

20 Tips

That Lead to Student Success

1 Attend all information sessions.

There are many types of information sessions throughout the year. Among those are:

- Campus-wide orientation
- Blackboard Orientation for online students
- Health Science Programs Orientation
- Financial Aid Orientation

Reasons to attend Orientation include

- Review rules and procedures of the college
- Develop relationships with staff, faculty, and other students
- Learn about services for students

2 Follow your Program of Study known as your Student Education Plan (SEP).

LCC requires that you meet all prerequisites needed for the course that you want to take. A test score or transcript can be used to verify the prerequisite.

If your goal is to obtain a degree, you must have a current, approved Student Education Plan (SEP).

- A SEP details the courses that you will need to complete a degree.
 - See a Counselor/Advisor to plan your SEP. Your SEP remains current until graduation unless:
 - You change academic programs
 - You miss a Fall or Spring semester
- In these circumstances you must see a Counselor.

3 See your Advisor each semester.

Your advisor has the most up-to-date information about your program area. Consultation with your advisor will give you the pertinent information that you need for success throughout your stay at LCC.

4 Take college orientation courses in your first semester.

Take college orientation courses early in your educational journey to reap the full benefits of the course.

- Graduation requires completion of the ACA course.
- Develop an academic plan to transition successfully to senior institutions.

5 Register only for those courses that are on the Student Education Plan.

Taking the courses on your education plan is the quickest and surest way of obtaining your degree in a timely manner. If you take courses that are not on your SEP, one of the following may occur:

- Veterans Aid or Financial Aid may be affected
- You may not graduate on time.
- You may add extra and unnecessary hours to your degree.

6 Finish all developmental courses prior to taking courses in your curriculum.

Failure to take developmental courses that you have tested into may result in academic and monetary complications.

7 Check for prerequisite sequences in your curriculum.

Once you are approved into a curriculum, one of the first things you should do is look at each course in that curriculum to determine

- Which courses have prerequisites
- When each pre-requisite and required course in your curriculum is typically offered: i.e. Fall semester, Spring semester or Summer semester.

Failure to plan out your course work may delay your graduation.

8 Don't overload your schedule with more hours than you can handle.

Consider these things to determine your course load each semester

- A typical full-time load is 12-18 semester hours.
- Work, family, and social obligations are time consuming
- Taking study-intensive courses with a reduced load makes sense.
- Financial Aid and Veteran's Aid requirements should be considered.

9 Take care of all registration flags prior to registration.

All types of registration "flags" can prevent you from registering. They include such things as:

- Parking fines
- Academic suspension
- Financial aid repayment
- Library fines
- Course repeat
- And many others

10 Bring your trial schedule and SEP when you go to registration.

Registration can be a time consuming process if you are not prepared. Take time before you register to study the current semester's course offerings in light of your SEP requirements. See your Advisor for assistance.

11 Remember Financial Aid time requirements for degree completion.

Once you are approved into a curriculum at LCC the clock starts ticking on your financial aid eligibility. Consult with your Financial Aid Advisor and know the degree completion requirements.

12 Know the Drop/Add policy.

Review the College Catalog concerning drop/add regulations. There are several things to consider when dropping a class, including possible financial penalty, refunds, and grade average penalty. Know the rules. You can find these rules in your Student Handbook or College Catalog.

13 Earn college credit while you work.

Students working in a field related to their curriculum may earn college credit for work experience. Contact the Co-op Office for more information.

14 Request a copy of the College Catalog and Student Handbook.

The Catalog and Student Handbook contain the official policies and procedures of LCC plus an Academic Calendar. Come by the Admissions Office or Student Center for your copy. You may also access the information via LCC's Website.

<http://www.lenoircc.edu/collegecat.htm>
<http://www.lenoircc.edu/nsite/pdf/studenthandbook0708.pdf>

15 Make use of the resources in the Tutoring Lab.

The Tutoring Lab is primarily designed to provide individualized assistance to students enrolled in any of the College's curriculum or developmental studies courses.

The Tutoring Lab services include:

- Individualized, supplemental instruction
- Small Group Instruction Rooms
- Course-specific computer software
- Audiovisual aids
- Printed materials such as instructor-developed "study sheets."

The Tutoring Lab is available free of charge.

16 Be aware of each semester's critical dates. You will find the most current listing of these dates at the website:

<http://www.lenoircc.edu>

Other dates to consider include:

- Health Science Programs Deadlines
- Pell Grant Deadline (See Financial Aid advisor)

17 All Active Duty Military and Veterans should speak with the Veteran's Coordinator located in the Financial Aid office.

18 Carry your student ID with you at all times.

You will need to have your card to access many campus services such as library services, athletics events and charging items at the bookstore.

19 Check your campus email account daily.

Your campus email account serves as the official media for communicating within the college community.

20 Develop good study skills

- Study and review regularly
- Organize your study area
- Be an active participant in class
- Think positive



See your Academic Advisor each semester to ensure your Academic Success!

Where Do I?

Lenoir County Main Campus – (252) 527-6223
Greene County Campus – (252) 747-3434
Jones County Campus – (252) 448-5021

Obtain a Student ID Card

Learning Resources Center, (252) 527-6223, Ext. 503
Update Annually

1. Present Tuition/Payment Receipt
2. Present Picture ID

Obtain a Parking Decal

Business Office, Administration Building, Room 108
(252) 527-6223, Ext. 324
Update Annually

1. Present Vehicle Registration Card
2. Valid Student ID
3. Proof of Handicap (optional)
4. Fill out Parking Permit Request

Obtain Disability Services Info

Counseling Division, Administration Building, Room 140
(252) 527-6223, Ext. 331

1. Apply Semester by Semester
2. Present Documentation of Disability

Obtain Career Center Info

Job Placement, Administration Building, Room 134.
(252) 527-6223, Ext. 312
Joblink, Bullock Building, Room 115
(252) 527-7320

Check Residency Status

Admissions, Administration Building, Room 140
(252) 527-6223, Ext. 309

1. Complete NC Residency Application
2. Present Required Documentation

Apply for Financial Aid

Financial Aid Office Administration Building, Room 207
(252) 527-6223, Ext. 371

1. Update Annually
2. Complete Financial Aid application

Apply for Veteran's Assistance

Financial Aid Office, Administration Building, Room 207
(252) 527-6223, Ext. 342
Update Annually

1. Present DD214
2. Complete VA application

Apply for Childcare Assistance

Financial Aid Office, Administration Building, Room 207
(252) 527-6223, Ext. 348
Apply annually

1. Present Student Education Plan
2. Be eligible for Financial Aid

Register for Class

Online, Advisors Office
Apply Semester by Semester

1. Bring Student Education Plan (SEP)
2. Contact your instructor for online classes

Drop or Withdraw from a Class

Advisors Office/Counselors Office

1. Complete Drop Form
2. Get Instructor's initials
3. Submit forms to Registrar

Apply for a Health Sciences Program

Counseling Division, Administration Building, Room 140
(252) 527-6223, Ext. 343, 319, 331

1. Complete Health Science Application Packet
2. Check website for details and official deadlines

Apply for Co-Op

Job Placement, Administration Building, Room 134
(252) 527-6223, Ext. 312
Semester by Semester

1. Must be in a designated Co-op curriculum
2. Must have completed 9 Major hours
3. Must have GPA 2.0 or higher
4. Ask if current job may qualify

Apply for Graduation

Registrar's Office, Administration Building, Room 134A
(252) 527-6223, Ext. 306
Semester before Graduation

1. Complete Application for Graduation
2. See Advisor for Graduation Readiness
3. Submit both forms to the Registrar's Office by deadline.

Obtain a Transcript

Registrar's Office, Administration Building, Room 134A
(252) 527-6223, Ext. 325, 373

1. Fill out Transcript Request Form
2. Present Picture ID

Student Activities

Student Activities Office, Student Center, Room 105A
(252) 527-6223, Ext. 204

Change Name/Address/Phone Number

Admissions, Administration Building, Room 140
(252) 527-6223, Ext. 307, 385

1. Complete Computer Change Form
2. Present Picture ID

Graduation

Does not just happen...

Know YOUR responsibilities!

- 1 **Complete the Admissions Process**
 - Admissions Application
 - Send for all Official Transcripts
 - Take the Placement Assessment
- 2 **See a Counselor**
 - Seek guidance academic, career, and personal counseling
 - Develop a Student Education Plan (SEP)
- 3 **Apply for Financial Aid or Veteran's Aid**
- 4 **Apply for Disability Services (optional)**
- 5 **See your Advisor each semester**
- 6 **Register Early for Classes**
- 7 **Obtain Student ID (update each semester)**
- 8 **Obtain Parking Sticker (annually)**
- 9 **Apply for Co-op (optional)**
- 10 **Apply for Health Science Programs (optional)**
- 11 **Apply for Graduation (semester before graduation)**



Lenoir
Community College

231 Highway 58 South
PO Box 188
Kinston, North Carolina
(252) 527-6223
www.lenoircc.edu

ADVISING 101

20 Tips That Lead to Student Success



Lenoir
Community College

Kinston, North Carolina
www.lenoircc.edu