

Ocean County College, Toms River, NJ

STUDENTS
ALL EMPLOYEES
College-Wide Advisement #5020

POLICY

The College will maintain a program for college-wide advisement and support services to ensure that students are provided with multiple services and tools to accomplish their academic and lifelong learning goals. The Vice President of Academic Affairs and the Vice President of Student Affairs will oversee these services.

ADOPTED: July 27, 2009

Revised: November 5, 2020

PROCEDURE

College-Wide Advisement Program

The mission of the Advising and Transfer Services Office is to assist students in accomplishing their academic, career, and life-long learning goals. The Advising and Transfer Services Office strives to support students at all stages of their academic journey, creating a holistic experience that provides students with:

- An introduction to academic programs and course requirements
- Development of an academic plan, with a focus on short- and long-term goals
- Self and career exploration
- Preparation for successful transfer or employment

Students are assigned to an Academic Advisor based on their degree programs. Students may be assigned to a faculty advisor, a professional advisor, or an advisor through a College program. Students can locate their advisor in the Student Profile and in Student Planning.

1. New Student Advising

The College encourages new students who have completed admissions procedures and placement procedures to discuss their academic goals and course schedules with an academic advisor and complete the online new student orientation prior to starting classes. Meeting with an advisor and completing the online orientation will assist students in understanding degree requirements, their major, goals and academic path, and prepare them for success at OCC.

2. Continuing Student Academic Advising and Registration

Step One: Student Planning

Prior to their registration date, students assess their educational goals and determine the courses that will support the accomplishment of these goals. Students should consider their academic program (major); their course transferability; personal issues, such as work schedule or financial situation; and full or part-time status.

Students are encouraged to use Student Planning to map out their academic journey at OCC. Student Planning is an online resource that provides students and advisors with the tools they need to plan and track progress toward degree completion. Students can use Student Planning to review degree requirements, create an academic plan, register for courses, and even see how credits would apply to a different degree program. Advisors encourage students to use Student Planning to create short- and long-term plans that will help them to fulfill their educational goals.

Step Two: Academic Advising

Academic advising is a collaborative process that consists of a meeting each semester with an advisor. The role of the advisor is to assist advisees in exploring short- and long-term academic

goals and to clarify OCC educational requirements. The student's role is to make decisions concerning an educational plan, to understand OCC degree requirements, and to select suitable courses to achieve academic goals.

Step Three: Registration

Once students have determined the courses they want to take, they are ready to register when the registration period opens, or any time after this date until classes begin. The Academic Calendar displays specific semester information and registration dates. The College staff recommends that students register as early as possible as most classes will fill to capacity.

3. Transfer Advising

The majority of OCC graduates transfer to four-year colleges and universities. Advisors assist students in aligning their studies, transfer goals, and career aspirations. The Transfer Coordinator is housed in Advising and assists students with complex transfer planning and issues. Students can utilize NJ Transfer to plan for transfer in New Jersey, as well as attend transfer fairs and instant admission days throughout the academic year.

4. Career Counseling

Educational decisions are a critical part of a student's academic planning responsibility. The Career Coordinator in the Career Services Office assists students with making these decisions, finding a major, securing internships, and more. Ocean County College offers an array of career assessment tools to help students identify college majors that relate to their interests.

5. NJ STARS Program Advising

The NJ STARS program is an initiative created by the State of New Jersey that provides New Jersey's highest achieving students with discounted tuition at their home county college. Academic Advisors and the NJ STARS Coordinator help STARS students get and stay on track through services such as academic coaching, graduation advising, and transfer and career planning.

6. Application Processes for Graduation and/or Transfer

The Registrar processes all graduation applications, which must comply with all academic and procedural guidelines outlined in Policy #5152. Students should complete the Graduation Application approximately one semester prior to graduation and be sure to submit the Graduation Application by the announced deadline.

Academic Advisors conduct unofficial graduation audits upon request when students have registered for their final semesters. Upon applying for graduation, students receive an official graduation audit from the Registrar's Office.

7. Selected Populations and Academic Success Workshops

Ocean County College provides specialized advisement for students who are part of selected

populations, including veterans, athletes, students with disabilities, Educational Opportunity Fund, Student Support Services, students who are academically at risk, and more. Additionally, the College offers a number of trainings and workshops each semester on different topics related to academic success.

8. Services for Students who are Academically at Risk

Faculty will initiate contact with students who demonstrate academic at-risk behaviors (e.g. absence, lateness, missing quizzes and/or tests, not completing assignments, not having a textbook, etc.) in person, and/or through emails and phone calls. Faculty can complete a CARE report to alert the CARE Team of any student behavior that is out of the ordinary. Additionally, college committees and administrators may complete a CARE report to recommend that the Counseling Center contact a student who is displaying at-risk behaviors. The Counseling Center conducts outreach to students who are academically at-risk by e-mail, letter, and/or telephone calls and conducts intervention programs for students with specific academic sanctions. Academic Advising is also available to assist students with getting back on track.

Counseling Center services include individual appointments, student success seminars, extensive follow up, and a non-credit Canvas course which highlights academic success topics.

During the semester, the Counseling Center conducts interventions for students who are demonstrating at-risk behaviors:

1. Consultation services with faculty are available throughout the semester for interventions with an at-risk student. Counselors are available if faculty or staff members have questions about helping a student in distress or addressing a student's disruptive or concerning behavior. They can help faculty to assess the situation, explore referral options, determine the appropriateness of an intervention, and determine how faculty can be effective in a supportive role. There will be times when counselors suggest that a faculty member speak to the Academic Dean to determine how the academic school handles student situations.
2. CARE reports filed by faculty and staff about students with academic, emotional, or psychological distress issues are managed by counselors.

Another at-risk population includes students with Financial Aid restrictions. The Financial Aid Office sends out warning letters with referrals to the Counseling Center, as appropriate.

Adopted: July 28, 2009

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