ADVISOR ASSIGNMENTS – DO YOU KNOW WHO YOUR ADVISOR IS?

Student Development assigns advisors to new students and processes change of advisor requests. New student assignments are generally completed by the second week of each semester. Students can view their advisor assignment through Banner, NCCC’s student information system, by following these directions:

- Log into Banner Web (https://ncccbanner.itec.suny.edu)
- Click on “Enter Secure Area” (Enter User I.D. & PIN #)
- Click on the “Student & Financial Aid” link
- Click on the “View Academic Advisor Information” link

ADVISEE RESPONSIBILITIES – WHAT YOU ARE EXPECTED TO DO

As an advisee at NCCC, you have clear responsibilities in the advising partnership in order for it to be successful:

- Schedule regular appointments or make regular contacts with advisor during each semester
- Arrive prepared for the advisement meeting
- Be an active participant in the advisement meeting
- Accept responsibility for decisions in the advisement meeting
- Register for courses online with Banner web (your registration alternate pin (RAP#) must come from your advisor).
- Access and beware of final grade information at the end of the semester by logging onto Banner Web and viewing your unofficial transcript.
- Seek advisement before making any major changes to his/her educational program
- Clear all restrictions on your account (outstanding tuition, library books, etc). To view outstanding restrictions once you successfully log in, go to Student & Financial Aid, Student Records, and View Holds.
- Run a Degree Evaluation to verify remaining coursework required to fulfill your programs requirements. Print this report and bring it to your appointment!
- View the course offerings online and prepare a tentative schedule. Be prepared to discuss alternative courses with your advisor in the event that your first choices are closed. Your advisor will review this preliminary schedule and also offer suggestions to what you have listed. A formal list of important courses will be listed on the Course Advisement Worksheet, which will then be given to you for web registration.

Having trouble with Banner Web? Call 716-614-6254 during business hours.

ADVISOR RESPONSIBILITIES – WHAT YOU CAN EXPECT

An NCCC Advisor should always:

- Understand and effectively communicate expectations, graduation and program requirements & college policies
- Encourage and guide students as they decide and set realistic goals.
- Support students in gaining the skills to develop clear and attainable educational plan by recommending other services and programs that the college offers (such as Dual Admissions, Transfer Opportunities, and Graduation).
- Recommend elective courses which will prepare students for their next step (career or four-year school).

By the end of the first semester, the advisor should make sure that his/her advisees know how to do the following:

- Run a degree evaluation online through the Banner Web portal
- Log onto Banner Web and access final semester grades

By the time the student has completed 40+ credits toward a degree or 15+ toward a certificate program, the advisor should:

- Go over the list of remaining classes that the student is required to complete in order to receive his/her degree.
- Inform the student of job fair and grad fair dates.
- Inform the student that he/she will need to apply to graduate.
HOW TO RUN A DEGREE EVALUATION

- Go to Quick Links at the top of the NCCC homepage, scroll down to Banner Web
- Enter secure area (LOGIN)
- Click Student & Financial Aid
- Click Student Records
- Click Degree Evaluation
- Select the current term, or the most future term for which you have pre-registered, then click Submit
- Scroll to the bottom of the page and click on the link Generate New Evaluation (NOTE: If you wish to run a degree evaluation on a program other than which you are enrolled in, you will need to use the What-if Analysis)
- Click the radio button next to the program for which you would like to run an evaluation, and click Generate Request
- Click the radio button next to Detail Requirements and click Submit

REVIEWING AN EVALUATION

The first section of the degree evaluation report summarizes your curriculum information and provides an overall list of degree requirements, such as overall GPA, minimum number of credits hours, etc.

The next section of the report is divided into program Areas. The requirements appear on the left and the courses or credits that meet the requirements are located on the right of the report. Each area is noted as “MET” or “NOT MET”. Those areas listed as NOT MET are where degree requirements have not yet been fulfilled.

QUESTIONS? CONTACT US!

Do you have questions that aren’t answered on this sheet? Go to NCCC’s Advisement webpage for more information: http://www.niagaracc.suny.edu/studentlife/development/advisement.php

A student may meet with his or her academic advisor or schedule an appointment with a counselor in Student Development (A-131) to review the requirements for staying matriculated at NCCC.

Student Development A-131

716-614-6230 or studentdev@niagaracc.suny.edu