

# Academic Advising and Registration

## **Increasing Student Success through Effective Academic Advising**

In October 2005, Forsyth Tech was awarded a five-year Title III, Part A Strengthening Institutions federal grant. The Increasing Student Success through Effective Academic Advising project is funded 79.42% by the United States Department of Education, and 20.58% by Forsyth Technical Community College. The grant will improve academic advising by creating a Student Success Center as part of institutional services offered to curriculum students.

The grant will allow Forsyth Tech to enhance opportunities for each student to attain his or her educational and career goals by integrating improvements into the College's academic advising system. The activity funded with Title III support will result in a more detailed and accurate assessment of each student's abilities and goals. Initial application data, assessment results, and other pertinent information will be placed in an Electronic Student Profile and used to create an individualized Learning Plan for each new student.

## **Student Success Center**

Forsyth Tech has an advisor/advisee program that is designed to provide a more personal atmosphere for the student and to increase communication between students and faculty. After the first semester each student is assigned an academic advisor who provides information related to program content, course content and prerequisite requirements, graduation requirements and general information. Academic advisors assist in course planning and scheduling and also make referrals for personal counseling, financial aid counseling or academic tutoring.

All students are required to meet with an academic advisor prior to registration or during

the registration period. The purpose of this meeting is to ensure that course selection is appropriate for the student's educational goals and skill levels. Registration cards are to be signed by the student's academic advisor.

The Student Success Center funded by Title III grant provides advising services for students as they work to attain their academic and career goals. The center provides information regarding campus resources and academic programs and offers orientation and advising sessions to help students achieve their academic and career goals.

## **Registration**

Forsyth Tech operates on the semester system. Fall and spring semesters are 16 weeks and the summer term is 10 weeks. Some courses are offered on an eight-week or other alternative schedule during fall and spring semesters and summer term. In addition, upcoming registration and prepayment dates for currently-enrolled students are posted during the latter part of each semester.

On registration days, as published in the class schedule, all approved students should see an academic advisor and register for classes for that semester. Academic advisors are on campus to assist students with the registration process, and the Cashier's Office is open to accept tuition and fees.

## **Currently Enrolled Students**

Each semester, returning students admitted to a program may register early. To register for courses, students are required to meet with their academic advisor to determine a schedule of courses for the upcoming semester. Any questions arising during this registration period concerning transfer credit for course(s) should be directed to the college transfer technician in the Records Office. To take advantage of this early registration,

students must be sure to pay tuition and fees on the designated prepayment days.

### **New Students**

The times and dates for registering can be found in the class schedules or class listings. At registration, new students will meet with an academic advisor who will assist in the selection of courses and schedules. Participation in an orientation session is required. This session provides an overview of the regulations, policies and privileges of Forsyth Tech as found in the *College Catalog* and the *Student Academic Planner*.

### **Special Credit Students**

Special credit applicants wishing to register for classes should come to the advertised locations on the scheduled registration days to register and pay tuition/fees.

### **Schedule Changes**

To change their schedules, students may obtain a *Registration Adjustment Form* from the designated registration area. Students may drop and add classes during the drop/add period as noted in the class schedules or class listings. An academic advisor must approve all additions to students' schedules. Classes may not be added after the drop/add period without permission of the division dean.

### **Grade Reports and Transcripts**

Students' grade reports are mailed after the end of each semester. The report includes the semester hour credits and the grade point average (GPA) earned and the cumulative GPA for the semester.

Transcripts reflecting students' completed academic record at Forsyth Tech are maintained in the Records Office. Students may come to the office and complete a Transcript Request Form, they may write a letter stating the name or names under which they attended the college, their social security number, the years they attended and where the transcript should be sent or they may complete the request on the college Web site. Official transcripts are sent directly to employers, educational institutions, etc. Transcripts issued to students are generally unofficial and indicate that

they were issued to the student. While an official transcript in a sealed envelope may be issued to students, the transcript will note this procedure, and any receiving party will determine its acceptance as official. Students must pay a charge of \$2 for each transcript.

**All official documents, such as transcripts submitted from other colleges, become the property of Forsyth Tech and cannot be returned or reissued.**

A student's record may be sealed from the student's review and closed for purposes of re-admission and grade posting due to financial debt to the college or litigation involving the student and the college. Inquiries regarding sealed records should be directed to the Records Office. Transcripts will not be issued as long as the file remains sealed.

### **Graduation Requirements**

To be eligible for graduation, students must complete all the courses and credit hours required in their program of study with a grade point average (GPA) of 2.0. In addition, students must have received a passing grade in courses in their program.

A candidate for an associate degree must complete at least 20 semester hours of credit at Forsyth Tech, with a minimum of 10 semester hours of credit in their major area. A candidate for a diploma must complete at least 10 semester hours of credit at Forsyth Tech, with a minimum of 8 semester hours of credit in their major area. Candidates for a certificate of completion must complete a minimum of 25 percent of their required course work at Forsyth Tech. These requirements may not be met by proficiency examination.

Course requirements vary according to program. Students should refer to the course requirements for their program to determine if all requirements have been met and should routinely meet with their academic advisor to assure their progress toward graduation.

Every academic year, each program publicizes a program of study for students admitted in that

specific year. Students will graduate under the course requirements that are applicable at the time they enroll in a program if they remain continuously enrolled until graduation and complete all requirements within three years of initial enrollment. A student who applies for re-admission after two or more semesters is accepted under the program of study in effect at the time of re-admission, not under the program of study in effect at the time of the original admission. Students who change their program are also admitted to the new program under the current year's program of study.

In order to have complete information recorded on their transcripts, students should apply for their degree, diploma or certificate at the time of their last semester registration. ***Intent to Graduate Forms*** are available in the Records Office, Room 106 (1<sup>st</sup> Floor), Allman Center, Main Campus, or at each of the centers.

### **Student Withdrawals**

Students considering withdrawing from a class or from school are encouraged to contact their instructor(s) and academic advisor to discuss the decision to withdraw. A ***Drop Form*** may be obtained in the Records Office, Room 106 or Counseling, Career and Disability Services, Room 148 (1<sup>st</sup> Floor), Allman Center, Main Campus. When the student initiates a withdrawal or drop, the date the student completes the ***Drop Form*** is considered the official withdrawal date. When the instructor initiates a drop, the date the instructor records on the ***Drop Form*** is the official withdrawal date. When students fail to notify the Records Office, they may receive a failing grade.

**Withdrawal from a Class** - Students are responsible for completing a ***Drop Form*** and notifying their instructor(s), academic advisor, Records Office or Counseling and Career Services of the decision to withdraw.

**Total Withdrawal from School** - Students who must withdraw from school, either permanently or temporarily, should withdraw officially. Students are responsible for completing a ***Drop Form*** and for notifying their instructors, academic advisors, Records Office or Counseling,

Career and Disability Services of the decision to withdraw.

Veterans and financial aid recipients must notify Student Financial Services if they discontinue enrollment.

### **Family Educational Rights and Privacy Act of 1974**

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides many safeguards regarding the confidentiality of and access to, student records.

1. Students may review their educational records by making a written request to the coordinator of records.
2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for legitimate educational purposes. Exceptions may also be made for parents who can verify that they claim the student as a dependent and for credentialing, auditing or accrediting organizations. The vice president of Student Services will make the final decision concerning access to records.
3. Transcripts will be issued only when a written request is received from the student. Transcripts from high schools or other colleges will not be released.
4. Forsyth Tech does not publish or distribute student information or any personally identifiable information.
5. Forsyth Tech publishes the names of graduates in the graduation program and in local news media. Names of students attaining academic honors each semester are also published. Students who do not wish their names published for graduation or academic honors must notify, in writing, the director of Records/Registrar of their desire not to have their names published.
6. Authorities with lawfully issued court orders are permitted to review or receive copies of student records. This section covers academic policies effective at the time of this catalog's publication.

## **Student Right to Privacy Statement**

Forsyth Tech does not publish or distribute student information or any personally identifiable information in accordance with the Family Educational Rights and Privacy Act (FERPA).

In compliance with the Solomon Amendment, the college releases the following information to any branch of the Armed Services upon their request - student's name, address, telephone number, age and program of study.

The college also publishes the names of graduates in the commencement program and in local news media. Names of students attaining academic

honors each semester are also published. Students who do not wish their names published for graduation or academic honors must notify, in writing, the director of Records/Registrar of their desire not to have their names published. Information may also be released to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Please contact the director of Records/Registrar at (336) 734-7314 if you have any additional questions.