

Madisonville Community College Advising Handbook

TABLE OF CONTENTS

Chapter 1 - The Advising Process

Introduction

Introduction.....	3
Advising Models.....	4

Advising Concepts

Developmental Advising.....	5
Faculty Responsibilities	5
Student Responsibilities	6
NACADA Core Goals.....	6
Facts to Ponder Regarding Advising in Retention.....	7

Relational Skills

Advising Special Populations	8
Communication Skills.....	8
Hopkins County Community Services.....	9
Decision-making	10
Career Exploration.....	11
Student Involvement in Campus Life.....	13
Family Educational Rights and Privacy Act of 1974 (FERPA)	14
Legal Implications of Advising.....	15

Steps to Advising

Advising Checklist	16
Graduation Procedures	17
Documenting Advising Sessions	18
Frequency of Advising Sessions	18
Critical Advising Periods.....	19
Advising Students on Academic Probation	20

Advising Resources

PS8 Instructions	22
Campus Codes Alpha Order / PS Semester Codes.....	23

Campus Codes Numerical Order	24
Referral Contacts.....	25
Student Advising Log.....	28
Sample Registration Checklist.....	29
KCTCS Online Programs.....	30
Websites for Advisors	32

Chapter 2 - Policies & Procedures

Rules of the Senate of the Community College System.....	2
Students Transferring into MCC	2
Changing Majors	3
Grade-Point Average.....	3
Academic Probation/Suspension.....	3
Bankruptcy	3
Repeating a Course	4
Student Load.....	4
Writing Requirement	5
Computer Literacy Requirement	5
Challenge/Special Exams	6
Applying for Graduation	6
Residence Requirements	6
Second Credential	7
CAAP/CCTST Exam	7
CLEP Testing.....	8

Chapter 3 - Academic Assessment and Placement

ASAP Policy Manual	3
Placement Score Recommendation Guide.....	10
COMPASS Test Information.....	12
ACT Testing Information.....	14
ASSET Testing Information	16
Program Coordinators.....	18
Degree Programs.....	19
Test Registration Information.....	21

Chapter 4 - MCC Programs

Programs Offered	2
Program Coordinators.....	4
General Education Categories	5
Math & Biology Course Equivalencies.....	8

Chapter 5 - Four-Year Transfer

Transfer Advising.....	2
General Education Transfer Agreement.....	3
Transfer Guides.....	4
2 + 2 Agreements.....	5
U.Select (Formerly Course Applicability System)	7
Baccalaureate Distance Learning Programs	19
Transfer Contact Information.....	10
Transfer Scholarship Information	12
Associate in Arts and Associate in Science Programs	14
Kentucky Wesleyan College Transfer Guides	16
Mid-Continent College Transfer Guide.....	19
Murray State University (Madisonville Regional Campus)	20
University of Southern Indiana Transfer Guide.....	21

Statement of Purpose

This handbook provides faculty with a single-source document to assist in locating information pertinent to student academic advising. It does not take precedence over the official KCTCS Catalog and the KCTCS Faculty Senate Rules.