2. Find a list of my active advisees?

Go to the Faculty Portal tab, choose Academic Advisors, pull down the Advisee Status Menu and choose “Active Advisees”

The screenshot shows the Maine Community College Faculty Portal. The top navigation bar includes links for Home, Academics, Students, Faculty, Admissions, Alumni, Continuing Education, Foundation, Campus Life, Employee Info, and IT-Facilities. The breadcrumb trail indicates the user is in the Faculty > Academic Advisors section.

The left sidebar contains a list of links for Faculty Information, Academic Advisors, Referrals, and various resources. The main content area is titled "Academic Advisors" and features a "Search for Advisee(s)" form. The form includes fields for Advisee Status (a dropdown menu), ID, Last Name, and Division. A red arrow points to the Advisee Status dropdown menu, which is highlighted with a yellow box containing the text "Choose Active Advisees". Below the form are buttons for "Search" and "Advanced Search".

Below the search form, there is a section titled "Booklist Lookup" with a "Lookup By:" dropdown menu set to "Semester" and a "Get" button. The results show "Courses for - Spring - 1718" and a list of courses, including "ACC 111 26 - Principles Accounting I" by Cowett, Nancy.

The right sidebar contains links for FERPA, New Students, and IT-Facilities.

Academic Advisors

Advisee Roster

Search for Advisee(s)

You must select a year and term if you select one of the following Advisee Status options: 'Currently Registered,' 'Need Advisor Approval,' 'Need Registration C of the other Advisee Status options will not allow you to specify a year and term. Additionally, the options where no year and term is available will not display t

Advisee Status: Active Advisees

ID:

Last Name:

Division: All















Search

Advanced Search

Note: Some students are missing e-mail addresses.

 [Export to Excel](#) [E-mail All Advisees](#) [E-mail Selected Studen](#)

Ad - An | [An - Ba](#) | [Ba - Be](#) | [Be - Bi](#) | [Bi - Bo](#) | [Bo - Br](#) | [Br - Bu](#) | [Bu - Ca](#) | [Ca - Ce](#) | [Ch - Cl](#) | [Cl - Co](#) | [Co - Cr](#) | [Cr - Cy](#) | [Cy - De](#) | [D](#)  
[Gi - Go](#) | [Go - Gu](#) | [Gu - Ha](#) | [Ha - He](#) | [He - Hu](#) | [Hu - Ja](#) | [Ja - Ke](#) | [Ke - Kn](#) | [Kn - La](#) | [La - Le](#) | [Le - Lo](#) | [Lo - Ma](#) | [Ma - Mc](#) | [Mc - M](#)  
[- Pa](#) | [Pa - Pe](#) | [Pe - Pl](#) | [Pl - Ra](#) | [Ra - Ro](#) | [Ro - Ru](#) | [Ru - Sc](#) | [Sc - Sh](#) | [Sh - Sm](#) | [Sm - Sp](#) | [St - St](#) | [St - Ta](#) | [Ta - Th](#) | [Ti - Tu](#) | [T](#)

Advisee Roster for: Johna L Lovely (1425 advisees)			
FERPA Restrict	Email	Name	Student ID Needs to Register? Advisors
<input type="checkbox"/>		Names and ID numbers will appear here.	Raymond, David B 
<input type="checkbox"/>			Graham, Jennifer P 
<input type="checkbox"/>			Cook, Shannon M 
<input type="checkbox"/>			Graham, Jennifer P 
<input type="checkbox"/>			Connell, Maureen M 
<input type="checkbox"/>			Cook, Shannon M 
<input type="checkbox"/>			Maynard, Todd L 

### 3. Look up an advisee's schedule on the Portal?

Login to the Portal system, choose the Faculty tab, Academic Advisors and then Advisee Roster.

The screenshot displays the Maine Community College Portal interface. The top navigation bar includes links for Home, Academics, Students, Faculty, Admissions, Alumni, Continuing Education, Foundation, Campus Life, Employee Info, and IT-Facilities. The left sidebar contains a list of links under the 'Academic Advisors' section, with 'Advisee Roster' highlighted. The main content area shows the 'Academic Advisors' section with a search form for the 'Advisee Roster'. The search form includes fields for 'Advisee Status', 'ID', 'Last Name', and 'Division', along with 'Search' and 'Advanced Search' buttons. A yellow box with the text 'Enter student name or ID number' is overlaid on the search fields. Below the search form, there is a 'Booklist Lookup' section with a 'Lookup By' dropdown and a 'Get' button. The results show courses for Spring 1718, including ACC 111 26 - Principles Accounting I by Cowett, Nancy.

**Academic Advisors**

**Advisee Roster**

**Search for Advisee(s)**

You must select a year and term if you select one of the following Advisee Status options: 'Currently Registered,' 'Need Advisor Approval,' 'Need Registration Clearance,' 'New Students' and 'Not Yet Registered.' Selecting one of the other Advisee Status options will not allow you to specify a year and term. Additionally, the options where no year and term is available will not display the Registration Clearance column.

Advisee Status: All

ID:

Last Name:

Division: All

Search Advanced Search

Enter student name or ID number

**Booklist Lookup**

Lookup By: Semester Year Get

**Courses for - Spring - 1718**

**ACC 111 26 - Principles Accounting I**  
Cowett, Nancy

ISBN: 9781337587501 - Financial Accounting (LL)(w/CengageNow Access)

ACC 111 26 - Principles Accounting I

Choose student schedule as shown below;

If you need a printed copy choose the "Printable Schedule" link.

## Academic Advisors

### Advisee Roster - Advisee Details

[Advisee Roster](#) > Advisee Details



**Classification:** Senior  
**Enrolled Date:** 8/28/2017  
**Planned Grad:** 5/7/2019  
**Max Credits:** 21.00  
**Advisor(s):** Dr Jennifer P Graham  
 Ms Tammy Nelson

**Academic Status:** Part-time  
**Degree:** Certificate  
**First Major:** Entrepreneurship Certificate  
**Second Major:** Liberal Studies

### Tools and Information

#### Academic Records

[Academic History](#)  
[Course History](#)  
[GPA Projection](#)  
[Grade Report](#)  
[Unofficial Transcript](#)  
**Advising**  
[Advisee Meetings](#)  
[Course Needs](#)

#### Financial Aid

[Missing/Received Documents](#)

#### Housing

[Residence Info](#)

#### Registration

[Add/Drop Courses](#)  
[Student Schedule](#)  
[Advanced Course Search](#)

#### Address

### Advisee Roster - Schedule Details

[Advisee Roster](#) > [Advisee Details](#) > Schedule Details

Course Schedule for

Term Data is only available for current or pre-registered courses.

Term: 2017-2018 AY - Spring

Division: Credit

#### 2017-2018 AY - Spring - Credit

Textbooks	Course	Title	Credits	Status	Grading Type	Faculty	Meets	Dates	Room
	<a href="#">ENG 227 01</a>	Advanced Composition	3.00	Current	CR	Graham, Dr Jennifer P	MW 1:00 PM - 2:15	1/8/2018 - 5/7/2018	NMCC / MRT / 105
	<a href="#">ENG 239 01</a>	Creative Writing	3.00	Current	CR	Bartlett, Jessica A	MWF 10:00 - 10:50 AM	1/8/2018 - 5/7/2018	NMCC / CHR / 207
	<a href="#">MAT 125 02</a>	College Algebra	3.00	Current	CR	Drost, Ryan Philip	MWF 9:00 - 9:50 AM	1/8/2018 - 5/7/2018	NMCC / CHR / 205
	<a href="#">PHI 206 02</a>	World Religions	3.00	Current	CR	Raymond, Mr David B		1/8/2018 - 5/7/2018	NMCC / /
	<a href="#">SOC 215 01</a>	Social Issues And Problems	3.00	Current	CR	Good, Shelli J	MW 3:15 PM - 4:30	1/8/2018 - 5/7/2018	NMCC / MRT / 213-1

[Printable Schedule](#)



#### 4. Look at my advisee's Degree Audit?

### Academic Advisors

#### Advisee Roster - Advisee Details

[Advisee Roster](#) > Advisee Details



**Classification:** Senior  
**Enrolled Date:** 8/28/2017  
**Planned Grad:** 5/7/2019  
**Max Credits:** 21.00  
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**First Major:** Entrepreneurship Certificate  
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#### Tools and Information

##### Academic Records

[Academic History](#)  
[Course History](#)  
[GPA Projection](#)  
[Grade Report](#)  
[Unofficial Transcript](#)

##### Advising

[Advisee Meetings](#)  
[Course Needs](#)  
[Degree Audit](#)  
[Major Exploration](#)

##### Financial Aid

[Missing/Received Documents](#)

##### Housing

[Residence Info](#)

##### Registration

[Add/Drop Courses](#)  
[Student Schedule](#)  
[Advanced Course Search](#)

##### Address

[Redacted Address]  
UNITED STATES OF AMERICA  
207-[Redacted]


ts Faculty Admissions Alumni Continuing Education Foundation Campus Life Employee Info IT-Facilities Testing Center My Page

nic Advisors

## Academic Advisors

### Advisee Roster - Degree Audit Summary






















[Advisee Roster](#) > [Advisee Details](#) > Degree Audit Summary








Credits Earned: 51.00  
Overall GPA: **3.3303**  
Last Term GPA: 0.0000  
Probation Status: **Good Standing 2.0-3.19**


Major 1: **Diesel Hydraulic Tech**  
Certification 1: **Vehicle Air Conditioning Certification - EPA 609**  
Certification 2: **OSHA - 30 hours - Industrial Safety Card**

#### Advisors

Mrs. Laura J McPherson  - Administration, Credit  
Tammy Nelson  - Administration, Credit  
Gayle Dickinson  - Administration, Credit  
Charlis L Sullivan  - Administration, Credit  
David A Wyman  - Administration, Credit  
Wendy L Bradstreet  - Administration, Credit  
Linda J Mastro  - Administration, Credit  
Cheryl Murchison  - Administration, Credit  
Johna L Lovely  - Administration, Credit  
**Bob Rice  - Major Advisor, Credit**  
Ruth S White  - Counselor, Credit  
Mary J Cornelio  - Major Advisor, Credit  
Dwight M Clayton  - Administration, Credit  
Dr. William G Egeler III  - Administration, Credit  
Lori A Smith  - Administration, Credit  
Andre D Anderson  - Administration, Credit  
Stacey A Cyr  - Administration, Credit  
Jon A Blanchard  - Administration, Credit  
Kenneth M Ervin  Credit  
Joe Fagnant  Credit  
Maureen M Connell  Credit

Requirements Summary	Requirement	Year	Aim	Hours Needed	Hours Earned	Hrs. in Progress	Quality Points	GPA	Status
<a href="#">Diesel Hydraulics AAS</a>	1617 MAJOR	65.00	51.00	14.00	169.85	3.3303		Not Met	
Total Credit Hours 68	1617 TOTCR	68.00	51.00	17.00	169.85	3.3303		Not Met	
<a href="#">Free Electives 3 Credits</a>	1617 FREE	0.00	0.00	3.00	0.00	0.0000		Not Met	
<a href="#">Inapplicable Coursework</a>	1617 UNUSE	0.00	0.00	0.00	0.00	0.0000		Not Met	

[Advising Worksheet](#) 

 [Recalculate Student Progress](#)

*\* Always click the recalculate button to ensure all courses are included in the audit.*

*Major Advisor is the only advisor that student sees on advising worksheet.*

Automatic Zoom

**Personal Information (Legal, Home, or Permanent):**

Name: [REDACTED] ID Number: [REDACTED]  
Address: [REDACTED]

Phone: [REDACTED]  
Mobile: [REDACTED]

**Degree Information: (Catalog Year 1617)**

Major 1: Diesel Hydraulic Tech  
Certification 1: Vehicle Air Conditioning 0  
Certification 2: Certification - EPA 609 0  
OSHA - 30 hours - Industrial  
Safety Card

**Advisee Information:**

Advisor #1: Rice, Robert A

Career Hours Earned: 51.00  
Career GPA: 3.33  
Last Term Attended GPA: .00  
Classification: Senior  
Academic Standing: Good Standing 2.0-3.19  
Holds and Warnings: A hold exists that you may not view.

✖ Primary AIM: Diesel Hydraulics AAS (NOT MET)

65.00 Hours Needed

Diesel Hydraulics AAS:.....51.00 Hours Earned

**✖ Major Requirements**

✔ AUT-115-01	Automotive Electricity	A	3.00
✔ AUT-125-01	Automotive Electronics	B+	3.00
● AUT-216-01	Motor Vehicle Inspection	(2.00 In Progress 2017-2018 AY - Spring)	
✔ AUT-229-01	Auto Heating And Air Conditioning	B+	3.00
✔ DIM-112-01	Intro Diesel Hydraulics Tech	A	3.00
✔ DIM-114-01	Engine Diagnosis & Tune-Up	A	3.00
✔ DIM-122-01	Electrical Systems (Heavy Equipment	A-	3.00
✔ DIM-123-01	Brake Systems	A-	1.50
✔ DIM-125-01	Suspension & Steering Systems	A	1.50

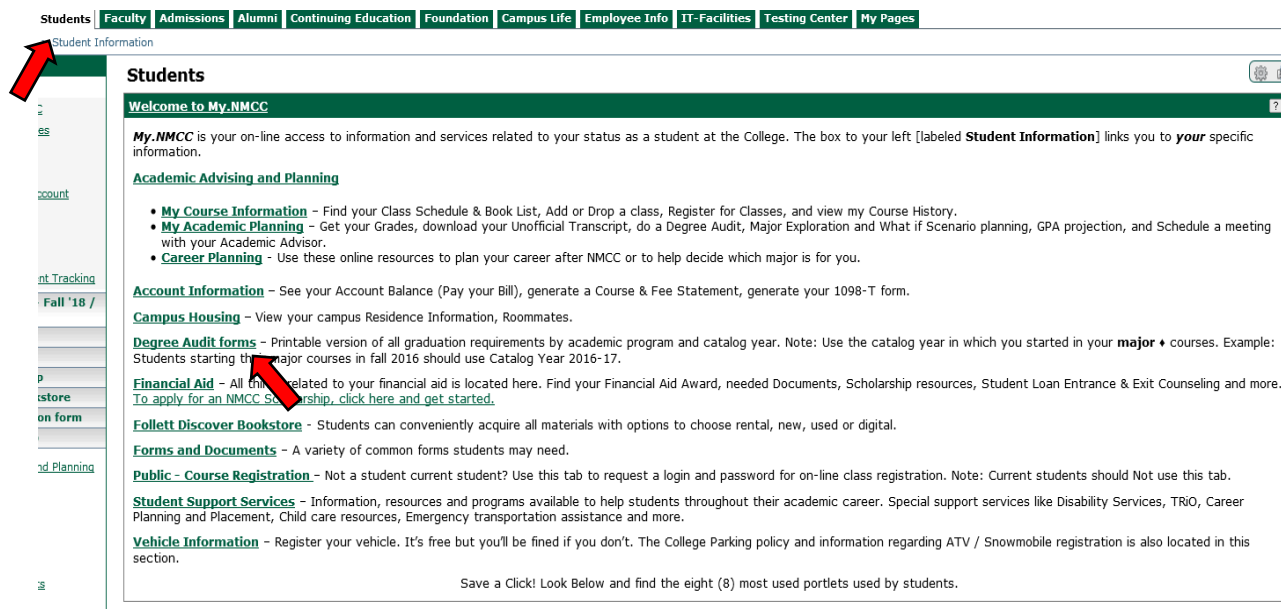
## 5. Get a blank printable degree audit?

Go to the Students tab on the portal

Choose “Degree Audit Forms”


Be sure to select the correct advising year prior to printing.

*Note: the advising year is the year in which the student began their major program.*



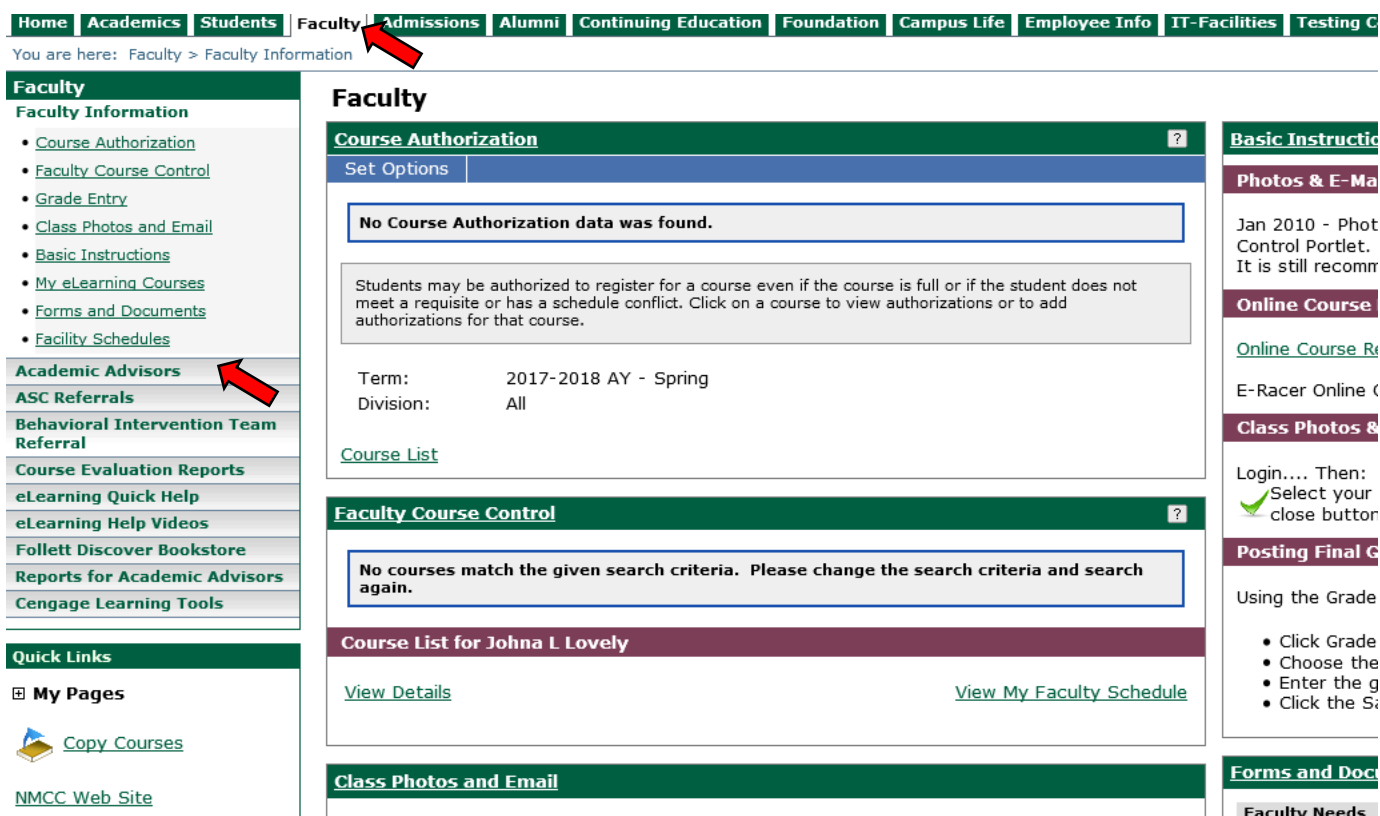
The screenshot displays the My.NMCC portal interface. At the top, a navigation bar includes links for Students, Faculty, Admissions, Alumni, Continuing Education, Foundation, Campus Life, Employee Info, IT-Facilities, Testing Center, and My Pages. The 'Students' tab is selected. On the left, a sidebar contains various student-related links, with 'Student Information' highlighted by a red arrow. The main content area, titled 'Students', welcomes users to My.NMCC and provides information about the portal's purpose. It lists several key sections: Academic Advising and Planning (including My Course Information, My Academic Planning, and Career Planning), Account Information, Campus Housing, Degree Audit forms (highlighted by a red arrow), Financial Aid, Follett Discover Bookstore, Forms and Documents, Public - Course Registration, Student Support Services, and Vehicle Information. A note at the bottom encourages users to click on the eight most used portlets.

## Degree Audit forms

Catalog Year - 2017-18	?	Degree Audit
<b>AY17-18 Arts &amp; Sciences Department</b> <a href="#">ECE AAS2017.pdf</a> (.pdf, 142K) <a href="#">ECE cert2017.pdf</a> (.pdf, 168K) <a href="#">LIB AA2017.pdf</a> (.pdf, 134K)		For a printable version of all graduation requirements, click on the link below. Year you began taking Major classes. Click on the link below to complete form
<b>AY17-18 Business Technology Department</b> <a href="#">Accounting AAS 2017</a> (.pdf, 137K) <a href="#">Business Administration AAS 2017</a> (.pdf, 159K) <a href="#">ENT cert2017.pdf</a> (.pdf, 168K) <a href="#">OA cert 2017.pdf</a> (.pdf, 167K)		<b>KEY</b> AA = Associate in Arts degree AAS = Associate in Applied Science degree AS = Associate in Science degree
<b>AY17-18 Nursing &amp; Allied Health Department</b> <a href="#">CP AS2017.pdf</a> (.pdf, 140K) <a href="#">CP adv cert2017.pdf</a> (.pdf, 146K) <a href="#">CP cert2017.pdf</a> (.pdf, 133K) <a href="#">EMS AAS2017.pdf</a> (.pdf, 160K) <a href="#">EMS AEMT cert2017.pdf</a> (.pdf, 137K) <a href="#">EMS Paramedicine cert 2017.pdf</a> (.pdf, 165K) <a href="#">MDA AAS2017.pdf</a> (.pdf, 163K) <a href="#">MDC cert2017.pdf</a> (.pdf, 152K) <a href="#">NUR AS 2017.pdf</a> (.pdf, 170K)		
<b>AY17-18 Trade &amp; Technical Department</b> <a href="#">ACR AAS 2017.pdf</a> (.pdf, 159K) <a href="#">ACR cert 2017.pdf</a> (.pdf, 131K) <a href="#">ACR Major Collision cert 2017.pdf</a> (.pdf, 173K) <a href="#">AT AAS 2017.pdf</a> (.pdf, 166K) <a href="#">AT cert 2017.pdf</a> (.pdf, 159K) <a href="#">BCT AAS 2017.pdf</a> (.pdf, 137K) <a href="#">BCT cert 2017.pdf</a> (.pdf, 133K) <a href="#">CNT AAS 2017.pdf</a> (.pdf, 161K) <a href="#">CNT cert 2017.pdf</a> (.pdf, 133K)		

## 6. Help my Advisees register for classes?

In the Faculty tab, choose “Academic Advisors”. Enter the student name or ID number.



Home Academics Students **Faculty** Admissions Alumni Continuing Education Foundation Campus Life Employee Info IT-Facilities Testing Center

You are here: Faculty > Faculty Information

### Faculty

#### Course Authorization

Set Options

**No Course Authorization data was found.**

Students may be authorized to register for a course even if the course is full or if the student does not meet a requisite or has a schedule conflict. Click on a course to view authorizations or to add authorizations for that course.

Term: 2017-2018 AY - Spring  
Division: All

[Course List](#)

#### Faculty Course Control

**No courses match the given search criteria. Please change the search criteria and search again.**

**Course List for Johna L Lovely**

[View Details](#) [View My Faculty Schedule](#)

#### Class Photos and Email

#### Basic Instructions

**Photos & E-Mail**

Jan 2010 - Photo Control Portlet. It is still recommended.

**Online Course**

[Online Course Register](#)

E-Racer Online Control

**Class Photos & Email**

Login.... Then: Select your close button

**Posting Final Grades**

Using the Grade

- Click Grade
- Choose the
- Enter the grade
- Click the Save

#### Forms and Documents

**Faculty Needs**


[Welcome back](#) ( [Personal Info](#) | [Logout](#) )

[Home](#) [Academics](#) [Students](#) [Faculty](#) [Admissions](#) [Alumni](#) [Continuing Education](#) [Foundation](#) [Campus Life](#) [Employee Info](#) [IT-Facilities](#)

 are here: [Faculty](#) > [Academic Advisors](#)

## Faculty

### Faculty Information

#### Academic Advisors

[Advisee Roster](#)
[Booklist Lookup](#)
[FERPA Statement](#)
[New Student Orientation \(NSO 00\) - online component](#)
[Student Lookup](#)

#### Referrals

[Behavioral Intervention Team referral](#)
[Course Evaluation Reports](#)
[Learning Quick Help](#)
[Learning Help Videos](#)
[Let's Discover Bookstore](#)
[Reports for Academic Advisors](#)
[Usage Learning Tools](#)

#### Quick Links

[Pages](#)
[Put Up My Pages](#)
[Copy Courses](#)
[CC Web Site](#)
[CC Employee E-Mail](#)
[CC Student O365 E-Mail](#)
[CC Old Student Gmail](#)

## Academic Advisors

### Advisee Roster

#### Search for Advisee(s)

You must select a year and term if you select one of the following Advisee Status options: 'Currently Registered,' 'Need Advisor Approval,' 'Need Registration Clearance,' 'New Students' and 'Not Yet Registered.' Selecting one of the other Advisee Status options will not allow you to specify a year and term. Additionally, the options where no year and term is available will not display the Registration Clearance column.

 Advisee Status: 

 ID: 

 Last Name: 

 Division: 

[Advanced Search](#)

Enter student name  
or ID number

[IT-Facilities > Booklist Lookup](#)

### Booklist Lookup

 Lookup By:   

Courses for - Spring - 1718

 ACC 111 26 - Principles Accounting I  
Cowett, Nancy

ISBN: 9781337587501 - Financial Accounting (LL) (w/CengageNow Access)

ACC 111 26 - Principles Accounting I

### FERPA

CAUTION  
This leg  
be awa

### New Student

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<https://>

### IT-Facilities

### Student

In the Student Information page, choose “Add/Drop Courses”

## Academic Advisors

### Advisee Roster - Advisee Details

[Advisee Roster](#) > Advisee Details



**Classification:** Senior  
**Enrolled Date:** 8/28/2017  
**Planned Grad:** 5/7/2019  
**Max Credits:** 21.00  
**Advisor(s):** Dr Jennifer P Graham  
Ms Tammy Nelson

**Academic Status:** Part-time  
**Degree:** Certificate  
**First Major:** Entrepreneurship Certificate  
**Second Major:** Liberal Studies

### Tools and Information

#### Academic Records

[Academic History](#)  
[Course History](#)  
[GPA Projection](#)  
[Grade Report](#)  
[Unofficial Transcript](#)

#### Advising

[Advisee Meetings](#)  
[Course Needs](#)  
[Degree Audit](#)  
[Major Exploration](#)

#### Financial Aid

[Missing/Received Documents](#)

#### Housing

[Residence Info](#)

#### Registration

[Add/Drop Courses](#)  
[Student Schedule](#)  
[Advanced Course Search](#)

#### Address

[Redacted Address]  
UNITED STATES OF AMERICA  
207-[Redacted]



Choose the correct semester from the drop down menu and click “Search”

If a student wishes to drop a class, click the box next to the class showing on their schedule and the drop button will become available. After the Add/Drop period, students must submit a drop form to registration.

Faculty | **Admissions** | **Alumni** | **Continuing Education** | **Foundation** | **Campus Life** | **Employee Info** | **IT-Facilities** | **Testing Center** | **My Pages**


Advisors

### Academic Advisors

#### Advisee Roster - Add/Drop Courses

[Advisee Roster](#) > [Advisee Details](#) > Add/Drop Courses

**Add/Drop for** [Redacted]

**Term:** 2018-2019 AY - Fall 

Add Period Open / Drop Period Open

You are currently registered for **4 credits**.

**Add by Course Code** | **Course Search**

Title: Begins With


Course Code: Begins With

Term: 2018-2019 AY - Fall

Department: All

Division: Credit

**Search** [More Search Options](#)



Your Schedule		Title	Schedule	Location	Credits	Credit Ty
Drop	Code					
<input type="checkbox"/>	<a href="#">BIO 114 01</a>	Human Biology With Lab	M 3:00 PM - 4:50 W 3:00 PM - 5:50	NMCC Main Campus AK Christie Complex (600) 215 NMCC Main Campus AK Christie Complex (600) 207	4.00	Credit

Drop Course(s)

Students who have no holds on their accounts and who are not required to have developmental courses, will have open boxes beside each class section. By choosing an open box and clicking “add courses” at the bottom on the page, students are registered for that course. If open boxes do not appear for a student, registration should be done on the paper registration form in the back of this manual or printed from the portal.

visors

### Academic Advisors

**Advisee Roster - Results**

[Advisee Roster](#) > [Advisee Details](#) > [Add/Drop Courses](#) > Results

**Search Results**

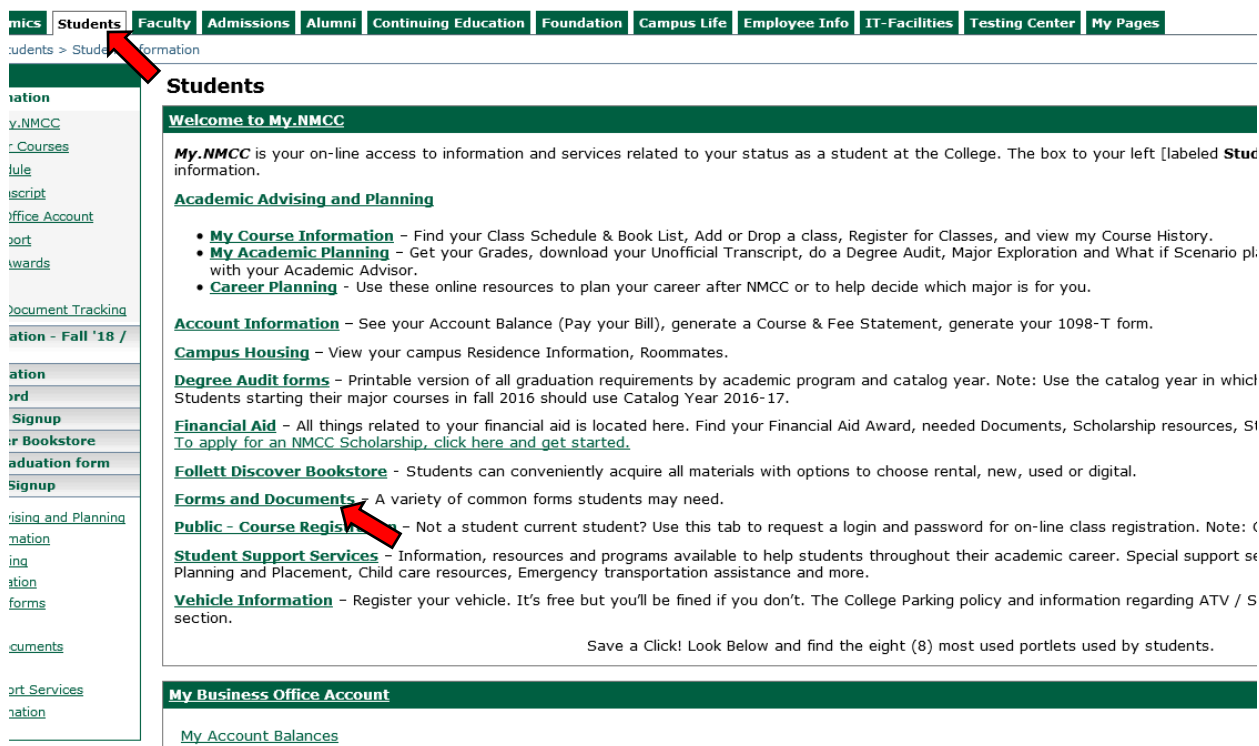
[Search Again](#) Term: 2018-2019 AY - Fall Division: Credit  Other previously selected search criteria still apply

Add	Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">ACC 111 26</a>	Principles Accounting I	Cowett, Nancy A	19/24	Open	MWF 1:00 PM-1:50 PM; NMCC Main Campus, AK Christie Complex (600), Classroom 208-1 NMCC Main Campus, Hybrid Course	4.00	8/27/2018
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">ACC 111 27</a>	Principles Accounting I	Cowett, Nancy A	19/24	Open	MW 4:00 PM-5:15 PM; NMCC Main Campus, AK Christie Complex (600), Classroom 201 NMCC Main Campus, Hybrid Course	4.00	8/27/2018
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">ACC 211 26</a>	Intermediate Accounting I	Cowett, Nancy A	13/20	Open	NMCC Main Campus, Hybrid Course TR 10:30 AM-11:45 AM; NMCC Main Campus, AK Christie Complex (600), Classroom 208-1	4.00	8/27/2018
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">ACC 214 01</a>	Federal Taxation I	Clayton, Dwight M	10/20	Open	TR 9:05 AM-10:20 AM; NMCC Main Campus, AK Christie Complex (600), Classroom 208-1	3.00	8/27/2018
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">ACC 234 20</a>	Accounting Information Systems I	Cowett, Nancy A	9/20	Open	NMCC Main Campus, ONLINE	3.00	8/27/2018
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">ACR 111 01</a>	Non-Structural Repairs	Collins, Robert R	16/18	Open	MF 9:00 AM-11:50 AM; NMCC Main Campus, Automotive Body Repair Building (269), Autobody Classroom MF 1:00 PM-3:50 PM; NMCC Main Campus, Automotive Body Repair Building (269), Autobody Lab	6.00	8/27/2018
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">ACR 209 01</a>	Auto Collision Blueprint & Estimating	Collins, Robert R	11/18	Open	W 9:00 AM-11:50 AM; NMCC Main Campus, Automotive Body Repair Building (269), Autobody Classroom	3.00	8/27/2018
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">WEI 133 01</a>	Electric Welding	Taggett, Richard Joseph	12/16	Open	MWF 9:00 AM-11:50 AM; NMCC Main Campus, Mailman Trade Building, Welding Classroom MF 1:00 PM-3:50 PM; NMCC Main Campus, Mailman Trades Building, Welding Classroom	3.00	8/27/2018
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">WEI 137 01</a>	Structural Welding I	Taggett, Richard Joseph	12/16	Open	MF 8:30 AM-11:50 AM; NMCC Main Campus, Mailman Trades Building, Welding Classroom MF 1:00 PM-3:50 PM; NMCC Main Campus, Mailman Trades Building, Welding Classroom	3.00	8/27/2018
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">WPT 110 01</a>	Safety Fund Wind Technicians	Kilcollins, Wayne H	16/18	Open	M 10:00 AM-11:50 AM; NMCC Main Campus, AK Christie Complex (600), Wind Power Technology Lab M 1:00 PM-3:50 PM; NMCC Main Campus, AK Christie Complex (600), Wind Power Technology Lab	3.00	8/27/2018
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">WPT 114 01</a>	Intro Wind Power Industry	Kilcollins, Wayne H	16/18	Open	W 10:00 AM-11:50 AM; NMCC Main Campus, AK Christie Complex (600), Wind Power Technology Lab W 1:00 PM-3:50 PM; NMCC Main Campus, AK Christie Complex (600), Wind Power Technology Lab	3.00	8/27/2018
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">WPT 119 01</a>	Wind Turbine Drive Systems	Kilcollins, Wayne H	16/18	Open	F 8:00 AM-11:50 AM; NMCC Main Campus, AK Christie Complex (600), Wind Power Technology Lab F 1:00 PM-1:50 PM; NMCC Main Campus, AK Christie Complex (600), Wind Power Technology Lab	3.00	8/27/2018

AC - WP | [WT - WT](#) [Next Page -->](#)

## 7. Find forms for students on the portal?

Under the Students tab, you will find a link to student “Forms and Documents”:




The screenshot shows the NMCC portal interface. At the top, there is a navigation bar with tabs: **emics**, **Students**, **Faculty**, **Admissions**, **Alumni**, **Continuing Education**, **Foundation**, **Campus Life**, **Employee Info**, **IT-Facilities**, **Testing Center**, and **My Pages**. The **Students** tab is selected and highlighted with a red arrow. Below the navigation bar, the left sidebar contains a list of links: [Students > Student Information](#), [Student Information](#), [My NMCC](#), [My Courses](#), [My Schedule](#), [My Transcript](#), [My Office Account](#), [My Port](#), [My Awards](#), [Document Tracking](#), [Academic Advising and Planning](#), [Account Information](#), [Campus Housing](#), [Degree Audit forms](#), [Financial Aid](#), [Follett Discover Bookstore](#), [Forms and Documents](#), [Public - Course Registration](#), [Student Support Services](#), [Vehicle Information](#), [My Business Office Account](#), [My Account Balances](#), [My Services](#), and [My Information](#). The [Forms and Documents](#) link is highlighted with a red arrow. The main content area, titled **Students**, contains a **Welcome to My NMCC** section. It states: "My.NMCC is your on-line access to information and services related to your status as a student at the College. The box to your left [labeled **Students**] contains information." Below this, there are several sections: **Academic Advising and Planning** (with links to [My Course Information](#), [My Academic Planning](#), and [Career Planning](#)), **Account Information** (with a link to [Generate a Course & Fee Statement](#)), **Campus Housing** (with a link to [View your campus Residence Information](#)), **Degree Audit forms** (with a link to [Printable version of all graduation requirements](#)), **Financial Aid** (with a link to [To apply for an NMCC Scholarship, click here and get started.](#)), **Follett Discover Bookstore** (with a link to [Students can conveniently acquire all materials](#)), **Forms and Documents** (with a link to [A variety of common forms students may need.](#)), **Public - Course Registration** (with a link to [Not a student current student? Use this tab to request a login and password](#)), **Student Support Services** (with a link to [Information, resources and programs available to help students](#)), and **Vehicle Information** (with a link to [Register your vehicle. It's free but you'll be fined if you don't.](#)). At the bottom of the main content area, there is a note: "Save a Click! Look Below and find the eight (8) most used portlets used by students." Below the main content area, there is a **My Business Office Account** section with a link to [My Account Balances](#).

You will find all necessary advising forms such as; add/drop form, course schedule form and withdrawal forms here:


Forms and Documents > Forms and Documents

## Forms and Documents

File Tools

**College & MCCS Policies** 

- [Alcohol & Drugs Brochure](#) (.pdf, 161K)
- [Annual Security Report-2017](#) (.pdf, 496K)
- [Disability Accommodations for Students-Policy/Procedure](#) (.pdf, 148K)
- [Make Your Move brochure](#) (.pdf, 4671K)
- [Student Code of Conduct \(Policy 501\)](#) (.pdf, 57K)
- [Sexual Harassment brochure](#) (.pdf, 319K)
- [Student Sexual Misconduct and Assault Policy \(Policy 501.1\)](#) (.pdf, 76K)
- [2016-18 College Catalog](#) (.pdf, 2564K)
- [2017-18 Student Handbook](#) (.pdf, 516K)

**Student Forms & Documents** 

- [Address & Name Change form](#) (.pdf, 136K)
- [Add Drop form](#) (.pdf, 99K)
- [ATV Registration form](#) (.pdf, 87K)
- [Change of Major Request](#) (.pdf, 71K)
- [Class Withdrawal \(Drop\) Form](#) (.pdf, 260K)
- [Course Registration Form](#) (.pdf, 179K)
- [Direct Deposit form](#) (.pdf, 15K)
- [Directed Study Application](#) (.pdf, 56K)
- [Mailroom Access form](#) (.pdf, 52K)
- [Medical Compliance - order form](#) (.pdf, 308K)
- [Parking Policy](#) (.pdf, 260K)
- [Part-time & Non-matriculating Student Course Registration form](#) (.pdf, 180K)
- [Payroll Schedule 2017-2018](#) (.pdf, 126K)
- [Prior Learning - What is it?](#) (.pdf, 427K)
- [Prior Learning Assessment - Different Ways to Earn College Credit](#) (.pdf, 346K)
- [Prior Learning Assessment - Portfolio Review Handbook](#) (.pdf, 383K)
- [Prior Learning Request form](#) (.pdf, 143K)
- [Release of Information form - off-campus origination](#) (.pdf, 6K)
- [Request for Second Program - v. 2017](#) (.pdf, 62K)
- [Student Injury Report](#) (.pdf, 13K)
- [Time Sheet - Part Time Contractor Student](#) (.xls, 113K)
- [Time Sheet - Workstudy](#) (.xls, 113K)
- [Transcript Request/Release form](#) (.pdf, 558K)
- [Transfer of Funds form](#) (.pdf, 64K)
- [UMPI/NMCC Student Exchange form](#) (.pdf, 78K)
- [Vehicle Registration form](#) (.pdf, 114K)
- [Withdrawal Request form](#) (.pdf, 1753K)
- [Withdrawal & Tuition Refund Appeal form](#) (.pdf, 335K)
- [Yearbook Order form](#) (.pdf, 147K)

## 8. Find student financial aid information?

Under the Student tab, click on the “Financial Aid” information link:

*Note: there is also a separate link in this section to complete the NMCC scholarship application.*

**Students**

Welcome to My.NMCC

**My.NMCC** is your on-line access to information and services related to your status as a student at the College. The box to your left [labeled **Students**] contains links to various services.

**Academic Advising and Planning**

- My Course Information** - Find your Class Schedule & Book List, Add or Drop a class, Register for Classes, and view my Course History.
- My Academic Planning** - Get your Grades, download your Unofficial Transcript, do a Degree Audit, Major Exploration and What if Scenario plan with your Academic Advisor.
- Career Planning** - Use these online resources to plan your career after NMCC or to help decide which major is for you.

**Account Information** - See your Account Balance (Pay your Bill), generate a Course & Fee Statement, generate your 1098-T form.

**Campus Housing** - View your campus Residence Information, Roommates.

**Degree Audit forms** - Printable version of all graduation requirements by academic program and catalog year. Note: Use the catalog year in which Students starting their major courses in fall 2016 should use Catalog Year 2016-17.

**Financial Aid** - All things related to your financial aid is located here. Find your Financial Aid Award, needed Documents, Scholarship resources, SI To apply for an NMCC Scholarship, [click here and get started.](#)

**Follett Discover Bookstore** - Students can conveniently acquire all materials with options to choose rental, new, used or digital.

**Forms and Documents** - A variety of common forms students may need.

**Public - Course Registration** - Not a student current student? Use this tab to request a login and password for on-line class registration. Note: (

**Student Support Services** - Information, resources and programs available to help students throughout their academic career. Special support services include Planning and Placement, Child care resources, Emergency transportation assistance and more.

**Vehicle Information** - Register your vehicle. It's free but you'll be fined if you don't. The College Parking policy and information regarding ATV / S section.

Save a Click! Look Below and find the eight (8) most used portlets used by students.

**My Business Office Account**

[My Account Balances](#)

**Financial Aid**

Welcome to the Financial Aid Office

- [Contact us](#)
- [Downloadable Forms](#)
- [Financial Aid Links](#)
- [Financial Aid Awards](#)
- [Financial Aid Document Tracking](#)
- [SALT](#)

**Applying for Financial Aid**

**Student Loans**

**Cost Estimate**

**Opportunity Maine Tax Credit**

**Code of Conduct**

**Scholarships**

**Scholarship Questionnaire**

**Quick Links**

**My Pages**

**Financial Aid Links**

**Quick Links**

[FAFSA](#)

[FSA ID](#)

[Income-Driven Loan Repayment Plans](#)

As you approach the end of your grace period, Please consider one of the many income-driven repayment plans that the Department of Education offers. You may be eligible for reduced payments, and eventually loan forgiveness.

[Master Promissory Note](#)

[NSLDS](#)

[Student Loan Repayment](#)

**Loan Counseling**

[Direct Loan Entrance Counseling](#)

For students receiving a student loan, it is federal regulation that entrance counseling be completed.

[Direct Loan Exit Counseling](#)

Students who have graduated, withdrawn, or dropped below half-time enrollment are required to complete loan exit counseling.

**Financial Aid Awards**

[Financial Aid Awards](#)

**Financial Aid Document Tracking**

[View Financial Aid Document Tracking](#)

**SALT**

**\$ALT**

For more information about SALT, or to

Also, check out the FAQ in the section

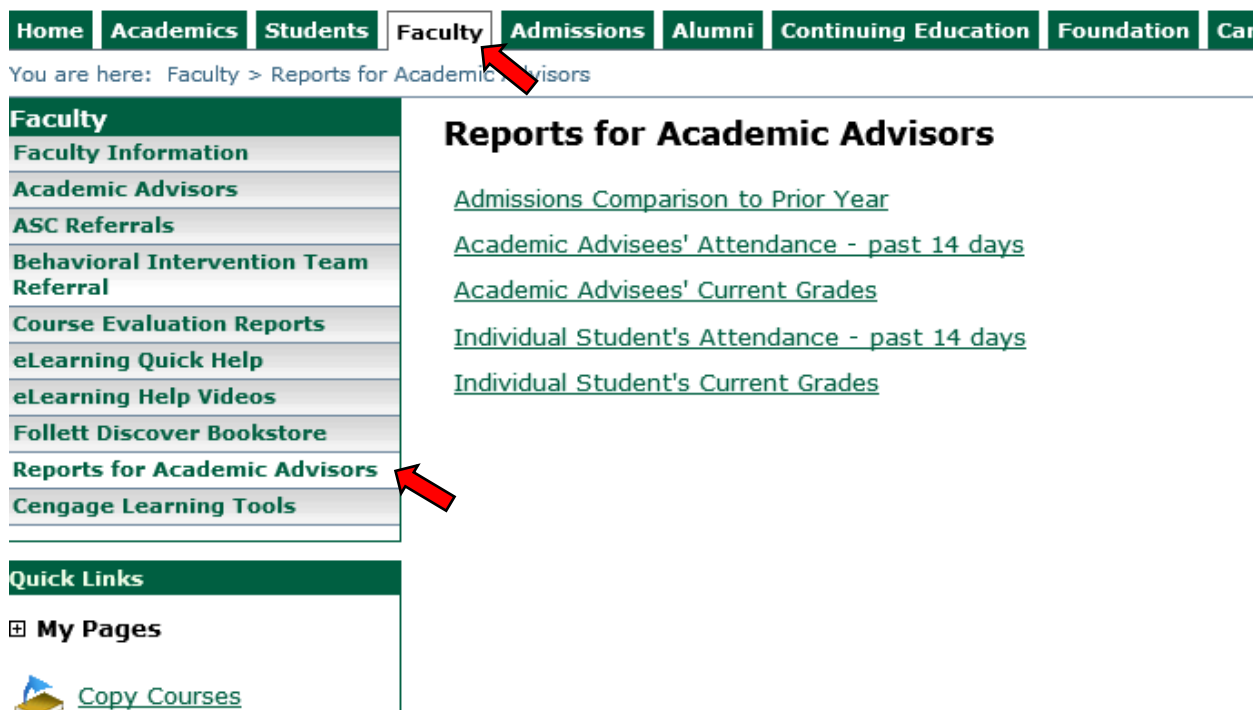
**Downloadable Forms**

**2018-2019 Financial Aid Forms & Documents**

**NMCC Financial Aid Application**

## 9. Check an advisee's attendance or grades:

Go to the Faculty tab, click on "Reports for Academic Advisors." You can then choose to view all of your advisee's grades or the individual student grades:



Home Academics Students **Faculty** Admissions Alumni Continuing Education Foundation Can


You are here: Faculty > Reports for Academic Advisors

### Faculty

- Faculty Information
- Academic Advisors
- ASC Referrals
- Behavioral Intervention Team Referral
- Course Evaluation Reports
- eLearning Quick Help
- eLearning Help Videos
- Follett Discover Bookstore
- Reports for Academic Advisors**
- Cengage Learning Tools

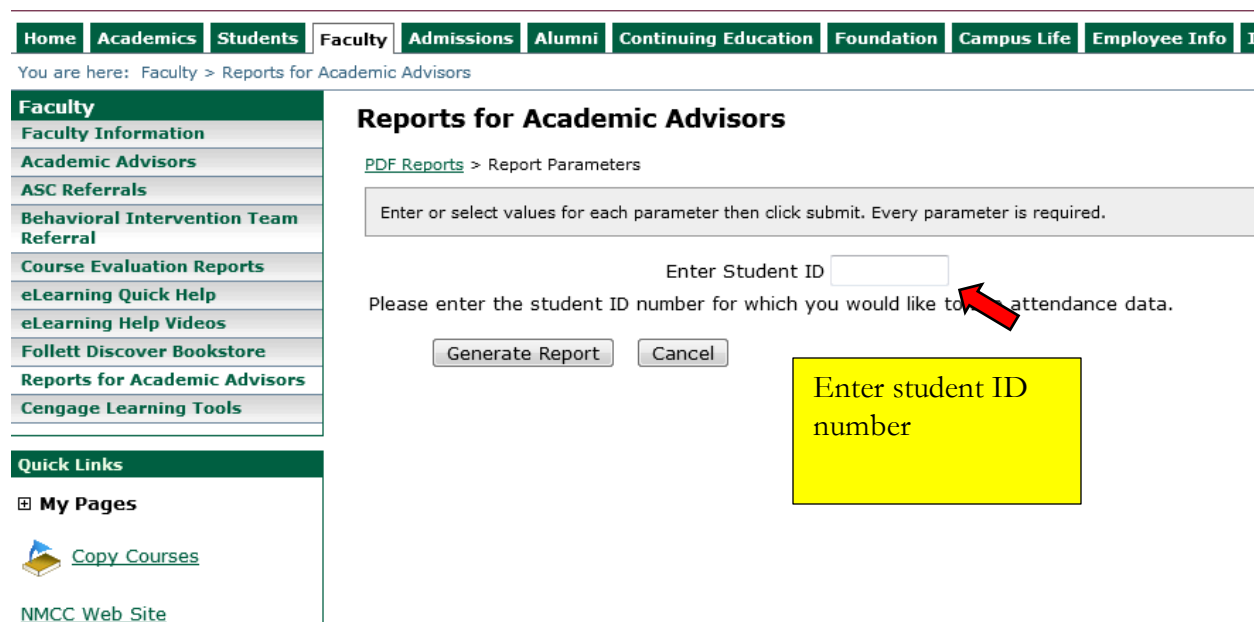
### Quick Links

My Pages

 [Copy Courses](#)

## Reports for Academic Advisors

- [Admissions Comparison to Prior Year](#)
- [Academic Advisees' Attendance - past 14 days](#)
- [Academic Advisees' Current Grades](#)
- [Individual Student's Attendance - past 14 days](#)
- [Individual Student's Current Grades](#)



Home Academics Students Faculty **Admissions** Alumni Continuing Education Foundation Campus Life Employee Info I


You are here: Faculty > Reports for Academic Advisors

### Faculty

- Faculty Information
- Academic Advisors
- ASC Referrals
- Behavioral Intervention Team Referral
- Course Evaluation Reports
- eLearning Quick Help
- eLearning Help Videos
- Follett Discover Bookstore
- Reports for Academic Advisors**
- Cengage Learning Tools

### Quick Links

My Pages

 [Copy Courses](#)

[NMCC Web Site](#)

## Reports for Academic Advisors

[PDF Reports](#) > Report Parameters

Enter or select values for each parameter then click submit. Every parameter is required.

Enter Student ID

Please enter the student ID number for which you would like to view attendance data.

Enter student ID number

## **\_student\_attendance** Past 14 Days Attendance for an Individual Student

*Displays last 14 days of attendance data as recorded by instructor in portal*

Last Updated: 04/27/2018 11:48:12 AM

ID number:

Name:

Address:

Phone:

ME 04769-2552

Age:

Major:

Can Text?

Text Address:

Advisee  
Attendance

Yr/Term	Course	Title	Class_Date	ID Number	Firstname	Lastname	Student Status
1718 SP	SPA 101 50	Elementary Spanish I	4/23/2018	6000			Present
1718 SP	SPA 101 50	Elementary Spanish I	4/16/2018	6000			Absent (excused)
1718 SP	PHI 201 50	Ethics	4/17/2018	6000			Present

## **r\_current\_grades**

## Current Grades for an Individual Advisee

*Real-time as of last instructor post to portal*

Last Updated 04/27/2018 11:47:1

ID number:

Name:

Address:

Phone:

ME 04769-2552

Age:

Major:

Can Text?

Text Address:

Advisee Grades

Termcode	Coursecode	Section	ID_Number	Firstname	Lastname	Letter Grade	Percent Grade	Last Grade Update
1718 SP	SPA 101 50	6000				A	97.04	04/26/2018
1718 SP	PHI 201 50	6000				B+	88.68	04/25/2018

### 10. Look at an advisee's test scores or academic history:

Faculty
Admissions
Alumni
Continuing Education
Foundation
Campus Life
Employee Info
IT-Facilities
Testing Center
My

Advisors

## Academic Advisors

### Advisee Roster

#### Search for Advisee(s)

You must select a year and term if you select one of the following Advisee Status options: 'Currently Registered,' 'Need Advisor Approval,' 'Need Registration Clearance,' 'New Students' and 'Not Yet Registered.' Selecting one of the other Advisee Status options will not allow you to specify a year and term. Additionally, the options where no year and term is available will not display the Registration Clearance column.

**Advisee Status:** All

**ID:**

**Last Name:**

**Division:** All

Search
Advanced Search

Enter student name or ID number

### FERPA Statement

CAUTION! - Family Educational Rights and Privacy Act (FERPA) This legislation protects the privacy of student education records. It is the policy of the institution to comply with FERPA and to be aware of your responsibilities.

### New Student Orientation

Academic advising often occurs on campus each day. All new students and online new student orientation so they are ready to navigate the new student orientation procedures your advisees are modified. As an academic advisor, you can view the current (AY17) following URL or paste into <https://portal.nmcc.edu/c>

IT-Facilities > Booklist Lookup

### Booklist Lookup

**Lookup By:** Semester Year Get

**Courses for - Spring - 1718**

**ACC 111 26 - Principles Accounting I**  
Cowett, Nancy  
ISBN: 9781337587501 - Financial Accounting (LL) (w/CengageNow Access)

**ACC 111 92 - Principles Accounting I**  
Lovely, Erica  
ISBN: 9781337587501 - Financial Accounting (LL) (w/CengageNow Access)

IT-Facilities > Student Lookup

### Student Lookup



Choose “Academic History”

## Academic Advisors

### Advisee Roster - Advisee Details

[Advisee Roster](#) > Advisee Details

[Redacted]  

**Classification:** Senior  
**Enrolled Date:** 8/28/2017  
**Planned Grad:** 5/7/2019  
**Max Credits:** 21.00  
**Advisor(s):** Dr Jennifer P Graham  
Ms Tammy Nelson

**Academic Status:** Part-time  
**Degree:** Certificate  
**First Major:** Entrepreneurship Certificate  
**Second Major:** Liberal Studies

### Tools and Information

#### Academic Records

[Academic History](#)

[Course History](#)

[GPA Projection](#)

[Grade Report](#)

[Unofficial Transcript](#)

#### Advising

[Advisee Meetings](#)

[Course Needs](#)

[Degree Audit](#)

[Major Exploration](#)

#### Financial Aid

[Missing/Received Documents](#)

#### Housing

[Residence Info](#)

#### Registration

[Add/Drop Courses](#)

[Student Schedule](#)

[Advanced Course Search](#)

#### Address

[Redacted]  
UNITED STATES OF AMERICA  
207-[Redacted]

Faculty > Academic Advisors

## Information

### Advisors

[Roster](#)

[Lookup](#)

[Statement](#)

[New Orientation \(NSO  
line component\)](#)

[Lookup](#)

### Tools

[Intervention Team](#)

[Evaluation Reports](#)

[Quick Help](#)

[Help Videos](#)

[Cover Bookstore](#)

[Academic Advisors](#)

[Learning Tools](#)

35

[Courses](#)

## Academic Advisors

### Advisee Roster - Academic History

[Advisee Roster](#) > [Advisee Details](#) > Academic History

#### Academic History for [REDACTED]

#### Education

Institution	Degree	GPA	Grad Date	Transcript
[REDACTED] High School ME	HSD	91.8140	1112	Final Recvd

#### Exams

Exam	Date	Score(s)
SAT Test 2005	5/1/2011	Composite: 1480 SAT Critical Reading: 510 SAT Math: 400 SAT Writing: 570
Accuplacer - Percentile	8/21/2012	Composite: 0 Elementary Algebra: 0 Arithmetic: 39 Reading Comprehension: 82 Sentence Skills: 39 WritePlacer: 0

## Holds Students May Encounter

**AC – Academic Dean Hold – Contact Academic Dean** – This type of hold may mean that the student needs to meet with the Academic Dean for attendance issues or academic status.

**AD – Admissions Hold – Contact Admissions Department** – This type of hold most frequently means that the student has one or more documents that they have not turned into the Admissions office. It may also indicate that the student has a conditional acceptance to the college.

**AR – Accounts Receivable Hold – Contact Business Office** – This type of hold signifies that the student owes a balance on their account.

**DS – Dean of Students Hold – Contact Dean of Students** – This type of hold indicates that students should meet with the Dean of Students. This could be for academic, attendance or disciplinary issues. Additionally, this type of hold may mean that a student has yet to complete his or her orientation activities and should meet with the Director of Counseling.

**FA – Financial Aid Hold – Contact Financial Aid Office** – This type of hold typically means that a student has some missing paperwork needed at the Financial Aid office. It can also mean that a student needs to complete his or her loan entrance or exit counseling.

**HC – Health Center Hold – Contact Health Center** – A Health Center hold usually means that the student has not completed required immunizations or submitted records of those immunizations to the Health Center.

**RE – Registrar Hold – Contact the Registrar's Office** – This may mean that a student is unable to progress in their major. This happens when a student does not earn the required grade in the major courses in their program.

## IMPORTANT POLICIES FOR ACADEMIC ADVISING:

### *I. Add/Drop Policy*

- A. A student may add or drop a course during the first week of the semester without penalty.
- B. A student may drop any course through the 12<sup>th</sup> week of the semester and receive a grade of WP (withdraw passing) or WF (withdraw failing).

Note: Refunds of tuitions and fees will be 100% for the first 6 business days of the semester, 50% between 7 and 10 days with no refunds after that date. For abbreviated semesters, the above drop policy and any associated refunds will apply for the proportional equivalent in time.

### *II. Grading System*

Northern Maine Community College bases its grade point average (GPA) on a 4.00 grading scale.

<u>Grade</u>	<u>Quality Points</u> <u>Per hour</u>	<u>Other Grade Symbols</u> <u>(not computed in Grade Point Average)</u>
A	4.00	AP – Advanced Placement
A-	3.67	AU – Audit
AF (attendance failure)	0.00	AW - Administrative Withdrawal
B+	3.33	CE – Challenge Exam
B	3.00	CL – CLEP Exam
B-	2.67	CR – Credential Review
C+	2.33	E – (Pass/Fail) Failed
C	2.00	I – Incomplete
C-	1.67	ME – Military Experience
D+	1.33	NA – Never Attended
D	1.00	NG – No grade
D-	0.67	P – (Pass/Fail) Passed
F	0.00	QT – Qualify via Tech Prep Articulation
		R – Course Retaken, most recent grade used in GPA
		* - Course Retaken
		T – Transfer
		W – Withdrew
		WE – Work Experience
		WF – Withdraw Failing
		WIP – Work in Progress
		WP – Withdraw Passing
		X – Exempt/Waived

- A. A minimum grade point average of 2.0 is required to graduate with a certificate or associate degree from NMCC.
- B. Academic warnings may be issued at mid-semester to any student whose performance has fallen below NMCC's academic standards.

### **III. Repeat Courses:**

If a course is repeated, the latest grade stands and is calculated in the grade point average.

### **IV. Course Grade Appeal:**

The sole responsibility of evaluating student performance and of assigning course grades rests with the course instructor. Barring a grade change due to the miscalculation of a course grade or due to a successful appeal of a course grade by the student, all course grades are to be considered final. If a student believes that a final grade was unfairly derived (i.e. that the grade was determined utilizing criteria different from that of other students), the student may formally appeal that grade.

First the student must contact the instructor in writing requesting clarification of the grade (e-mail correspondence is sufficient; however, the student must keep a copy of what was sent). The appeal process cannot proceed without verification that this communication occurred. After clarification, if the student still wants to appeal the grade, the student should contact the chairperson of the department for which the grade was submitted in order to be advised on the appeals procedure.

### **V. Academic Progress:**

A minimum grade point average of 2.0 is required to graduate with a certificate or associate degree from NMCC. This implies that any course grade below a C may put a student's graduation in jeopardy and/or indicates that the student's academic progress is in question. Further, satisfactory progress requires that a student must earn a minimum of C(2.0) grade in each major course within his/her program of study. Major courses are identified in the college catalog.

The faculty has carefully developed each program of study to provide students with the opportunity to maximize their knowledge and skills. This achievement requires a substantial commitment to the learning process by the student. Students are expected to perform two hours of class work/study preparation for every one hour of class time. There are many campus resources available to aid students in their efforts toward academic success. These include tutorial services in the Academic Success Center, developmental studies classes and study skills workshops, class attendance requirements, academic warnings, and faculty assistance. Students are encouraged to contact their Academic Advisor, the Academic Dean, the Department Chair, the Dean of Students or the Student Support Services staff for assistance or to discuss academic progress.

### **Probation and Dismissal Policy:**

Students who do not earn a minimum of 2.0 cumulative grade point average may be placed on academic probation or dismissed from the college.

**Academic Probation** signifies that a student is in serious academic jeopardy. A student on probation must remove grade deficiencies during the subsequent semester, or during the summer session. Failure to do so

may result in academic dismissal from the college. Students on academic probation are required to carry a reduced class load and may be restricted from participation in extracurricular activities.

**Probation and dismissal standards are:**

**Students in two year (4 semester) programs:**

<b>Cum. Credit Hrs.</b>	<i>Cumulative GPAs Between These Ranges Result In:</i>	
<b><u>Attempted</u></b>	<b><u>Probation</u></b>	<b><u>Dismissal</u></b>
12+ *	1.25 to 1.75	1.249 or lower
30+	1.50 to 1.75	1.499 or lower
45+	1.75 to 1.99	1.749 or lower

**Students in one year (2 semester) programs:**

12+	1.50 to 1.99	1.499 or lower
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\* *Students are not assessed for probationary or dismissal status until they have attempted 12 credit hours of graded study.*

A student on academic probation must achieve a cumulative grade point average sufficient to exceed the probationary standard or a semester grade point average of 2.0 during each subsequent probationary semester. Failure to achieve this standard will result in academic dismissal.

## **VI. Academic Dismissal:**

Students who have been academically dismissed may appeal to the Academic Dean for reinstatement in a program for the following semester. They may request readmission to the college by reapplying not earlier than one semester after the date of dismissal. At the time of reapplication, the applicant must show positive evidence that he or she will achieve academic success if accepted into the program. Such evidence might include course completion with satisfactory grades, a positive employment experience, etc.

## **VII. Academic Amnesty:**

Students who have received failing grades in the past may appeal, in writing, to the Academic Dean for academic amnesty. Amnesty is the forfeiture of prior coursework below a 2.0 level. This request may be granted if there is a high probability of academic success. If amnesty is granted for a course, the course and its grade will remain on the student's transcript. The grade for the course however, will not be calculated in the student's GPA. Amnesty may only be granted to students who are currently enrolled or have completed the most recent semester with a semester GPA of 2.0 or higher. Academic amnesty may only be granted once during a student's academic tenure.

## **VIII. Midterm Warnings:**

In an effort to help students determine their academic success in a particular course, instructors issue a mid-term warning to students doing marginal or unsatisfactory work. Students may view their mid-term grades under the student tab at my.nmcc.edu. Students who have "U" – Unsatisfactory or "M" –

Marginal grades are encouraged to contact their instructor so that the student can be advised on possible strategies for course success. During the student/faculty meeting, referrals may be made to various other campus resources, including: the Academic Success Center, Student Support Specialists, the Health Center and student's Academic Advisors.

### ***IX. Change in Major/Award type:***

Students select a major when they enter NMCC; however, some later decide to change their career goal.

#### **Procedure:**

- A. A student wishing to request a change of major must complete a change of major/award type form, which may be obtained from the Registrar's office or the campus portal (my.nmcc.edu).
- B. The student must have the form reviewed by the Registrar and approved by the Dean of Students.
- C. The Registrar will notify all parties of the status of the request – approved or disapproved.

### ***X. Advancement in the Major Program of Study:***

A minimum grade of 2.0 is required of all courses designated as major courses within the student's program of study. Students failing to achieve this standard will be unable to advance to the next higher-level class (if any) for which the sub-standard class grade is a prerequisite. The registrar will notify a student in writing that the student has failed to meet the academic standard (2.0) for any major course. A student will be given additional opportunities to retake the major course(s), providing that there is space available and the student is otherwise maintaining satisfactory academic progress.

Students majoring in nursing and some other programs may be allowed only one opportunity to retake a major subject. A student may request a waiver of the prerequisite from the higher-level class instructor or the affected department chair, the department chair of the student's major and the Academic Dean. In the event a student is permitted to advance to the next level the student must repeat the course in which a grade of less than C (<2.0) was received in order to graduate.

A student not attaining grades of 2.0 or higher within the major program of study should seriously consider the appropriateness of the major. The student's academic advisor, respective faculty, advocate and other members of the student affairs staff are good resources for students to discuss their occupational interests and aptitudes.

### ***XI. Incomplete Grade:***

An instructor may issue the grade of incomplete when, in the instructor's opinion, extenuating or unusual circumstances prevent a student from completing the semester's work. The following conditions apply:

- a. Since this is a temporary grade, all work must be made up as rapidly as possible, but no later than four weeks into the following semester.

- b. The grade of F will be given for any incomplete not made up within the time limit. Faculty may grant an extension by writing the college Registrar and noting the extenuating circumstance.
- c. All inquiries regarding the final disposition of an incomplete should be directed to the instructor involved.

## ***12. Matriculation Policy:***

Matriculation is the formal registration of a student into a program leading to a certificate or associate degree. A matriculated student is one who has met prescribed admission requirements and has been officially admitted to a program of study and has registered for a course in the curriculum. Matriculated students maintain their status for ten calendar years from the first semester of course registration at the college. A minimum of three credit hours of appropriate NMCC course work must be successfully completed each academic year or an application for re-admission must be filed with the admissions office. To maintain matriculation status under a given program, the student must request a leave of absence from the Dean of Students for any semester during which he or she is not taking any classes.

## ***13. Second Credential:***

When a student enters NMCC, he or she chooses an occupational major with the expectation of receiving a degree or certificate in that area. As a student progresses through his or her program, the instructional staff encourages the student to broaden his/her background by taking electives in separate occupational programs. These opportunities allow the student to broaden his or her area of expertise without compromising or changing his/her occupational goal or primary purpose in coming to NMCC.

The following apply:

- a. If a student wants a second credential, then he or she must complete at least 15 credits beyond the requirements of the first program as well as complete all requirements for the second credential.
- b. Students may be given permission to complete a second credential only if they are demonstrating satisfactory academic progress and if space is available. Opportunities for second credentials may be limited due to program demand.
- c. Students will not be considered for a second degree until they have completed a minimum of 30 graded credit hours and are in good academic standing.

Students pursuing more than one major must have written approval from the Dean of Students as well as a reference from his or her current Academic Advisor.

## ***14. Withdrawal from NMCC:***

Any student withdrawing from NMCC is expected to complete an official withdrawal form which may be obtained from the office of the Dean of Students and complete an exit interview. When circumstances prevent this, the student or parents should write to the Dean of Students concerning the reason requiring the student to leave. The date of withdrawal will be the date the student signs the withdrawal form; a grade notation of AW (Administrative Withdrawal) will be indicated on a student's academic transcript for those



students who have been involuntarily separated from the college (examples: disciplinary dismissal, non-payment of bills, lack of attendance, etc.).

## 15. *Financial Aid*

NMCC believes that limited financial resources should not stand in the way of academically qualified students and a college education. Financial aid in the form of grants, scholarships, loans and federal work study are available for qualified matriculated full-time and part-time students. Unless otherwise specified in writing, all financial aid awards will be credited directly to the student's college account.

A financial aid package with application and detailed information is available from the financial aid office. All students are encouraged to apply for both financial aid and scholarship opportunities. Also, students having financial difficulty during the semester should stop by the financial aid office; help may be available. Complete information is contained in the NMCC Financial Aid Policies and Procedures manual and other written regulations available in the Financial Aid Office.

### **Financial Aid Eligibility Standards**

Students must be matriculated in an academic major and maintain satisfactory academic progress (SAP) to be eligible to receive financial aid. Satisfactory academic progress for financial aid includes meeting or exceeding College grade point average requirements (qualitative measurement) and PACE (quantitative measurement).

Academic progress is assessed at the end of each academic term, as stated in the handbook. Additionally, students must earn a cumulative total of 67% of credits attempted each term (PACE). Students failing to earn 67% of credits attempted in a given semester and/or fail to meet College academic progress requirements will automatically be placed on **Financial Aid Warning**. Any student placed on Financial Aid Warning may receive Title IV aid for the subsequent payment period. Failure to reestablish SAP as assessed at the end of the subsequent term will result in the loss of Title IV aid.

In order to comply with the Satisfactory Academic Progress standards for financial aid, students must have a 2.0 cumulative grade point average (GPA) at the end of the equivalent of two full academic years (64 credits).

Students in default on any Perkins (NDSL)/Stafford Loan or any other federal or state insured loans, or who owe a refund on a Pell Grant or SEOG, will be disqualified from subsequent aid until repayment or satisfactory arrangements have been made.

A student denied financial aid for any reason or who wishes to request a waiver of Financial Aid office policy has the right to file a written appeal which includes the basis on which the appeal is being filed, information explaining why SAP was not met, and what has changed in the student's situation that will allow the student to comply with SAP requirements at the next evaluation. Appeals granted will cause the student to be placed on **Financial Aid Probation**. Students placed on Financial Aid Probation must reestablish SAP by the end of the term. Any student denied an appeal will be informed how to reestablish financial aid eligibility at the College.

**150 Percent Rule - Maximum Time Frame Eligibility:**

The college utilizes credit hours as the measure for determining maximum time allowed for financial aid eligibility. In general, students must complete their program of study within 150% of the published length of the educational program in which they are matriculated. As a rule, credits earned through alternative delivery methods (such as work experience, articulation agreements, CLEP, etc.) will not be counted toward the credit hours attempted. A student must maintain satisfactory academic progress as determined by the College's grading policy.

Exceptions may be granted by the Assistant Director of financial aid, for cause, after a review initiated by student appeal of denial of aid. Student appeals must be timely, made directly to the Assistant Director of financial aid, and be limited to the unexpired portion of the student's program of study, inclusive of the semester in which the appeal is made.

**Pell Grant Lifetime Eligibility**

The amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited by a new federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding a student can receive each year is equal to 100%, the six year equivalent is 600%.

If your LEU (lifetime eligibility used) equals or exceeds 600%, you may no longer receive Pell Grant funding. Similarly, if your LEU is greater than 500% but less than 600%, while you will be eligible for a Pell Grant for the next award year, you will not be able to receive a full scheduled award.

**A LISTING OF COMPLETE STUDENT POLICIES, AS WELL AS THE STUDENT CODE OF CONDUCT IS AVAILABLE IN THE STUDENT HANDBOOK.**

*Handbooks are available in the Student Affairs Offices if needed.*

## Student Support Services:

# HOW TO REFER STUDENTS:

### 1. Referral decision--ability to determine whether a referral should be made.

- A. Determination of problem(s).
- B. Determination of whether or not you can help and/or are qualified to offer the assistance needed.
- C. Determination of possible persons to whom the student may be referred.

### 2. Referral process--ability to professionally refer the student to the proper person or agency for help.

- A. Explain in a clear and open manner why you feel it desirable or necessary to refer.
  - 1. Take into account the student's emotional and psychological reaction to the referral.
  - 2. Get the student to discuss his problem(s), consider reasons for referral, evaluate possible sources of help, and assist in the selection of the specific person.
- B. Explain fully the services that can be obtained from the resource person you are recommending.
- C. Reassure student about capability and qualifications of resource to help meet the particular need expressed.
- D. Attempt to personalize the experience by giving the student the name of a contact person to ask for or help by calling for an appointment for the student. Give directions to the office if necessary.
- E. Discuss with the student any need for transfer of data and obtain consent and approval for the transfer.
- F. Assist the student in formulating questions to ask or approaches to take.
- G. Transmit to the person who will assist the student all the information essential for helping the student.

### 3. Follow up--ability to evaluate the appropriateness and effectiveness of the referral.

- A. Determine if the student kept the appointment.
- B. Discuss with the student his or her evaluation of the help received from the person.
- C. Determine whether you selected the appropriate source of help for the student.

## THE CAMPUS COUNSELING OFFICE:

### Personal Counseling

Personal struggles can interfere with a student's ability to perform well academically. Counselors at NMCC provide support and guidance to students who are experiencing personal issues such as stress, anxiety, and depression. If necessary, counselors assist students with referrals to outside agencies for additional support.

Students are encouraged to contact any of the counselors for assistance:

Tammy Nelson, Director of Counseling: 768-2747 or [ntnelson@nmcc.edu](mailto:ntnelson@nmcc.edu)

Johna Lovely, Student Support Transfer Specialist: 768-2829 or [njlovely@nmcc.edu](mailto:njlovely@nmcc.edu)

Lori Smith, Student Support Career Specialist: 768-2793 or [nlosmith@nmcc.edu](mailto:nlosmith@nmcc.edu)

Maureen Connell, Student Navigator: 768-2786 or [nmconnel@nmcc.edu](mailto:nmconnel@nmcc.edu)

### Academic Advising

The staff in the Counseling Office provide academic advising to students who need assistance with registering for classes. Our counselors ensure that students are taking courses required for their major and that they are persisting towards graduation.

Counselors also provide support to students who may be struggling academically by offering assistance with study, organization, and time management skills. Counselors also monitor student progress and collaborate with faculty and staff to ensure students are attending class, doing their work, and completing program requirements.

### Transfer Services

NMCC has several program specific transfer agreements with senior colleges and universities. Students interested in transferring to an institution to pursue a baccalaureate degree should discuss their goals with their Academic Advisor or Transfer Counselor, Johna Lovely, to assure appropriate planning of their academic coursework at NMCC and to maximize the amount of transfer credit. For the transfer of courses not covered by a current transfer agreement, the college or university to which the student is transferring has the final decision on granting of transfer credit.

### Career Services

As students at NMCC acquire the skills necessary for their prospective careers, counselors help guide students in pursuing their career goals.

Career services include:

- Engaging undecided students in career exploration through various tools and self-assessments and helping students identify their skills, interests, and values in relation to career selection
- Providing cover letter and resume writing assistance and teaching effective interview skills through individual counseling and workshops
- Assisting graduates with finding employment opportunities in their field
- Encouraging students to utilize NMCC's online career services program and online job board, College Central Network.

Students are encouraged to contact Lori Smith, Student Support Career Specialist at 768-2793 or [nlosmith@nmcc.edu](mailto:nlosmith@nmcc.edu) for assistance.

### **Vehicle Repair Assistance**

Having reliable transportation is an essential component to academic success, especially for students who commute to school. Vehicle repairs are often inevitable, and many students endure the financial burden that follows. Financial assistance for vehicle repairs is available through the Counseling Office to students who qualify.

To be eligible, the recipient must:

- Have a dependent (under 18 years of age) child(ren) living in the home
- Have unmet financial need as determined by the Financial Aid Office
- Provide a receipt or estimate of repair(s)
- Provide proof that all agency money has been exhausted (i.e, Aspire, ACAP, etc.)

Students are encouraged to contact Lori Smith, Student Support Career Specialist at 768-2793 or [nlosmith@nmcc.edu](mailto:nlosmith@nmcc.edu) for assistance.

### **Substance Abuse Education**

Information regarding alcohol and other drugs can be obtained in the Counseling Office. Whether you or someone you know is abusing drugs or alcohol, the staff in the Counseling Office are available to provide education, offer support, and make referrals to outside agencies, if necessary.

A variety of activities are offered on campus to educate students about the effects and dangers of substance use and abuse, such as:

- Individual & Group Counseling
- Workshops
- Wellness Wednesdays
- Mocktails & Casino Night

Students who violate the student code of conduct and use or are in possession of alcohol on campus must attend individual and/or group counseling through the Counseling Office.

Students are encouraged to contact Lori Smith, Student Support Career Specialist at 768-2793 or [nlosmith@nmcc.edu](mailto:nlosmith@nmcc.edu) for assistance.

### **Gender Equity**

The faculty and staff at NMCC supports gender equity in the workforce and encourage students to pursue careers that match their strengths and passions regardless of whether they are considered traditional for their gender.

Support for students pursuing non-traditional careers is available at NMCC through the following services:

- Individual Advising
- Peer support groups which allow students to discuss experiences in their programs
- Links with others who also have pursued their interests in non-traditional careers
- Partnerships between students, faculty and staff to ensure successful completion of the program, as well as job placement upon graduation

### Non-Traditional Programs for Women

- Automotive Collision Repair
- Automotive Technology
- Building Construction Technology
- Business Administration
- Computer & Network Technology
- Diesel Hydraulics Technology
- Electrical Construction & Maintenance
- Emergency Medical Services
- Plumbing & Heating
- Precision Machining Technology
- Structural Welding
- Wind Power Technology

### Non-Traditional Programs for Men

- Early Childhood Education
- Medical Assisting
- Medical Coding
- Nursing

Contact Lori Smith, Gender Equity Coordinator, at 768-2793 or [nlosmith@nmcc.edu](mailto:nlosmith@nmcc.edu) for more information.

### Other important areas for students:

**Business Office** – transfer money to book store, paying bill, put money on student ID card for college store, etc.

**Financial Aid Office** – apply for financial aid and scholarships, childcare scholarship, etc.

**Registrar's Office** – registering for classes, requesting transcripts, class transfer request, etc.

Admissions/Student Navigator Office – submitting admissions paperwork, accessing food insecurity resources (Student Navigator), connecting with Peer Mentor (Student Navigator), exploring change of major or second major options, etc.

**ASC (Academic Success Center)** – tutoring, proctored tests, editing/essay review, etc.

## THE DO'S OF ACADEMIC ADVISING

1. Appreciate the emotion behind your advisee's words (voice intonation and body language).
2. Try to check your understanding of what you hear (not hear what you want to hear).
3. Do not interrupt your advisee's sentences. Let him/her tell his/her story first.
4. Fight off external distractions.
5. Check to see if your advisee wants to comment or respond to what you have previously said.
6. RELAX - try not to give the impression you want to jump right in and talk.
7. Establish good eye contact.
8. Use affirmative head nods and appropriate facial expressions.
9. Avoid nervous or bored gestures.
10. Intermittently respond to your advisee with "uh, huh," "yes-s-s," "I see," etc.
11. Ask clarifying or continuing questions (it demonstrates to your advisees that you are involved in what they're saying).
12. Face your advisee squarely. It says, "I'm available to you."
13. Maintain an "open" posture. This is a sign that the helper is open to what the advisee has to say. It is a non-defensive position.
14. Lean towards the other, another indication of availability or involvement.
15. Recognize the advisee's non-verbal behavior. Examples are bodily movements, gestures, facial expressions. Also, recognize the para-linguistic behavior. Examples are tone of voice, inflections, spacing of words, emphases and pauses. This will enable you to respond to the advisee's total message and not just words.
16. Recognize verbal behavior of the advisee. Be an active listener and listen for feelings and content behind the words, not just the words. Try to recognize if the feeling of the advisee is anger, happiness, frustration, or irritation and see if this conflicts with the words the advisee uses. This will enable you to respond accurately and effectively to the advisee in full perspective.
17. Offer reflections on what the student is feeling, based on the advisor's observations.  
Example: "I sense you are kind of tense about this."
18. Self-disclosure, which can support the student's experience. Example: "I remember how nervous I was the first time I went in to see an advisor."

19. Offer reflections on what the student is saying. Example: "I hear you saying that you aren't completely sure this is the right major for you."
20. Indirect leads allow the student to choose the direction of the discussion. Example: "What would you like to talk about today?"
21. Direct leads help the student to further explore a specific area. Example: "Can you tell me more about your thoughts on changing your major?"
22. Focusing helps the student zoom in on a particular issue after many issues have been presented. Example: "We're talking about a lot of things here, which one is most important for you to work on now?"
23. Asking questions using "what" or "how" can help the student give more than "yes," "no," "because," or "I don't know" answers. Example: "What do you like about this major and what don't you like"



## THE DON'TS OF ACADEMIC ADVISING

1. **Talking.** You can't listen while you are talking.
2. **Not Empathizing With the Other Person.** Try to put yourself in his/her place so that you can see what the student is trying to get at.
3. **Not Asking Questions.** When you don't understand, when you need further clarification, when you want him/her to like you, when you want to show that you are listening. However, don't ask questions that will embarrass him/her or show him/her up.
4. **Giving Up Too Soon.** Don't interrupt the other person; give him/her time to say what the student has to say.
5. **Not Concentrating On What The student Is Saying.** Actively focus your attention on his/her words, ideas, and feelings related to the subject.
6. **Not Looking at the Other Person.** His/her face, mouth, eyes, hands, will all help him/her to communicate with you. They will help you concentrate, too. Make him/her feel that you are listening.
7. **Smiling And Grunting Inappropriately.** Don't overdo it.
8. **Showing Your Emotions.** Try to push your worries, your fears, your problems outside the meeting room. They may prevent you from listening well.
9. **Not Controlling Your Anger.** Try not to get angry at what the student is saying; your anger may prevent you from understanding his/her words or meaning.
10. **Using Distractions.** Put down any papers, pencils, etc. you may have in your hands; they may distract your attention.
11. **Missing the Main Points.** Concentrate on the main ideas and not the illustrative material; examples, stories, statistics, etc. are important but are usually not the main points. Examine them only to see if they prove, support and define the main ideas.
12. **Reacting To the Person.** Don't let your reactions to the person influence your interpretation of what the student says. His/her ideas may be good even if you don't like him/her as a person or the way the student looks.
13. **Not Sharing Responsibility for Communication.** Only part of the responsibility rests with the speaker; you as the listener have an important part. Try to understand. If you don't, ask for clarification.
14. **Arguing Mentally.** When you are trying to understand the other person, it is a handicap to argue with him/her mentally as the student is speaking. This sets up a barrier between you and the speaker.
15. **Not Using the Difference In Rate.** You can listen faster than the student can talk. Use this rate difference to your advantage by trying to stay on the right track, anticipating what the student is going to

say, thinking back over what the student has said, evaluating his/her development, etc. Rate difference: Speech rate is about 100 to 150 words per minute; think rate is about 250 to 500 words per minute.

**16. Not Listening For What Is Not Said.** Sometimes you can learn just as much by determining what the other person leaves out or avoids in his/her talking as you can be listening to what the student says.

**17. Not Listening To How Something Is Said.** We frequently concentrate so hard on what is said that we miss the importance of the emotional reactions and attitudes related to what is said. A person's attitude and emotional reactions may be more important than what the student says in so many words.

**18. Antagonizing the Speaker.** You may cause the other person to conceal his/her ideas, emotions, and attitudes by antagonizing him/her in any of a number of ways: Arguing, criticizing, taking notes, not taking notes, asking questions, not asking questions, etc. Try to judge and be aware of the effect you are having on the other person. Adapt to him/her. Ask for feedback on your behavior.

**19. Not Listening For the Student's Personality.** One of the best ways to find out information about a person is to listen to him/her talk. As the student talks, you can begin to find out what the student likes and dislikes, what his/her motivations are, what his/her value system is, what the student thinks about everything and anything that makes him/her tick.

**20. Jumping To Assumptions.** They can get you into trouble in trying to understand the other person. Don't assume that the student uses words in the same way you do; that the student didn't say what the student meant; that the student is avoiding looking you in the eyes because the student is telling a lie; that the student is trying to embarrass you by looking you in the eye; that the student is distorting the truth because what the student says doesn't agree with what you think; that the student is lying because the student has interpreted the facts differently from you; that the student is unethical because the student is trying to win you over to his/her point of view; that the student is angry because the student is enthusiastic in presenting his/her views. Assumptions like these may turn out to be true, but more often they just get in the way of your understanding.

**21. Classifying the Speaker.** It has some value, but beware. Too frequently, we classify a person as one type of person and then try to fit everything the student says into what makes sense coming from that type of person. The student is a Republican. Therefore, our perceptions of what the student says or meant becomes shaded by whether we like or dislike Republicans. At times, it helps us to understand people to know their position, their religious beliefs, their jobs, etc., but people have the trait of being unpredictable and not fitting into their classifications.

**22. Making Hasty Judgments.** Wait until all the facts are in before making any judgments.

**23. Not Allowing Recognition of Your Own Prejudice.** Try to be aware of your own feelings toward the speaker, the subject, the occasion, etc. and allow for these prejudgments.

**24. Not Identifying Type of Reasons.** Frequently it is difficult to sort out good and faulty reasoning when you are listening. Nevertheless, it is so important to a job that a listener should lend every effort to learn to spot faulty reasoning when it is heard.

**25. Not Evaluating Facts and Evidence.** As you listen, try to identify not only the significance of the facts and evidence, but also their relatedness to the argument.

# Course Registration Form



NMCC ID# \_\_\_\_\_ Date of Birth \_\_\_\_\_

*if none* Social Security# \_\_\_\_\_ Sex ☐ M ☐ F

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Mailing Address

Street/PO Box

Town

State

Zip

Physical Address

Street

Town

State

Zip

*(if different from above)*

E-Mail Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Maine Resident? ☐ Yes ☐ No U.S. Citizen? ☐ Yes ☐ No If No, what country? \_\_\_\_\_

Previous attendance at NMCC? ☐ Yes ☐ No Maiden/Previous Name while attending \_\_\_\_\_

*(if different from above)*

DesireD Courses <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer 20____			
Course # & Section	Course Title	#Cr. Hrs.	Location
1.			
2.			
3.			
4.			

Where are you taking classes this semester? (check all that apply)

☐ Presque Isle campus

☐ St. John Valley (Fort Kent, Frencheville, Madawaska)

☐ Houlton

☐ Van Buren

☐ Ashland

☐ Dual Credit \_\_\_\_\_

☐ Caribou

☐ Other \_\_\_\_\_

Are you graduating at the end of the semester for which you are now registering? ☐ Yes ☐ No

Major (if applicable) \_\_\_\_\_

Are you a senior citizen (65 years of age or older)? ☐ Yes ☐ No

Is the course you are taking offered through: Dual Credit ☐ Yes ☐ No EMBARK ☐ Yes ☐ No

High School Aspirations ☐ Yes ☐ No

If yes, MEDMS ID# required (available from guidance): \_\_\_\_\_

Is a third party (i.e. employer, Early College for ME, high school) responsible for paying for your course?

Yes ☐ No ☐ If yes, please list (be specific): \_\_\_\_\_

Military Status: ☐ Veteran *(utilizing benefits)* ☐ Active Duty Military ☐ Not Applicable ☐ Veteran

*(not utilizing benefits)* ☐ Veteran's Dependent *(utilizing benefits)*

Ethnicity (Optional): ☐ Hispanic/Latino ☐ Not Hispanic/Latino

Race (Optional - check all that apply): ☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ White

☐ Native Hawaiian or Other Pacific Islander

I would like someone to contact me about additional opportunities at NMCC: ☐ Yes ☐ No

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

PLEASE NOTE: Individuals with disabilities who require accommodations must contact the Counseling Office at (207) 768-2839 for assistance.

## *College Rights*

The College reserves the right to cancel course offerings, to set minimum and maximum size of classes, and to change designated instructors in courses offered by Northern Maine Community College.

The College also reserves the right to refuse enrollment in courses if a student has a debt with the Maine Community College System or if a student is not in compliance with the College or State of Maine immunization policy.

Grades, transcripts, and other student records will not be released if a student has not met his/her financial and/or other responsibilities to the College.

## *Add/Drop Policy*

A student may add or drop any subject during the first week of any semester without academic or financial penalty.

After the add/drop period (first week of each semester) through the 12th week of the semester, a student may withdraw from courses and receive a notation of WP/WF on his/her record. A student leaving a course without officially withdrawing will receive a grade of "F" in the course. This "F" grade will be computed in the student's grade point average.

## *Refund Policy*

Students officially withdrawing (dropping) from a course(s) within the first six calendar days of the term will receive a full refund. Courses officially dropped between the 7th and 10th day of the semester will result in a 50 percent tuition refund. Students dropping courses after the 10th day of the term will not receive any refund.

A pro rata refund for tuition and assessed fees is also available to a student **withdrawing completely from all classes** in a given semester/term. Please see current catalog, student handbook, or the NMCC website for further information.

*For assistance in completing the appropriate add/drop, withdrawal, or other forms, please contact the Registrar's Office. All student-related policies are available in the College's student handbook and current catalog, available online at the College website, [www.nmcc.edu](http://www.nmcc.edu).*

*Northern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207) 768-2791*

Northern Maine Community College  
Presque Isle, Maine

## Request for Change of Major/Award

To: <b>Dean's Office</b>	Date: _____
Student's Name (please print)	Student ID #
_____ <b>TO</b> _____	
is presently enrolled as	requests that his/her major be changed to
The new anticipated graduation date will be	
_____	_____
Student Signature	Month                      Year
_____	_____
	Date

<input type="checkbox"/> Prior Course alterations/substitutions		
<input type="checkbox"/> Approved		
<input type="checkbox"/> Disapproved	Dean of Students	Date

[illegible]

cc: New Advisor

### Current Advisor

Financial Aid; Admissions; Student Fi

## Northern Maine Community College Class Withdrawal Form

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
(Please print) (Required)

Are you receiving VA benefits? Yes \_\_\_\_\_ No \_\_\_\_\_

Withdrawing (dropping) from a class **may affect** your graduation date, your financial and other aid. Please check with your academic advisor, counselor or the registrar to be sure of the consequences.

Are you graduating this academic year? \_\_\_\_\_ Freshman Senior (please check one)

Course Number/Section #	Course Title	Instructor
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Office use only:**

Date email sent: \_\_\_\_\_ Instructor: \_\_\_\_\_

Response received: Withdrew Failing Withdrew Passing Date: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Electronic Copy: Academic Advisor \_\_\_\_\_

Northern Maine Community College  
Presque Isle, Maine

### ***REQUEST FOR SECOND PROGRAM***

When a student enters NMCC, the student chooses an occupational major (i.e. accounting, computer science, etc.) with the expectation of receiving a degree or certificate in that area. As a student progresses through his/her program, the instructional staff encourages the student to broaden his/her background by taking electives in separate occupational programs.

These opportunities should allow the student to broaden his/her area of expertise without compromising or changing his/her occupational goal or primary purpose in coming to NMCC.

From this viewpoint, the following policy statements apply:

1. Students may only be enrolled in one academic major at one time. Exceptions may be granted to students demonstrating exceptional academic ability and personal motivation.
2. Students granted concurrent enrollment in a second academic credential, must earn a minimum of 15 credit hours beyond the requirements of the first program while meeting all of the requirements of the second program.
3. Students will not be considered for a second degree until they have completed a minimum of 30 graded credit hours and are in good academic standing (2.50 GPA or higher).
4. Students completing the above requirements will have a notation made on their permanent transcript indicating that the student has completed a parallel program (in accounting, computer science, for example) with a comparable notation being made on the diploma.

Student Name	Signature	ID Number
Current Degree		Award Type
Second Program Requested		Award Type
Please explain why you wish to study the program (2 <sup>nd</sup> major) that you have requested:		

Please attach a reference from your current academic advisor

Interview with Dean of Students    Date/Time: \_\_\_\_\_

Approval (is) (is not) granted for the second award:

\_\_\_\_\_  
Dean of Students

\_\_\_\_\_  
Date

CC: Admissions

Current Advisor

Financial Aid



Northern Maine Community College  
 33 Edgemont Drive  
 Presque Isle, ME 04769  
 207-768-2785      [admissions@nmcc.edu](mailto:admissions@nmcc.edu)

## Letter of Recommendation

This section is to be filled in by applicant. (Please print or type.)

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Last Name	First Name	MI	Department	Degree Sought
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OPTIONAL: (This waiver is not required as a condition for admission to or receipt of financial aid or any other services and benefits from the college.) All rights of access to this letter of recommendation conferred by the Family Educational Rights and Privacy Act of 1974 (20U.S.C. 12329) as amended, or otherwise, are hereby voluntarily waived.

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Date	Signature
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### To Be Completed by Reference

What is your estimate of the applicant's potential as a student and promise of professional success? What are the applicant's greatest strengths and weaknesses? Please state the extent of your acquaintance with the applicant. If possible, please compare the student with any others in the same field who have done work at NMCC. If you prefer to write a personal letter rather than use this form, please feel free to do so, and attach your letter to this form.

Summary Evaluation: In comparison with a representative group of students in the same field who have approximately the same amount of experience and training, how do you rate the applicant in the following:

	Below Average		Somewhat Above Average	Good	Unusual	Outstanding	Exceptional	Unable to Judge
	Lowest	Middle 20%	Next 15%	Next 15%		Highest 100/0		
Academic Ability and potential for success in the program,								
Motivation for the proposed program of study.								

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Signature

Title

**NORTHERN MAINE COMMUNITY COLLEGE –UNIVERSITY OF MAINE AT PRESQUE ISLE**

## Student/Course Exchange Form

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Address: \_\_\_\_\_

Street	City	State	Zip	Phone #
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Expected Year of Graduation: \_\_\_\_\_ Are you receiving VA Benefits: Yes ☐ No ☐

CURRENT CLASS LOAD		REQUESTED UMPI COURSE
Course & Title	Credit Hours	
1.		Course Title/#
2.		Course Title/#
3.		# of credit hours requested for the semester
4.		Schedule: Semester
5.		Start Day/Start Time
6.		

APPROVALS/NON- APPROVAL

NMCC Academic Advisor

Print Name	Signature	Date
NMCC Department Chair		

Print Name	Signature	Date
NMCC Academic Dean		

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student Note:** Students should bring this form to the academic dean's office after obtaining the appropriate faculty and department chair signatures. If approved, the academic dean's office will forward the form to the vice president for academic affairs at University of Maine, Presque. UMPI will then forward a registration confirmation to NMCC.

### University of Maine, Presque Isle Action Form

\_\_\_\_\_ has ☐ has not ☐ been authorized to take  
 Name

\_\_\_\_\_ Starting on \_\_\_\_\_ at \_\_\_\_\_  
 Subject Date Time

In \_\_\_\_\_  
 Building/Room Date Vice President for Academic Affairs

PC: Student, NMCC Academic Dean, Registrar, Advisor

Revised 8/2012

## **STUDENT TUITION EXCHANGE WITH NORTHERN MAINE COMMUNITY COLLEGE AND UNIVERSITY OF MAINE AT PRESQUE ISLE**

Northern Maine Community College and University of Maine at Presque Isle each offer courses to students, faculty and staff of the other institution. Individuals may take up to six (6) undergraduate credit hours at the cooperating institution, provided that the courses are approved by their advisors and appropriate officials as required on the Student /Course Exchange Form. Students will be required to pay the lower rate of tuition to the host institution. Fees associated with course(s) are the responsibility of the individual. Students should confer with Financial Aid Staff before enrollment at UMPI.

### **CONDITIONS OF AGREEMENT**

1. The course contributes to the student's program of study and is taken with approval of the student's Academic Advisor and department chairperson.
2. The course is not offered at NMCC or circumstances prevent the student from taking the course at NMCC.
3. Space is available in the course at UMPI.
4. The student has sufficient preparation to take the course and meets all prerequisites.
5. The grading, add/drop, credit/no credit academic calendar regulations of the cooperating campus apply.
6. Permission is given by the NMCC Academic Dean and UMPI Vice President for Academic Affairs.

Registration may be made at pre-registration or registration times, but final permission to attend is withheld until the first day of classes at UMPI.

Date: \_\_\_\_\_