



FACULTY ADVISEMENT GUIDELINES

A Publication of the Office of Academic Advisement

This advisement guide for faculty is designed to help you accurately advise new, continuing and returning students in the majors offered by your department. **Please review it thoroughly in preparation for your advising responsibilities.** For additional helpful information and resources, please refer to our webpage at www.ncc.edu/advisement.

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USING STUDENT RECORDS

To effectively advise, you must review the student's:

- **Placements (results of placement testing or exemption)**
- **Transcript**
- **Degree Evaluation**
- **Holds**

You may access the appropriate student records by doing the following:

Log into your **MyNCC Portal** account

Click on **My Banner** under Quick Links

Click on **Student Information Menu**

1. Click on **ID Selection**

- a. Be sure it is on correct term and click Submit
- b. Enter student's ID number and click Submit
- c. Confirm student by clicking Submit

2. Click on **View Holds**

Note: A student with a Hold will be unable to register; after advisement, student should be directed to the appropriate campus office to clear the hold in order to register.

3. Click on **View Placements**

4. Click on **Academic Transcript**

5. Click on **Degree Evaluation** on your MyNCC Portal Page (Under Quick Links) to determine which requirements are still outstanding for the student. It is important to have the most up to date information about the student's records. In order to do so, you must refresh page by clicking on the circular button next to Last Refresh in the upper-left portion of screen.

Note: Student's records such as student type, placements, holds and transcript can be also viewed on the Degree Evaluation. You can view a student's transcript by clicking the Class History link in the upper portion of the Degree Evaluation. If the student has taken classes or has transfer credits, you will be able to view them in a semester by semester format.

Review the student's documentation as described on the following pages.

WHAT TYPE OF STUDENT IS THIS?

Look under **Student Information** on the Transcript or **Student Type** on the Degree Evaluation to identify one of the following student types:

New First Time: students who have not attended college before. Ask if they expect transfer credits for AP (Advanced Placement), IB (International Baccalaureate) or college-level courses in high school. If yes, avoid advising for duplicate courses. Tell student to order official transcripts to be sent to Admissions for transfer credit evaluation, if not already done.

New Transfer: students who have attended college elsewhere.

Previous Student Transfer: students who attended NCC before, transferred and are now transferring back to NCC.

Note: For both types of transfer students, transferrable courses in which the student earned a C- or higher at another college should appear on the Transcript. If none appear, ask if the student expected transfer credit. If yes, you may not be able to advise accurately until the transcript is evaluated.

- The student has not requested/submitted a transcript yet:
 - Advise for courses the student does not expect transfer credit for; you will be unable to offer any courses that require prerequisites not already transferred in.
 - Inform student that s/he is responsible for requesting the transcript, following up and avoiding enrolling in duplicate courses.
- The student has requested/submitted transcripts:
 - Contact Admissions (see page 20).
 - If transcript was received, ask to have it evaluated; advise after transfer credits appear on Transcript and Degree Evaluation.
 - If transcript was not received, advise for courses the student does not expect transfer credit for; you will be unable to offer any courses that require prerequisites not already transferred in. Inform student that s/he is responsible for requesting the transcript, following up and avoiding duplicate courses.

Continuing Student: a student who has been in attendance at NCC without missing two or more successive fall/spring semesters. If the student's transcript says Continuing but s/he has not attended for two consecutive semesters, advise under the degree program's NEWEST requirements. Then advise the student to readmit online at www.ncc.edu/admissions/.

Returning Student: a student who has been out of school for two or more successive fall/spring semesters, but did not attend another college since leaving NCC must readmit online www.ncc.edu/admissions/ to register.

Note: students with unsatisfied developmental requirements are eligible to retest if they have been away from NCC for one year or more.

REVIEWING PLACEMENTS

The following exemption waiver codes may appear:

A – ENG/RDG tests not required

E – MAT test not required

Note: Students may take MAT 100, 101, 102, 109, 114, 116, or 118

Students exempt from the math placement test may still take the Advanced Algebra and Functions (AAF) test if they have the requisite knowledge in Algebra and Trigonometry from previous study and they wish to place directly into MAT 111 (Pre-Calculus) or MAT 112 (Calculus with Applications in Business and Social Sciences) or MAT 122 (Calculus I)

D – No testing required

Note: Students may take MAT 100, 101, 102, 109, 114, 116, or 118

Credit-Level Placements

Look at the **View Placements** page under the Student Information menu on Banner or the **Placements** section on the top portion of the Degree Evaluation for credit-level placements in:

- English
- Math
- Reading

Note: If multiple placements are listed, the **HIGHEST PLACEMENT** counts.

Credit-Level English Placements:

- ENG 100 - must take ENG 100 (This enhanced composition course is required for underprepared students with marginal writing skills. (ENG 100 is taken in lieu of ENG 101.)
- ENG 101 - must take ENG 101

Credit-Level Math Placements:

If the program has specific math courses required, advise according to the Degree Evaluation. If no specific course is designated, refer to ADVISEMENT FOR DEVELOPMENTAL AND CREDIT MATH on pages 7-13.

Credit-Level Reading Placements:

- RDG 101 - course is recommended, but not required; depending on student's program, this course may not apply to requirements
- RDG 999 - student requires no reading courses

Developmental Course Placements

Look at the **View Placements** page under the Student Information menu on Banner or the **Placements** section on the top portion of the Degree Evaluation for any placements beginning with “00” or “01”.

If a student has multiple placements, the **HIGHEST PLACEMENT** counts.

Review the developmental course sequences and restrictions on the following pages; adhere to these guidelines when advising:

- **New/Transfer Students:**
 - Advise for all required developmental courses.
 - Include NCC 101 if the student must take two or more developmental courses.
- **Continuing/Returning Students:**
 - Review the **Transcript** or look at the **Developmental Requirements** section on the upper portion of the Degree Evaluation to see if the student has completed all required developmental courses.
 - If the student required two or more developmental courses when starting at NCC, check if they completed NCC 101.
 - Advise for any outstanding developmental requirements and/or NCC 101, if still needed.
- Consider credit-equivalents on pages 6-13 when advising to make sure:
 - Enrollment reaches the 12-credit minimum credits/credit-equivalents for full-time (if desired)
 - Enrollment does not exceed the maximum allowable credits/credit-equivalents permitted, based on student’s Academic Standing
 - 14-15 credit/credit-equivalents should be the maximum recommended for a student taking developmental courses
- Observe restrictions on pages 14 when advising for additional courses.

Developmental English and Reading Sequence for *Currently Enrolled Students*

<u>Developmental Courses</u>	—————→	<u>Credit Level Course</u>
WRT 001	—————→	ENG 100
ALP ENG 001/ENG 101	—————→	ENG 102 or ENG 103
RDG 001	—————→	RDG 002 (Gateway) —————→ RDG 101 or other credit level course

English and Reading Course Placements for New Students:

Course Placement	Notes
ENG 001 (3 credit equivalents)	ENG 001/101 ALP (3 credit equivalents + 3 credits) No more stand-alone ENG 001
ENG 100 (3 credits)	ENG 100
ENG 101 (3 credits)	ENG 101
WRT 001 (4 credit equivalents)	WRT 001
RDG 001 (4 credit equivalents)	RDG 001
RDG 002 (3 credit equivalents)	RDG 002 with a Gateway pairing

All non-credit courses count as hours for full-time enrollment, billing, financial aid and health/dental insurance purposes (if applicable). Example: ENG 001 is a non-credit course but has **3 credit equivalents**.

*Students eligible for Excelsior Scholarship should consult with Student Financial Services.

Advisement for Developmental and Credit Math

A student's major may not always reflect the student's goals. It is important for the advisor to have a conversation with the student about their goals or plans to help determine if the student will require a high level of Mathematics.

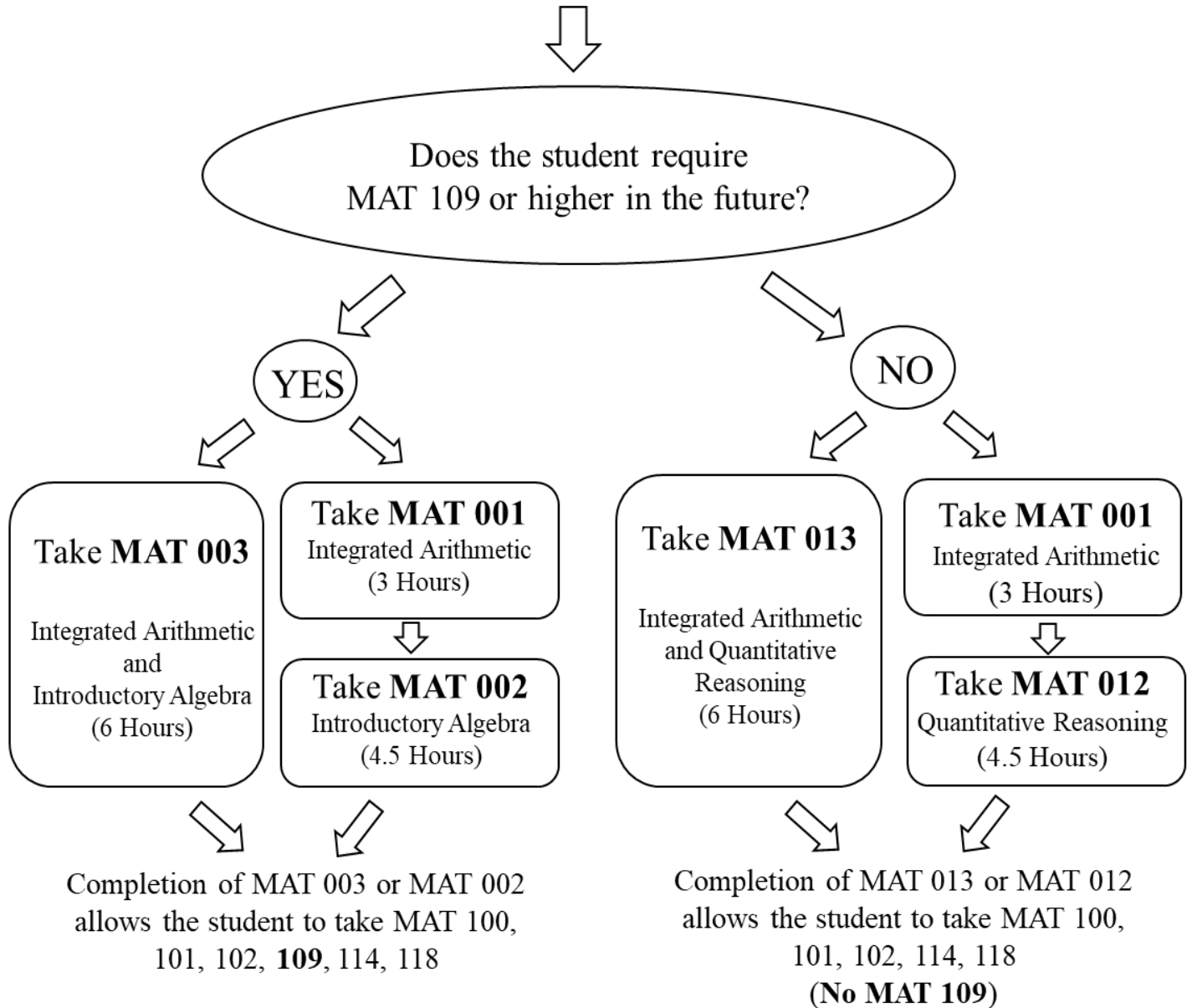
Programs at NCC requiring MAT 109 or higher

Program Name	Program Code
Biology (AS)	BIO1
Computer Science (AS)	CMP2
Computer Repair Tech (AAS)	ENS2
Cybersecurity (CERT)	CMP6
Civil Engineering (AAS)	ENS1
Electrical Engineering (AAS)	ENS4
Engineering Science (AS)	ENS5
Food and Nutrition (AS)	HTL2
Information Technology (CERT/AAS)	CMP3/CMP5
Liberal Arts Math and Science (AS)	LAAS
Mathematics (AS)	MAT2
Radiation Therapy Tech (AAS)	AHS3
Respiratory Care (AAS)	AHS5
Teacher Ed Adolescence (AA and AS)	TED4/TED7
Teacher Ed Childhood (AS)	TED6
Teacher Ed Early Childhood (AS)	TED5

Areas of study outside of NCC program offerings that may require MAT 109 or higher

- Architecture
- Engineering of any type
- Pre-Med
- Physician Assistant
- Pharmacy
- Physical Therapy/Occupational Therapy
- Sciences (Biology, Chemistry, Physics, Environmental, etc.)

MAT 003 or 013 Placement



EXAMPLES OF PLACEMENTS:

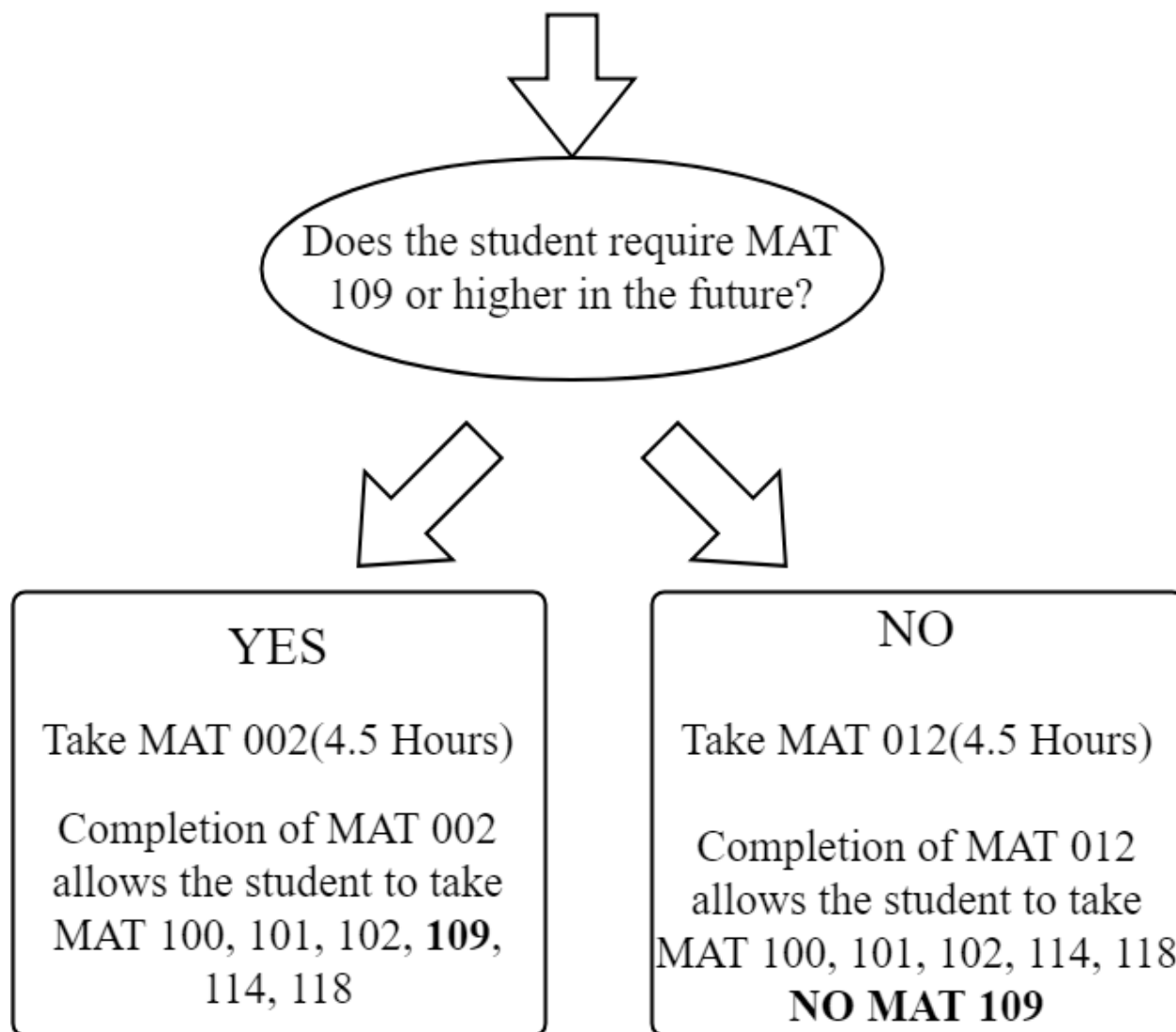
Test Scores

Test Description	Test Score
ENG Course Placement	101
MAT Course Placement	003
RDG Course Placement	002

Test Scores

Test Description	Test Score
ENG Course Placement	101
MAT Course Placement	013
RDG Course Placement	002

MAT 002 or 012 Placement



EXAMPLES OF PLACEMENTS:

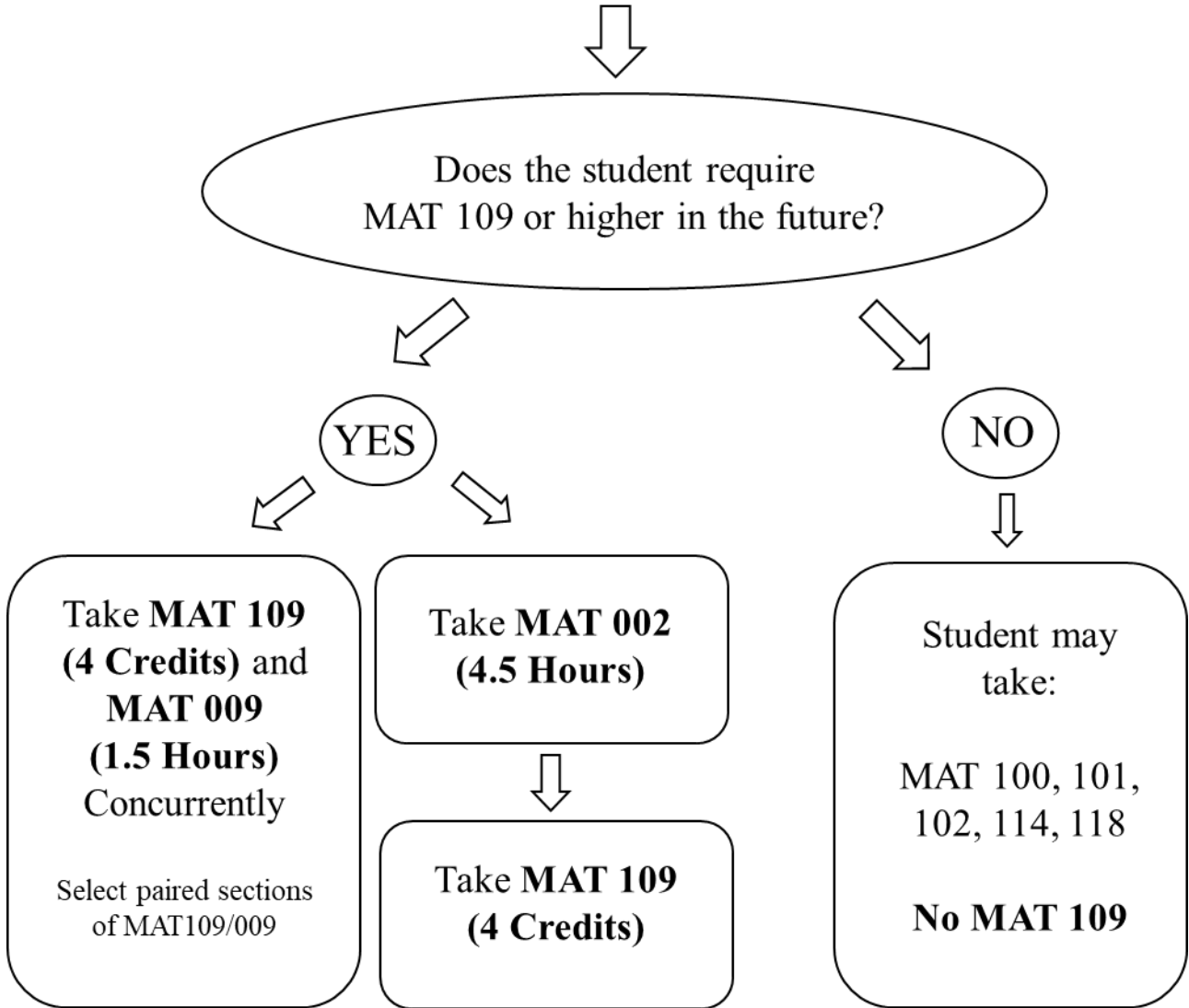
Test Scores

Test Description	Test Score
ENG Course Placement	101
MAT Course Placement	002
RDG Course Placement	999

Test Scores

Test Description	Test Score
ENG Course Placement	101
MAT Course Placement	012
RDG Course Placement	999

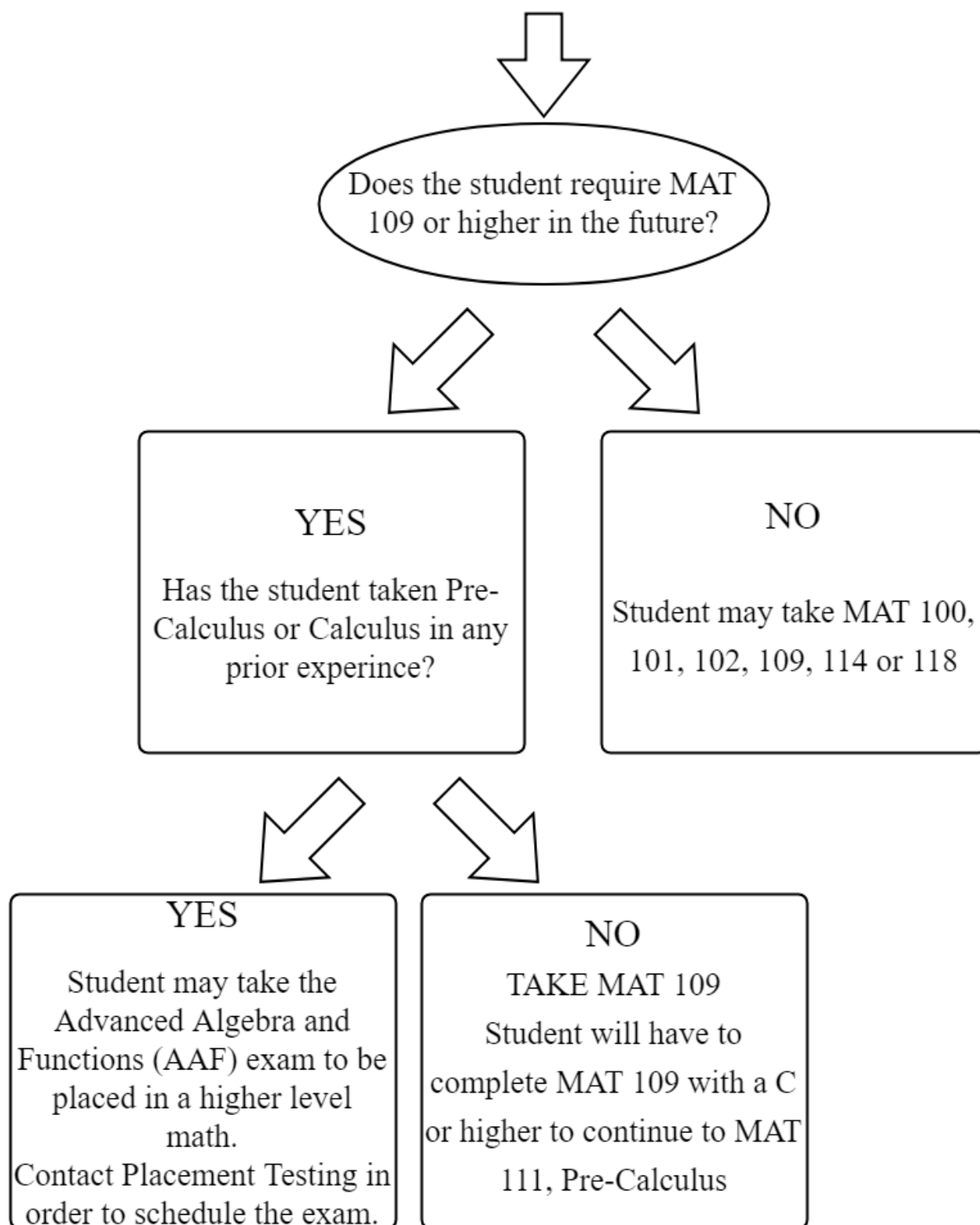
MAT 100 Placement



EXAMPLE OF PLACEMENTS:

Test Scores	Test Description	Test Score
	ENG Course Placement	101
	MAT Course Placement	100
	RDG Course Placement	999

MAT 109 Placement



Students can contact the Placement Testing office at 516-572-7780 or email at placementtesting@ncc.edu to schedule a test.

MAT 109 Placement

EXAMPLE OF PLACEMENTS:

Test Scores

Test Description	Test Score
ENG Course Placement	101
MAT Course Placement	100
MAT Course Placement	109
RDG Course Placement	002

NOTE: When there are more than one placement of the same subject, always take the **HIGHEST placement**.

This student is placed in MAT 109, NOT MAT 100.

Test Scores

Test Description	Test Score
ENG Course Placement	101
MAT Course Placement	109
RDG Course Placement	999

ADVISEMENT SUMMARY
MATH COURSE ELIGIBILITY BY PLACEMENT

STEM PROGRAMS		NON-STEM PROGRAMS	
PLACEMENT	COURSE ELIGIBILITY	PLACEMENT	COURSE ELIGIBILITY
MAT 109	<u>MAT 109 (Continue with STEM)</u> OR MAT 100, 101, 102, 114, 116, 118 (May change out of STEM)	MAT 109	MAT 100, 101, 102, 109, 114, 116, 118
MAT 100	<u>Paired sections of MAT 109/MAT 009 or Sequence of MAT 002 + MAT 109 (Continue with STEM)</u> OR MAT 100, 101, 102, 114, 118 (May change out of STEM)	MAT 100	<u>MAT 100, 101, 102, 114, 118</u> OR Paired sections of MAT 109/ MAT 009 or Sequence of MAT 002 + MAT 109
	DEV. ED		DEV. ED
MAT 002	<u>MAT 002 (Continue with STEM)</u> OR MAT 012 (May change out of STEM)	MAT 012	<u>MAT 012</u> OR MAT 002
MAT 003	<u>MAT 003 or Sequence of MAT 001 + MAT 002 (Continue with STEM)</u> OR MAT 013 or Sequence of MAT 001 + MAT 012 (May change out of STEM)	MAT 013	<u>MAT 013 or Sequence of MAT 001 + MAT 012</u> OR MAT 003 or Sequence of MAT 001 + MAT 002

CALCULUS SEQUENCE Request AAF TEST	
PLACEMENT	COURSE ELIGIBILITY
MAT 111	Mat 111, 117
MAT 112	MAT 111, 117, 112, 122

NOTES:

- Underlined course eligibilities are preferred advisement choices consistent with student's program (STEM/NON-STEM) designation.
- Students in MAT 002 who pass the QAS section may be eligible to place into MAT 100 – Students should consult with the Math Department.

Restrictions Impacting Students with Developmental Placements

IF YOUR PLACEMENT IS ENG 001 or WRT 001, YOU MAY <u>NOT</u> ENROLL IN:	IF YOUR PLACEMENT IS RDG 001, YOU MAY <u>NOT</u> ENROLL IN:	IF YOUR PLACEMENT IS RDG 002, YOU MAY <u>NOT</u> ENROLL IN:
<p>AHS 131 ASL AFR 170, 197 ART 100, 102, 103, 104, 124,141, 201, 202, 203 BIO 107, 108, 109 CHE (except CHE 110) CMP COM CSC ENG (except ENG 001/101 ALP) ITE *MAT (except MAT 001, 013, 003, 012, 002) MDC 101, 102, 130 PHI (except PHI 100) PHY SCI 141 WST 107</p> <p>*EXCEPTION FOR ESL STUDENTS ONLY: Credit MAT courses may be taken concurrently with ESL English.</p>	<p>AHS 131 ASL AFR 140, 143, 170, 197, 200 ART 100, 102, 103, 104, 124, 141, 201, 202, 203 BIO 107, 108, 109 CHE (except CHE 110) CMP COM CSC DAN 101 ENG 100, 101 Note: Even if your placement is ENG 100 or ENG 101, you may not enroll in this course until RDG 001 has been satisfied GEO (except GEO 202) HIS 110, 176, 178, 180, 205, 206, 207, 234, 280 ITE MAT (except MAT 001, 013, 003, 012, 002) MDC 101, 102, 130 PHI (except PHI 100) PHY RDG (credit-level) THR 100, 101, 103, 107, 201 WST 107</p>	<p>AHS 131 AFR 143, 170, 197 ART 100, 102, 103, 104, 124, 141, 201, 202, 203 BIO 107, 108, 109 CHE (except CHE 110) CRJ 230 DAN 101 GEO (except GEO 202) HIS 110, 180, 205, 206, 207, 280 PHI (except PHI 100) PHY (except PHY 120) RDG (credit-level) THR 100, 101, 103, 107, 201 WST 107</p>
IF YOU REQUIRE ANY DEVELOPMENTAL MATH COURSE, YOU MAY <u>NOT</u> ENROLL IN:	IF YOU PLACED INTO <u>ANY TWO</u> DEVELOPMENTAL COURSES, YOU MAY <u>NOT</u> ENROLL IN:	
<p>AHS 131 BIO 107, 108, 109 CHE (except CHE 110) CMP CSC ECO 207, 208 ITE MAT (credit-level) PHY</p>	ACC 101	

REVIEWING THE TRANSCRIPT

Click on **Academic Transcript** under the Student Information menu on Banner or click on **Class History** on the Degree Evaluation to view the transcript. You can find the Class History link by clicking on the More Options icon (three vertical dots) on the top right portion of the Degree Evaluation.

Get a general view of the student's academic performance:

- Transfer Credit – Earned transfer credits appear on the transcript as indicated in the table below. If transfer credits are expected but do not appear on the student's transcript, refer to page 3.

Grade Code	Significance
TR	Credits taken at another college after high school graduation date
TA, TA-, TB+, TB, TB-, TC+, TC, TC-	<u>Note:</u> The transfer grades are transferred in using T and the grades earned from the transfer institution (Examples: TA, TB+, TC- etc.); however, transfer credits evaluated prior to the Spring 2023 appear as TR.
TAP	AP Credits
TIB	IB Credits
THS	College courses taken during high school (SCALE, Molloy, Syracuse, etc.)
TAC	ACE – Military Credits
TCL	CLEP Credits
TLE	Life Experience Credits
TPS	Public Service Credits (Police, Fire, Corrections)

- Semester-by-semester performance
 - Does student have more developmental coursework to complete?
 - Review which courses in the sequence must still be completed
 - What is the student's overall GPA?
 - Did the student take ENG 100?
 - Advise the student for ENG 102 or ENG 103 if required for program as the successor course since ENG 100 and 101 meet the same requirement.

- How many credits does the student usually attempt; did they do better when fewer classes were attempted?
 - Taking the student's desire for full- or part-time study into account, advise based on previous history.
- Is there a pattern of withdrawing?
 - Should the student attempt fewer courses?
- Are there failed classes?
 - Failed classes can be repeated to increase GPA (the most recent grade counts)
 - Consider repeating courses in which an F was earned, if a higher grade might be anticipated, to improve the overall GPA. Take into account whether the course is required (must be repeated) or will fulfill an outstanding requirement.
- Does student understand implications of any UW (counts as F in GPA) or INC grades?
 - Consider repeating courses in which a UW was earned, if a higher grade might be anticipated, to improve the overall GPA. Take into account whether the course is required (must be repeated) or will fulfill an outstanding requirement.

Note: Effective Spring 2022, the UW grade was replaced with the grade of WU (unofficial withdrawal) and no longer affects the GPA. However, the UW grade earned prior to Spring 2022 is still calculated as an F in GPA.

- Discuss need to contact professor for any course in which an INC was issued so that the student may complete the work before the end of the following semester and avoid the grade converting to an "F." Consider which requirement will be fulfilled with the INC course so you do not recommend a new course to meet that requirement.
- Has the student already registered for the next semester?
 - Are the selected courses appropriate? Financial Aid will not pay for courses not needed in the student's program.

REVIEWING THE DEGREE EVALUATION

Use the **Degree Evaluation** to determine which requirements the student must still complete.

- Determine that the **Degree Evaluation** accurately lists the current **Major** and **Catalog Year**
 - Total credits required and actual requirements will vary, based on which Catalog Year is in effect.
- Find the red circles for each category or requirement that is not satisfied yet. ○ represents an incomplete requirement.
 - Determine the number of credits still needed in each incomplete category.
 - Total credits not completed + credits completed/in-progress should equal Total Credits required for degree
 - Pay careful attention to required Attribute Types, when indicated.
 - **Avoid advising for courses that are not needed!**
- **Courses Not Used** section lists any courses that are not needed for the degree program
- **Courses Ineligible for Graduation** lists excluded classes and those with W, F, U, UW, WU, or NA grades
- **The SUNY General Education Requirements** area reflects which of the ten SUNY GE categories have been completed by the student
 - Students who started prior to Fall 2023
The SUNY General Education Requirements area is informational only and does not directly relate to the awarding of a degree from NCC.
 - Students who start the AA or AS degree program in the Fall 2023 or later
The SUNY General Education requirements must be completed to earn an AA or AS degree from NCC.

ADVISING THE STUDENT

1. Review the student's records on Banner or Degree Evaluation.
2. Use the MyNCC portal to confirm availability of courses before recommending them to a student; use Look Up Class Counts on Banner (Log into **MyNCC Portal** → Click on **My Banner** → Click on **Look Up Class Counts**).
3. Advise for required developmental courses if they have not been completed yet.
4. Add NCC 101 if 2 or more developmental courses in ENG, RDG and/or MAT are required. Examples:
 - Student placed in WRT001 and MAT 013; NCC 101 required.
 - Student placed in RDG 001 and must also complete RDG 002; NCC 101 is not required.

Note: If the student's program does not require general electives, make sure that the student has 12 or more credits/credit-equivalents before NCC 101 is counted. Financial Aid will not pay for courses not required in the program!

5. Advise for additional credit-level courses; AVOID courses that have restrictions if the student has any (see page 14); Recommend alternate course options to give students flexibility when planning their schedules.
6. In order to record your interactions and conversations with the student, please use the **Notes** on **Degree Evaluation**. The Notes can be found on the top of the Degree Evaluation.
 - Click on the **More Options** icon (three vertical dots) on the top right portion of the Degree Evaluation
 - Click on **Notes**
 - Click on **Add a New Note**
 - You can enter your note by typing inside the box. Include all the classes you advise the student to take and any additional information you believe the student should know such as the total credit hours and any intended career or academic goals you may have discussed.
 - Click on **Save Note** on the bottom
 - At the bottom of the Degree Evaluation, the student and faculty can see the notes left by previous advisors.
 - Students may access their Degree Evaluation from their own MyNCC Portal page.
7. Advise the student to apply for graduation in the portal if completing all degree requirements this semester. The deadline to apply for Summer 2024 graduation is June 24, 2024, and the deadline to apply for Fall 2024 graduation is October 28, 2024.

Note: Students on academic probation should be directed to the Center for Educational and Retention Counseling (CERC) for advisement (see page 20).

STUDENT REGISTRATION AND PAYMENT

- Students must log into their own MyNCC Portal account to register. If students have any issues with MyNCC Portal, they can call the MyNCC Portal Help Desk at 516-572-9980 or email at helpdesk@ncc.edu.
- Students with a **Hold** cannot register; they must be directed to the appropriate office to clear the Hold before they can register.
- **Schedule Builder** is a link in the student's portal that simplifies the process of creating a schedule. The Schedule Builder program generates possible schedules based on the student's course selection as well as preferences for session (day, evening, etc.) and instructional methods (online, hybrid, etc.), among others. The selected schedule is sent to a Shopping Cart and transmitted to the registration link in the MyNCC Portal so the student can finalize registration for the selected classes.

Schedule Builder is best used during the early registration period when more classes are available.

Once the student is actually registered for classes, any changes to the schedule must be done using the Add or Drop Classes feature in the MyNCC Portal.

- Instructions on how to register for classes using Banner and Schedule Builder are all available in the [Helpful Tools section of the Academic Advisement Office webpage](#).
- Students will be mailed a tuition bill with a due date. Payment is due quickly during the late registration period; make sure student understands that payment is required by the due date to avoid cancellation of registration.

CONTACT INFORMATION

Office	Location / Phone Number	Email
Academic Advisement	Student Services Center (SSC) Plaza, lower-level 516-572-7436	Advisement@ncc.edu
Academic Deans	361 Rice Circle 516-572-7775	AcademicAffairs@ncc.edu
Admissions	Student Services Center (SSC) Plaza, lower-level 516-572-7345	Admissions@ncc.edu
MyNCC Portal Help Desk	516-572-9980	Helpdesk@ncc.edu
Center for Educational and Retention Counseling (CERC)	Building M (Nassau Hall) Room 4 516-572-7141	CERC@ncc.edu
Placement Testing	Student Services Center (SSC) Plaza, lower-level 516-572-7780	PlacementTesting@ncc.edu
Registrar	Student Services Center (SSC) Plaza, lower-level 516-572-7355	Registrar@ncc.edu
Information Services	Student Services Center (SSC) Plaza, lower-level 516-572-7501	Informationservices@ncc.edu

TROUBLESHOOTING

Problem	Possible Cause	Action
Faculty member forgot password for Portal		Contact Banner Help Desk at 516-572-9980
Can't find records because student does not come up in Banner Self-Serve	Check that you have Banner set on the proper term (Fall 2024). If yes, student may have an incomplete application.	Contact Admissions (See page 20)
Student expected transfer credits but none appear on transcript	Did student submit an official transcript from the college?	<p>YES:</p> <ul style="list-style-type: none"> Contact Admissions (see page 20) to see if transcript was received. If yes, ask that it be evaluated; advise the student after transfer credits are posted. <p>NO:</p> <ul style="list-style-type: none"> Advise student that they must have an official transcript sent to Admissions. Advise student, avoiding specific courses and/or requirements that may be satisfied with transfer credits the student anticipates receiving. (see page 3)
Student is unable to register	Has student been away from NCC for two or more consecutive fall/spring terms?	If yes, student must reapply online at https://www.ncc.edu/admissions/
	Student has ALT PIN	Contact the Office of Academic Advisement (see page 20)
	Password doesn't work/can't get into Portal	Student should contact MyNCC Portal Help Desk at 516-572-9980
No available seats in a required developmental course		<ul style="list-style-type: none"> Advise for alternate course so the student can be full-time, if desired. Remind to watch for openings and change the schedule if able to obtain a seat. Do not advise for courses blocked by the developmental placement.

Student wants to take MAT 111, 112 or 122, but the computer won't allow it	Unsatisfied pre-requisite	<ul style="list-style-type: none"> • Students may not take MAT 111 unless they have passed MAT 109 with a "C" or higher or have a MAT 111 placement on the Advanced Algebra and Functions (AAF) test, which is a separate exam from the regular math placement test. • Students may not take MAT 112 or 122 unless they completed MAT 111 with a "C" or higher or have a MAT 112 placement on the AAF test, which is a separate exam from the regular math placement test. • If student has requisite knowledge from previous study needed to be successful in AAF, refer to the Placement Testing Office (See page 20), if time permits. Student may have to wait to take the AAF test during the semester instead; advise for alternate course.
Student can't register for a course	Does not have the pre-requisite	Advise for an alternate course.
	Selected a restricted section of the course	Restricted sections (reserved for specific majors, ALP, RDG 002 Gateway, Honors, ESL, etc.) are flagged in Banner; recommend student select a different section, if one is available, or a different course, if available openings are only in restricted sections.
Student wants to change major		Refer students to the department that oversees the major they are interested in for a CHANGE of PROGRAM. Those requesting Liberal Arts AA or AS must be referred to the Academic Advisement Office (See page 20). Currently attending degree-seeking students may request a change of program through MyBanner in their MyNCC portal. More information is available in the FAQ section of the Registrar webpage .
Student wants to exceed credit limit	Good Standing: student limited to 17 credits	<ul style="list-style-type: none"> • Department Chair may approve 18 credits. • Director of Academic Advisement Office or Academic Deans may approve 19 or more credits (See page 20).
	Academic Warning: student limited to 14 credits	Student may seek permission to exceed limit in Center for Educational and Retention Counseling (See page 20)
	Academic Probation: student limited to 11.5 credits	Student may seek permission to exceed limit in Center for Educational and Retention Counseling (See page 20)