



Be Advised

ADVISING CENTER, RAMER 174

Thinking About Dropping a Course(s) Before the March 30th Deadline?

Before dropping a course(s), be sure to use the resources available to you!! Have you talked with your instructor to see if he/she can help? Have you worked with a tutor on campus? Are you using our new on-line tutoring system, Smart Thinking?

<http://www.volstate.edu/Smarthinking/> If you answered "yes" to these questions and still need to drop a class(es), then below is the process you will follow:

Students who are dropping all classes: Go to the Advising Center in Ramer 174, and an Advisor will assist you in completing a **Drop/Add/Withdrawal Form**. (Any students receiving financial aid should contact the Financial Aid Office **prior** to coming to the Advising Center.) The student will then take the completed form to the Records Office in Ramer 183. They will finalize the withdrawal request.

Students who are dropping only some of their classes: Pick up a **Drop/Add/Withdrawal Form** from the Records Office or the Advising Center and take it to your instructor to sign. If you are taking on-line courses, then the department can sign the form. RODP students should contact Kellie Jones in the Allied Health Division, Wallace 102. Take the completed form to the Records Office in Ramer 183. They will finalize the withdrawal request.

Financial Aid Recipients: Any student receiving financial aid should contact the Financial Aid Office in Wood 116 **before** dropping any courses. Dropping classes can affect a student's ability to receive aid in the future, and/or could result in a student having to pay back some or their entire awarded amount. Loan recipients who are considering withdrawing from their classes should contact Kristie Jordan at (615) 230-3644.

MARCH 30th = Last day to withdraw from full-term courses:



IMPORTANT DATES:

College Visits:

- **Trevecca:**
10:00 am—2:00 pm
Mar. 1, Apr. 19th
- **Tennessee State Univ.:**
9:00 am—10:30 am
Mar. 27, April 24
- **Austin Peay:**
10:00 am—1:00 pm
Mar. 14, Apr. 2
- **Tennessee Tech:**
10:00 am—2:00 pm
Mar. 12, & Apr. 16
- **Middle Tennessee State:**
10:00 am—2:00 pm
Mar. 20, Apr. 9
- **Union:**
10:30 am—1:00 pm
Mar. 19, Apr. 11
- **Lipscomb University:**
9:00 am—12:00 pm
Mar. 13, Apr. 5



Hispanic Vol State:

Join our "Hispanic Vol State" facebook page to communicate and share information with other students interested in the Hispanic culture. "Friend" us today!!



Únete a nuestra página de facebook "Hispanic Vol State" para que te comuniqués con estudiantes hispanos u otros estudiantes interesados en la cultura hispana. Sea nuestro amigo haciendo un "Friend request".

Spring Career Fair

The 2012 Spring Career Fair will be held on Wednesday, April 25, 2012, from 10 am-1pm in the Pickel Field House (gym).

Stop by to learn about possible job opportunities!



Don't know what you want to be when you grow up??

Deciding on a career can be challenging. Contact the Advising Center at (615) 230-3702 for information on Career Counseling, Career Interest Inventories, program information, etc.



Early Registration for the Summer/Fall is Right Around the Corner!!!:

- Sophomores (currently enrolled students who have completed 30+ hours).....April 2, 2012
- Freshmen (currently enrolled students who have completed 29 or fewer hours).....April 3, 2012
- New & Readmit Students (not currently enrolled).....April 23, 2012

****Contact your faculty advisors well in advance to make appointments to meet with them to plan out your schedule!!**

How to Find Your Assigned Faculty Advisor:

- ◆ Go to My VolState Portal at <https://portal.volstate.edu/>
- ◆ Click on “Academics” and scroll down to “Academic Profile”.
Your assigned faculty advisor will be listed there.
 - ⇒ If your advisor is listed, go back to the top of the page and click on the “Home” tab.
 - ⇒ On the right hand side of the page, you will see “Quick Links”. Click on “People Finder” to search for your advisor’s contact information.
- ◆ If no Advisor is listed, contact your Division Office to find your assigned faculty advisor:

Allied Health Division	Wallace 102 (615) 230-3333
Business Division	Mattox 101B (615) 230-3301
Humanities Division	Ramer 101 (615) 230-3201
Math & Science	Warf 100 (615) 230-3261
Social Sci. & Education	Caudill 222 (615) 230-3231

(Advising Center, Ramer 174, (615) 230-3702)



Allied Health Division Program Application Deadlines:

<u>Program:</u>	<u>Deadline:</u>
Dental Assistant Program	2nd Friday in May
Diagnostic Medical Sonography	Jan. 1—May 7
EMT—Basic	Must attend EMT advising session
EMT-Paramedic	March 31
Health Information Technology	March 15
Medical Laboratory Technology	March 15
Ophthalmic Technology	April 30
Physical Therapist Assistant	March 15 (mandatory PTA advising sessions)
Radiologic Technology	April 1



Welcome Maria G. Lopez!

Maria G. Lopez has joined our VSCC Advising Team as the new Hispanic Outreach Specialist. Maria, born and raised in Mexico, has lived in the US for 14 years. She has twelve years of experience working as a volunteer in medical, religious, and educational fields providing services mainly to the Hispanic community. She has worked as an AmeriCorps VISTA volunteer and started the Plaza Comunitaria Program, a web-based adult education program sponsored by the Mexican government, at Catholic Charities of TN. Maria is also a student at Vol State Community College majoring in Human Services.

Please help us welcome Maria to Vol State!

Advising Hours and Locations:

The Advising Center, Ramer 174, is open:

Monday – Friday 8:00 a.m. – 4:30 p.m.

No appointments are needed for the Advising Center.

Evening Advisor/Counselors:

An evening advisor is available from 5:00 pm until 8:00 pm, Wednesday & Thursday in the Wood Campus Center, Room 217.

Appointments are **recommended** for **evening hours only**. To make an appointment for evening advising, please call:

615-230-3461