



Be Advised Newsletter

Summer 2018

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Please browse through this issue of *Be Advised* for some great tips and important reminders to help you in advising your students for summer and fall! Any questions? Let us know!

[Lindsay Guenther](#), Editor

In This Issue:

- [Advising Info Quick References](#)
- [Campus Connect Orientations](#)
- [Registration Holds: Milestone Courses](#)
- [Financial Aid: Program of Study Restrictions](#)
- [Priority Registration](#)
- [Tennessee Reconnect Info](#)
- [FREE CLEP Credits](#)
- [INFS 1010 – Option for Learning Support students](#)
- [General Education Options for Learning Support Students](#)
- [New Course Numbers](#)
- [Lab Science Requirement Changes](#)
- [University Studies Changes](#)
- [Topics from Previous Issues of *Be Advised*](#)

Faculty Advisor Spotlight: Jaime Sanchez



From: Born on the west coast of Mexico, raised in Mexico City

Where did you go to school? I went to the Universidad Nacional Autónoma de México (UNAM) in Mexico City and received a Bachelor's in English and a Master's in Modern Languages. When I came to the U.S., I got a doctorate in English with a minor in Spanish at MTSU. I have also studied Accounting and I worked at a bank for 10 years.

What made you decide to teach? A lot of people in my family have taught, beginning with my ancestors. My grandfather at first was a teacher for a very long time. Then he decided to be a medical doctor. Many of my aunts were teachers.

What classes do you teach at Vol State? English Composition, Learning Support English, Intro to Film, Literature courses sometimes, Creative Writing, and Spanish. My favorite is Intro to Film because I have always enjoyed movies. I also enjoy teaching Spanish courses in person versus online.

What would you say to students who are nervous about learning a foreign language? Relax and just accept that it is ok to make mistakes. Trial and error and correction are good. Many people speak other languages in the US. I went to a medical ceremony at Vanderbilt. One quarter to one third of the students had majored in Spanish. One had a major in History as well.

What do you like best about advising? I just like to help people. I did not have this when I was trying to figure out what to study. It was not easy to find someone to tell me the options. “Do you like English? Do you like Literature? These are the options, etc.” It was hard to find someone. Eventually I figured it out but it would have been nice to have someone to tell me what the schools had to offer, different types of degrees, etc.

What can we do to help faculty advisors? I think that you are doing it, really. You have already provided training sessions, which are very helpful. I wish that more people would take advantage of it. I have had a lot of problems with Schedule Planner because I didn’t use it as much; mainly the students did. The past couple of training sessions have been very helpful, as well as pamphlets.

[Back to top](#)

Campus Connect New Student Orientation



Campus Connect orientations have been going strong and are filling up quickly! Here’s what you need to know:

- All new freshmen starting in the fall with no prior college credit **since** graduating high school (regardless of age) must attend Campus Connect.
- There will be no special orientation dates for TN Reconnect applicants. However, there are special “Reconnect Ready” sessions that those students can attend at the end of orientation day.
- Students will be allowed to register **only** for courses in their pre-prepared Degree Works plans. If a student needs to deviate from their plan due to a major change, closed courses, etc., there will be a staff member available in each registration computer lab to adjust the student’s plan so that they can register appropriately.
 - This is a new procedure designed to help students to not accidentally register for a course outside their degree program. **Courses *not* needed for the degree program are *not* covered by financial aid.** We appreciate your patience as we strive to make this new procedure run as smoothly as possible!
- Students will do the following:
 - Change major if needed
 - Learn about degree programs from faculty and advisors
 - Get advised and register for classes
 - Register for student ID and parking pass
 - Learn about campus organizations and resources
 - Go on a campus tour

Date	Campus Locations	Time
Monday, July 9th	Gallatin	5:00 p.m. to 8:00 p.m.
Friday, July 13	Gallatin	8:00 a.m.
Thursday, July 19th	Gallatin	2:00 p.m.
Friday, July 27th	Gallatin	8:00 a.m.
Tuesday, July 10	CHEC	9:00 a.m./1:00 p.m.
Thursday, July 12th	Livingston	9:00 a.m.

[Back to top](#)

Priority Registration

VSCC Campus Share (V :) > Advising Information > Campus Connect > Orientation & Advising Cheat Sheet

Summer and fall 2018 registration has already begun for continuing students. Brand-new freshmen (including those with dual enrollment credit from high school) must meet with an advisor and get the advising and orientation holds cleared prior to registration.

- **New freshmen** starting in the **summer** were eligible to register beginning on April 16. They do not need to attend orientation but they must see an advisor.
- **New freshmen** starting in the **fall** must attend Campus Connect orientation at which time they will get advised and register for classes. **They should have received an email on May 1 with an invitation link to sign up for Campus Connect.**
- **New transfers and readmits** starting in **summer or fall** were able to register starting April 16.

[Back to top](#)

Course Crosswalk for 2018 - New Course Numbers and Titles

VSCC Campus Share (V :) > Advising Information > COURSE CROSSWALK_2018

VSCC Campus Share (V :) > Advising Information > General Education (AS_AA) Handout

In order to more closely match course numbering systems across the state, a variety of course numbers and titles have been changed. Please review the Course Crosswalk 2018 in the V: drive (as indicated above) or on the [Faculty & Staff Resources page](#).

The General Education handout has been updated to reflect these changes. This is located in the V: drive as indicated above.

Degree Works is crucial! If you do not use it, you may accidentally advise a student to take an old course number.

Examples of notable changes:

- There are no longer any SPCH courses.
 - SPCH 1010 Fundamentals of Communication is now COMM 2025.
 - SPCH 103 Public Speaking is now COMM 2045.
- ENGL 1030 Intro to Film is now ENGL 2860.

[Back to top](#)

INFS 1010 Computer Applications – Now an Option for Learning Support Students

As a pilot, [INFS 1010 Computer Applications](#) will no longer require Learning Support Reading or Writing as prerequisites starting this summer. This means that students who still need to complete Learning Support Reading and/or Writing will be able to take INFS 1010.

INFS 1010 will satisfy the [Computer Literacy Requirement](#) for all degree-seeking students.

However, if a student needs LS Reading **AND** Writing, we still recommend that they **only take 12 hours**: ENGL 0810, ENGL 1010, VSCC 1000, and READ 0810. But if the student insists on taking a fifth course, INFS 1010 is now an option.

For Learning Support reminders, please see VSCC Campus Share (V :) > Advising Information > BE ADVISED NEWSLETTERS > Fall '17 Issue 1 with LS Reminders.

General Education Options for Learning Support Students

The following general education courses are options for Learning Support students because they do not have prerequisites of Reading and Writing competencies:

ART 1035	Intro to Art (formerly ART 1030) – Humanities/Fine Arts option
ENGL 2860	Intro to Film (formerly ENGL 1030) – Humanities/Fine Arts option
THEA 1030	Intro to Theatre – Humanities/Fine Arts option
HED 120	Intro to Wellness – Social & Behavioral Science option

Remember that the student's degree program may not require the above courses, though. For instance, a business major does not need to take HED 120 for Social & Behavioral Science because they are required to take ECON for that requirement. **Always refer to Degree Works when advising students!**

[Back to top](#)

Change in Lab Science Requirement

Starting in the 2018-19 catalog, the lab science requirement will become more flexible for many degree programs.

There will no longer be “sequential” and “non-sequential” lab science options for degree programs that do not specify which lab sciences to take.

This means that students in these degree programs **may choose any two lab science courses** as long as the students meet the prerequisites and are not taking prohibited pairs.

For instance, a student doing the AA in Art Studio would be able to choose any two lab sciences. They would not have to choose from one of ten science groups as in the past. There would not be a “Non-Sequential Lab Science” group from which to choose.

However, students doing degree programs that specify two lab sciences will still need to do those lab sciences.

For instance, the AS Psychology TTP major currently requires students to choose from BIOL 1110/1120 or BIOL 1010/1020. The AS Biology TTP major requires students to do BIOL 1110 and 1120. These degree programs' lab science requirements will not be affected by this change.

However, there are still certain lab sciences that cannot be paired together and count toward the same degree. To see these prohibited pairings, go to the [Natural Sciences page in the catalog](#) where it says “Credit toward graduation cannot be received for both courses in any of the following pairs unless...”

Students who would like to take advantage of these changes to their degree programs must update to the 2018-19 catalog by contacting Admissions. From their Vol State email address, they must email Admissions@volstate.edu with their full name, V number, major, and their wish to change to the 2018-19 catalog.

The 2018-19 changes are available in Degree Works. Run a “what-if” audit to preview what changes would look like.

[Back to top](#)

“University Studies” Major Changes to “General Studies” in 2018-19 Catalog

Often mistakenly called “Universal Studies” by students, the University Studies major is the most flexible degree program offered at Vol State. Currently, it requires the 41-hour general education curriculum along with 19 hours of university parallel electives. Many students choose this major for reasons such as:

- Planning to transfer to another institution for a major that Vol State does not offer, or
- Planning to transfer to another institution for which University Studies is a better match than a TTP, or
- Lots of transfer work that does not fit into any other degree program, etc.

Starting in the 2018-19 catalog, University Studies will become even more flexible.

The name of the major will change to **General Studies and the 19 hours of electives will no longer have to be university parallel. They must simply be college level** (as opposed to Learning Support or remedial level). It will still require the 41-hour general education curriculum as before.

Learning Support courses still cannot count toward this degree, nor any other degree.

Please make sure to still clarify the distinction between asterisk (*) and university parallel courses. Asterisk (*) courses still may not transfer to a university even though they will count toward the new General Studies major.

General Studies will be a great option for many TN Reconnect students returning to college with a variety of coursework completed that does not fit well into any other degree program.

Students who would like to take advantage of these changes to their degree programs must update to the 2018-19 catalog by contacting Admissions. From their Vol State email address, they must email Admissions@volstate.edu with their full name, V number, major, and their wish to change to the 2018-19 catalog.

[Back to top](#)

Registration Holds for Milestone Course Grades

Each degree program has certain fundamental courses deemed most important for successful progression toward graduation. These are called “milestone courses.” Tennessee Promise students who did not meet the minimum grade on a milestone course have received a registration hold and are required to meet/talk with an advisor to discuss their progress toward their degree.

As a part of the Tennessee Promise Forward Grant, selected faculty advisors are already contacting these students to schedule advising. These advisors do not replace students’ assigned advisors; rather, they are contacting students to provide additional support.

If a student contacts you regarding this hold, please have the student check his/her email and respond to the correspondence from their TN Promise Forward Grant faculty advisor.

[Back to top](#)

Financial Aid: Chosen Program of Study Restrictions



Federal financial aid will not cover courses that are not required for a student’s degree program. Students who are enrolled in courses not required for their degree will receive an email from Financial Aid as well as a notification in their Action Items box in their portal notifying them of the course(s) in question and telling them to contact their advisor.

Courses not being used toward the degree program will show under the “Unused Courses” section of Degree Works.

Electives taken for enrichment or for preparation for another program will not be covered by financial aid if they are not required for the current degree program.

Exception to the rule: If the course is a required prerequisite or corequisite for a course in the degree program, or if it is a Learning Support course or corequisite, it will be covered.

How to help a student who contacts you:

- **Check Degree Works** to see if the course is actually required for the student's degree program or is a prerequisite, corequisite, or Learning Support course.
- **If the course is required**, email Rachel.Hubbard@volstate.edu and Sue.Pedigo@volstate.edu to let them know why the course is required.
- **If the student is enrolled in the wrong course**, either:
 - o Help them change their schedule to the right course, or
 - o Change their major to the correct major which requires the course.
 - o To change their major, a student must fill out a [major change form](#) and submit it to Admissions in person or by email or fax.

[Back to top](#)

Tennessee Reconnect



Students should already be applying for the Tennessee Reconnect grant which will go into effect this fall.

Here are the criteria from [Vol State's TN Reconnect Website](#):

- Not already have an associate or bachelor degree.
- Have been a Tennessee resident for at least one year preceding the date of application for the grant.
- Fill out a [TN Reconnect Application](#) through the TSAC Student Portal.
- Complete the [FAFSA](#) (Free Application for Federal Student Aid).
- Be deemed an independent student. An independent student is defined as **one of** the following: at least 24 years old, married, a veteran, a member of the armed forces, an orphan, a ward of the court, or someone with legal dependents other than a spouse, an emancipated minor or someone who is homeless or at risk of becoming homeless. [See complete list here](#).
- [Apply to Vol State](#), be admitted, and enroll in a degree or certificate program at least part-time (6 semester hours).
- Participate in a college success program.

Please remind students:

- **Prior Learning Assessment:** They might be able to get college credit for past work experience, training, etc. [Pam Carey](#) is the contact person. See Vol State's [Alternate Credit page](#) for more info.
- [Free CLEP exams](#) may help them finish more quickly.

[Back to top](#)

Free CLEP Credit through ModernStates.org



VSCC Campus Share (V :) > Advising Information > FREE CLEP – MODERN STATES FLIER

Students can now earn free CLEP credit through Modern States, a non-profit organization that seeks to help students earn as much college credit by exam as possible. Modern States offers free, self-paced, 4-week online non-credit CLEP prep courses for all 33 CLEP exams.

After completing a CLEP prep course, a student may request a voucher from Modern States to cover the \$87 CLEP exam fee that must be paid online when purchasing the CLEP exam. After testing, the student may also contact Modern States to request reimbursement of the \$25 Institution Fee that must be paid at the Testing Center on test day.

Here's what the student needs to do:

- Check the Vol State catalog to see [which CLEP exams Vol State accepts](#) and what scores are required.
- Meet with Vol State advisor to confirm that the exam they want to take will satisfy a Vol State degree requirement if credit is earned.
- Check the [Modern States website](#) for available free CLEP exams.
- If transferring to another college after Vol State, check that institution's CLEP policy to determine if the CLEP credit will also be accepted there.
- When ready, go to [the Vol State Testing Center website](#) for information on scheduling a CLEP testing appointment at the Gallatin or Cookeville campus.
- Additional information can be found on the Modern States flier in the Advising Information folder in the V drive.

Other considerations:

- **CLEP credits do not count toward residency.** Students must earn a minimum of 25% of their degree at Vol State to meet residency requirements. For most degrees, this means 15 hours must be earned at Vol State.
- **Not all universities accept the same CLEP exams/scores that Vol State does.** The student should check with universities for more info.
- **Students can take a CLEP exam for a course previously failed at Vol State.** CLEP exams do not carry a grade though, so they will not count in the student's GPA.
- CLEP exams are currently administered at the Gallatin and Cookeville campuses only.

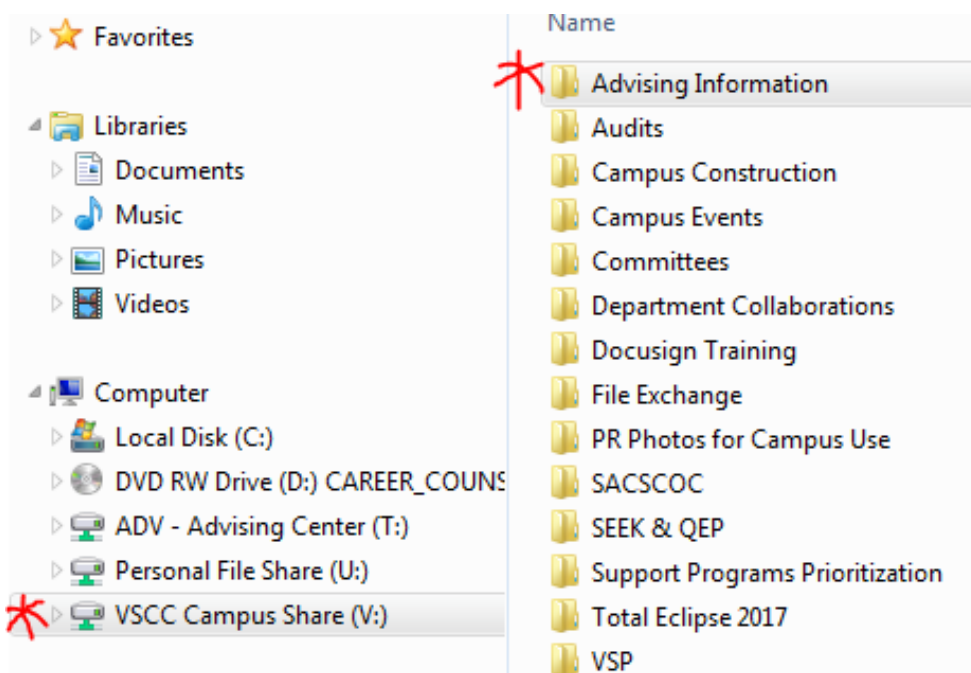
[Back to top](#)

Advising Information Quick References - Reminder

1. VSCC Campus Share (V:) > Advising Information

Many of the Advising Center's advising handouts, instruction sheets, placement information, etc. are located in the campus-wide (V:) drive for your convenience.

If you are **unable** to access this folder and you serve in an advising role, please email Lindsay Guenther at Lindsay.Guenther@volstate.edu.

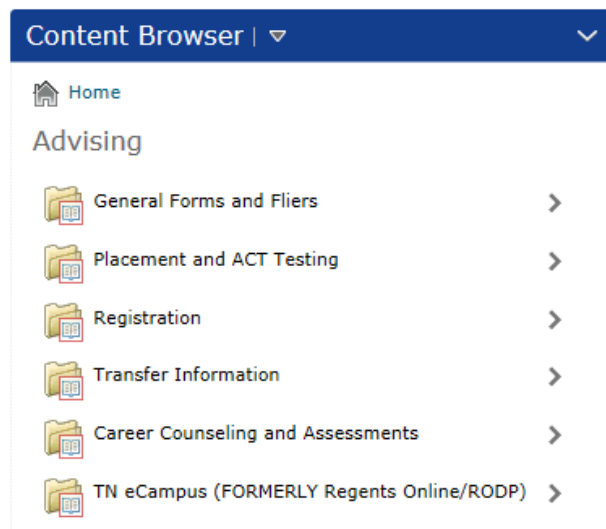
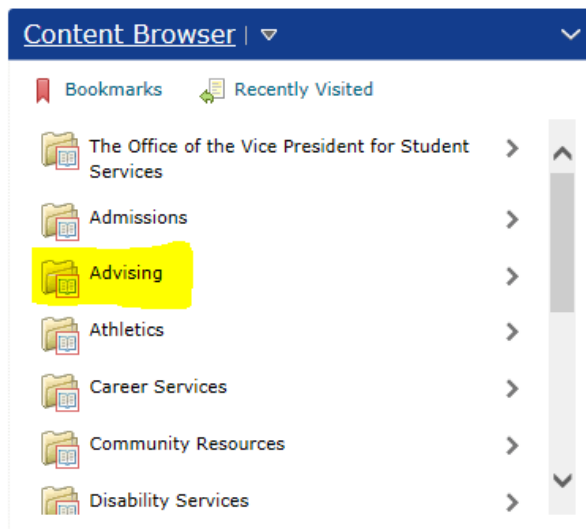
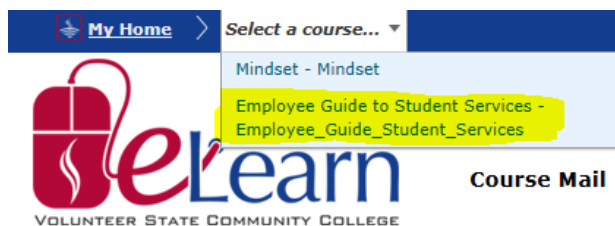


2. Campus Resource Guide

(V:) > Advising Information > CAMPUS RESOURCE GUIDE

This is a quick reference for contact information and functions of multiple offices on campus which are relevant to advising.

3. eLearn: Employee Guide to Student Services



If you do not find the answers you are seeking, call the Advising Hotline at **615-230-2736**. (Faculty and staff only!)

[Back to top](#)

Topics in Previous Issues of *Be Advised*:

(VSCC Campus Share (V :) > Advising Information > BE ADVISED NEWSLETTERS)

- *Computer Literacy requirement*
- *Degree Works tips*
- *Evening services*
- *Financial aid reminders*
- *Learning Support reminders*
- *Online course practice*
- *Placement score reminders*
- *Returning to a university – how to help students*
- *Schedule Planner – how to change an existing schedule*
- *Student Services changes*
- *TN Promise*
- *University Transfer – How to help students*

You have received this publication of *Be Advised* because you serve in an advising role at Vol State.

Questions, comments, or suggestions about *Be Advised*?

Know someone who should have received this publication but did not?

Please contact Lindsay Guenther at Lindsay.Guenther@volstate.edu or 615-230-3377.

[Back to top](#)