Advising Process Flowchart

Verify the student's major 2 yr and 4 yr

Undecided

Refer student to Career and Employability Resources, Success Coach, or Bridge to Clemson Office

Complete education goals in the student Advising Profile

Check for registration holds in the Student Advising Profile

Yes

Make sure student is aware of hold and how to resolve

Review the academic standing and FA standing on the Student Advising Profile

FA Standing
Warning/Suspension
Create a graduation plan in DegreeWorks see guidance document

Academic Standing
Warning, Probation, Suspension, Dismissal-see guidance document

Good FA and Academic Standing

No

Check for LIFE scholarship and Bridge to Clemson status on the Student Advising Profile

Review 3.0 GPA and 30 LIFE-eligible credits for fall start and 15 LIFE-eligible credit hours for spring start requirements for LIFE and/or major GPA requirements and 30 credits for BTC

Review the 2 yr and 4 yr major curriculum and course prerequisite requirements (Use the catalog, DegreeWorks template, and/or Bridge to Clemson advising sheets)

Review the student's placement levels, prior credit, advanced credit, and determine placement (Use the Student Advising Profile or DegreeWorks)

Student places into developmental REG, ENG and/or MAT

Yes

Discuss retest options, Comp Studies' course offerings, and LIFE scholarship implications as needed

No

Create an educational plan in DegreeWorks using a provided template or by creating a custom plan

Set the RAN (Registration Access Number) on the Student Advising Profile

Do not skip this important last step!
Enter a summary of the advising session in Comments (SPACMNT) on the Student Advising Profile
Academic Standing

Good

- Encourage the student to reflect on and leverage their specific success behaviors that led to their good standing instead of external factors such as “the class was easy” or “I had a good instructor.”
- Direct students to use the Degreeworks GPA calculator for a realistic view for achieving/maintaining their desired GPA. This is particularly important for LIFE scholarship recipients.

Warning

*Check financial aid standing. Any student not in good academic standing is also not in good FA standing.*

- Identify specific courses, is possible, that were factors in lowering the GPA.
- Inquire about what they view as obstacles/challenges in their academic performance. Be sure to direct focus to their individual factors and behaviors and external factors over which they can exert some control. Rather than allowing the student to get stuck on what the instructor did and didn’t do, help them to examine what they could have tried that they didn’t, or what could they have done more of that may have yielded a better outcome.
- Discuss their academic standing progression in the event that their GPA remains below a cumulative 2.0 in the current or subsequent semester.
- Direct students to use the Degreeworks GPA calculator for a realistic view for achieving/maintaining their desired GPA. This is particularly important for LIFE scholarship recipients.

Probation

*Check financial aid standing. Any student not in good academic standing is also not in good FA standing.*

- Identify specific courses, is possible, that were factors in lowering the GPA.
- Inquire about what they view as obstacles/challenges in their academic performance. Be sure to direct focus to their individual factors and behaviors and external factors over which they can exert some control. Rather than allowing the student to get stuck on what the instructor did and didn’t do, help them to examine what they could have tried that they didn’t, or what could they have done more of that may have yielded a better outcome.
- Discuss the requirements and ramifications of academic suspension in the event that their GPA remains below a 2.0 in the current or subsequent semester.
- Direct students to use the Degreeworks GPA calculator for a realistic view for achieving/maintaining their desired GPA.

Suspension

*Check financial aid standing. Any student not in good academic standing is also not in good FA standing.*

- Inform the student that they will need to sit out for at least one subsequent semester. (Summer does count.)
• If the student has already sat out for a semester, ensure that they have completed the academic suspension requirements outlined in the catalog.

• Help students to create a realistic plan for returning to good academic standing. Elements of a realistic plan may include:
  o Reducing work hours
  o Reducing course load
  o Spreading out difficult courses over more semesters
  o Engaging in regularly scheduled tutoring
  o Staying on campus after classes to complete work and study
  o Having solid class attendance – not missing classes, not leaving early or arriving late
  o Attending instructor office hours for guidance on being successful in the course

Financial Aid Standing

Warning

• Complete a graduation plan in DegreeWorks. The graduation plan should include all remaining courses required for degree completion in a reasonable sequence. The graduation plan should reflect if the student plans to be part-time, full-time, ¾ time, etc.

Suspension

• If not previously completed, enter a graduation plan in DegreeWorks. The graduation plan should include all remaining courses required for degree completion in a reasonable sequence. The graduation plan should reflect if the student plans to be part-time, full-time, ¾ time, etc.

Status Due to GPA

• Discuss all factors associated with academic standing along with reminding students to be mindful of:
  o Withdrawing from courses when there is little to no chance of passing the course, with the understanding that withdrawals negatively impact completion rate.

Status Due to Hours

• Create a manageable and balanced course load and schedule that increases the likelihood of completion.
• Withdrawing from a course only when the alternative is failure.

Status Due to Maximum Timeframe

• Recommend only taking courses required for degree completion.
• Have a contingency plan for paying for remaining courses if maximum timeframe is reached before degree completion.
Campus Resources to Support Students in Returning to Good Academic and Financial Aid Standing

Learning Commons – tutoringcenter@tctc.edu, 864-646-1367
- Academic coaching
- Course-specific tutoring
- Supplemental instruction
- Academic success skillshops

Accessibility Resource Center – ARCenter@tctc.edu, 864-646-1564

Assessment Center – placement@tctc.edu, 864-646-1300

Financial Aid – finaid@tctc.edu, 864-646-1650

Student Wellness Programs – cjohnso5@tctc.edu, 864-646-1568

Success Coaches – successcoach@tctc.edu

TC Central – tccentral@tctc.edu, 864-646-1592