

# Advising Services

Academic advising services at the New Bern and Havelock campuses provide an environment that promotes student development and success by:

- encouraging the development of academic, career, and personal goals;
- educating students on the College's academic requirements, policies, and procedures; and
- promoting student involvement in curricular and co-curricular engagement at the College.

The advising process is a collaborative process between professional advisors, faculty advisors, and students designed to give students clarity on their academic direction and educational goals.

Craven's Advising Community program is a collaborative relationship between students and their advising teams. The intent of this relationship is to guide students through the development of educational goals that align with their personal interests, skills, and abilities and to provide students with layers of comprehensive support. Every new student will be assigned a professional advisor or faculty mentor in a centralized advising center.

## First-Year Advising Requirement

All degree-seeking first-year students are encouraged to meet with an academic advisor prior to registration for their second and third semesters. Students will be required to see an academic advisor and to develop an academic plan when they enroll in the ACA College Student Success course within their first 12 credit hours. This procedure was instituted to ensure students receive the proper academic advice and take the classes needed for their curriculum and transfer plans. Even after completing their first year, students are encouraged to continue meeting with their academic advisor each semester.

### First-Year Advising Checklist

- Sign-up for a meeting time with your advisor during the advising period prior to the start of registration. Your advisor information can be found in the Self-Service Portal.
- Preview your Program Evaluation in Self-Service Portal.
- Search the course schedule, creating a list of courses with plenty of alternates **before** your meeting. Bring this list to your appointment.
- Be prepared to discuss course options, address academic problems or concerns, make decisions about the upcoming semester, and explore program options.
- Make sure you arrive for your appointment on time.

Discuss with your advisor your goals and plans for the next semester.

## College Student Success Course Requirement (ACA 111 or ACA 122)

All students working towards their diploma or associate degree must enroll in ACA 111 (College Student Success) or ACA 122 (College Transfer Success) within their first 12 credit hours. Students who do not take the appropriate ACA class during their first semester must complete it by the time they have earned/attempted 12 credit hours or met the qualifications for exemption.

Students are required to successfully complete ACA 111 or ACA 122 unless they have:

- Successfully completed a course equivalent to ACA 111 or ACA 122 at another regionally-accredited college or university. Course must be documented on a transcript.

- Previously earned an associate degree or bachelor's degree from an accredited college or university. ACA course credit will automatically be posted on the student's transcript.

NOTE: ACA 122 is required for students who plan to transfer to a four-year institution. Students pursuing an Associate in Arts, Associate in Engineering, Associate in Fine Arts in Visual Arts, Associate in Fine Arts in Music, Associate in Nursing or Associate in Science degree should take ACA 122, not ACA 111.

Students enrolled in degree programs other than AA and AS degrees are required to take only one ACA course. If students change programs and the new program requires a different ACA course, their previous ACA course or EGR 150 may possibly be substituted for the new requirement.