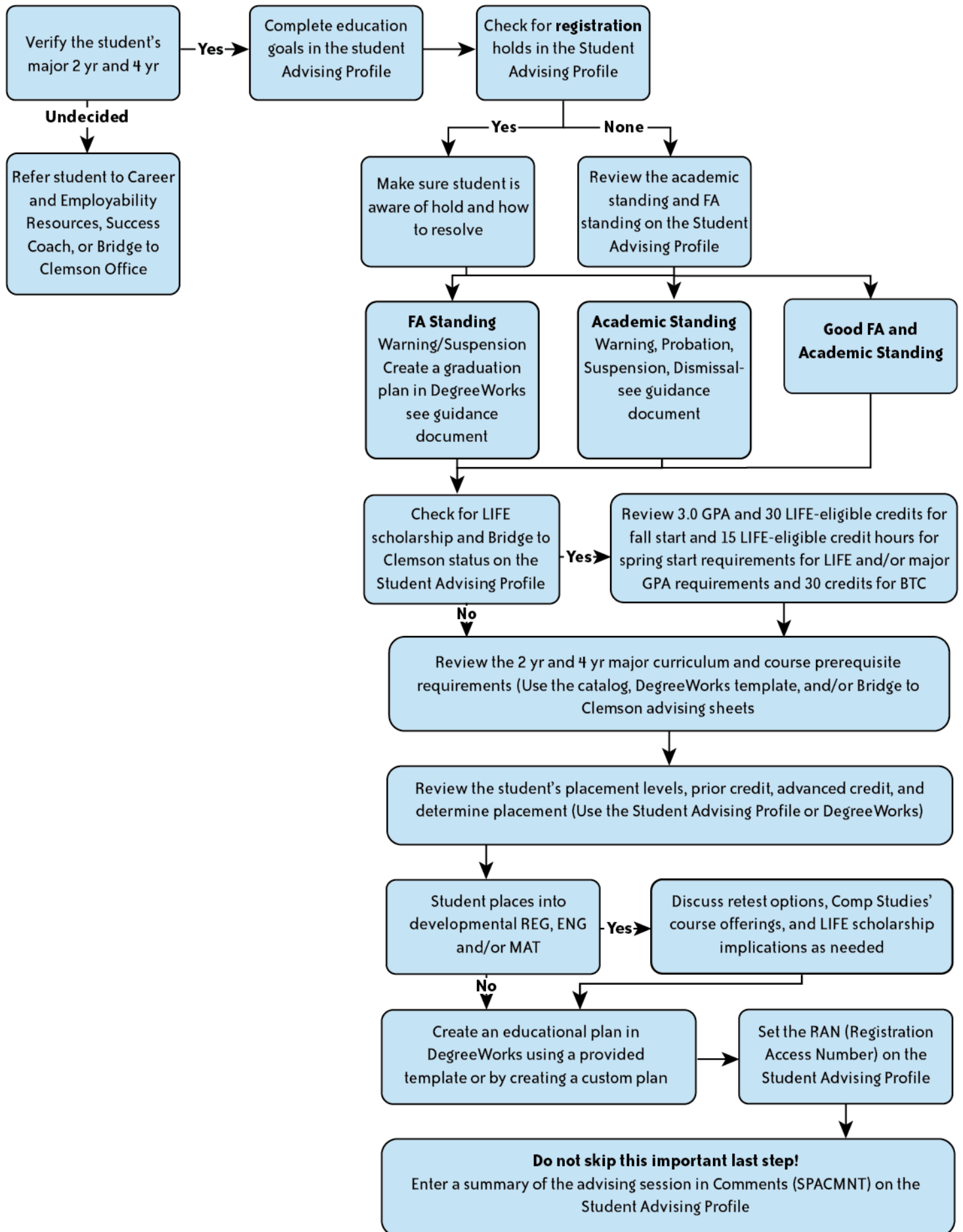


# Advising Process Flowchart



## 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:
  - Reducing work hours
  - Reducing course load
  - Spreading out difficult courses over more semesters
  - Engaging in regularly scheduled tutoring
  - Staying on campus after classes to complete work and study
  - Having solid class attendance – not missing classes, not leaving early or arriving late
  - 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,  $\frac{3}{4}$  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,  $\frac{3}{4}$  time, etc.

### Status Due to GPA

- Discuss all factors associated with academic standing along with reminding students to be mindful of:
  - 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](mailto:tutoringcenter@tctc.edu), 864-646-1367

- Academic coaching
- Course-specific tutoring
- Supplemental instruction
- Academic success skillshops

Accessibility Resource Center – [ARCenter@tctc.edu](mailto:ARCenter@tctc.edu), 864-646-1564

Assessment Center – [placement@tctc.edu](mailto:placement@tctc.edu), 864-646-1300

Financial Aid – [finaid@tctc.edu](mailto:finaid@tctc.edu), 864-646-1650

Student Wellness Programs – [cjohnso5@tctc.edu](mailto:cjohnso5@tctc.edu), 864-646-1568

Success Coaches – [successcoach@tctc.edu](mailto:successcoach@tctc.edu)

TC Central – [tccentral@tctc.edu](mailto:tccentral@tctc.edu), 864-646-1592