Post advising appointment sheets.

The spring schedule is on the web. Encourage students to begin planning NOW. It is best when they review course offerings & tentatively pick classes BEFORE sitting down with you to register.

**Talk It Up!** Tell students during class all the benefits of registering early ~ classes are not full, they can get the courses they need at the best times, etc.

**Accelerated Options:**
Developmental Math 060/070 for your students who can handle the accelerated format. Also, ENG 095 for students who score mid 70's or higher in RED and ENG on the cpt.

**Student/Enrollment Services:**
Updated admissions applications should be sent to Karen in admissions or Linda in the registrar's office.

Send complete college withdrawals to Phil, Jan, Barrie or Christy in Student Services.

Note: Enrollment services has emailed all currently enrolled students reminding them to clear their accounts: orientation flags, library fines, parking fines, etc.

The hotline in student services will be active Nov 14-18. Call ext. 259 for real time answers to your questions!

**Health Sciences: Applications for competitive health science programs occur during the spring semester for the subsequent fall term.**

**College Transfer:** If your advisee has finished the 44 hour gen ed core, email Christy Deaver and she will make a note on the student's transcript. This makes the transfer of credit run much more smoothly for your student.

**Registering:**
Check for current information in Procomm.

If a student has missed one semester (not including summer) an updated admissions application must be completed. What can happen with wrong information in the system: billings will go to the wrong address, accounts won't be paid, Pell Grant won't cover just any class—it has to be within the declared major, etc.

Check transcripts BEFORE signing students up for classes ~ we want to be sure they have completed everything they signed up for in previous semesters. AND, we want to pay attention to those students who are on academic probation or looking at possible suspension.

After registering, students MUST contact the Business Office to indicate their INTENT TO PAY - using financial aid, third party awards, cash or credit cards. The registration process is not complete until students take this action. Invoices will be mailed to those students who register during the week of November 14-18. Students who register after the 18th will not be sent an invoice.

The Business of it all:
Last day to pay for early registration is January 6, 2006 at 6:00 PM. The un-enrollment processor will not be run prior to January 6.

Students registering on January 6 must pay or make arrangements to pay with the Business Office by 6 p.m. Failure to do so will result in the student(s) being un-enrolled.

More on back
Money Matters:

Students do NOT need to be full time to receive Pell grant dollars, although some other forms of aid do require a minimum. Please remember that financial aid will only pay for required courses in the declared program of study.

To maintain financial aid eligibility, a cumulative GPA of at least a 2.0 and the 70% cumulative completion rate are equally important.

If students will be full-time in both fall and spring, remind them to set aside some of their financial aid refund if they are considering summer enrollment. If they’ve been full time two semesters, they’ve already received their full annual grant award.

Rule Changes for Students seeking assistance from Cherokee Tribal Education: Effective spring semester 2006, all students pursuing tribal ed dollars must complete and file the FAFSA. Pell grant awards will be applied to the students’ bills with Tribal Ed dollars being billed for any remaining debt. Students are required to maintain a 2.0 GPA on all work attempted to remain in the program. Limits on the maximum number of credit hours that Tribal Ed will support at all college levels are being put in place. More details will be forth coming. If you have specific questions please contact Jan Smith (332), Melody Lawrence (438) or Phil Weast (431).

Resources for You:

SCC Advising Web site ~ www.southwest.cc.nc.us/advisor/index.htm

Full class sections: contact the administrative assistant in each department where a waiting list will be maintained.
Arts & Sciences, Sharon, ext. 300
Career Programs, Claudia, ext. 204
Health Sciences, Lisa, ext. 305

Placement Testing/Enrollment Counseling: Jan Smith ext. 332

Financial Aid:
Melody, Suzie or Cathy at etc. 438

Academic Probation/Suspension or Residency: Christy Deaver, ext. 406

Developmental Placement:
Barb Putman, ext. 496

Student Support Services:
Cheryl Contino-Conner, ext. 245

Tutoring:
Marti Hunter, ext. 420

Career Services:
Barrie Rogers, ext. 212

Enrollment Matters:
Phil Weast, ext. 431

Cashier:
Toni Holland ext. 290