Southwest

The Faculty Advising Newsletter

SOUTHWEST
TENNESSEE COMMUNITY COLLEGE

Spring Registration

Welcome Back! I hope you had a wonderful holiday! This issue of the FAN is dedicated to providing you with helpful information as you advise students during registration.

LEAP courses

If a student requires DSPW0700, DSPR0700 or DSPM 0700, and that student has never enrolled in the basic course, then that student is eligible for the LEAP writing, reading or math course. Students may earn credit for one of their basic course requirements for the LEAP program. Each student, based on a diagnostic assessment, will master skills needed to enroll in 0800 level courses. This is an individualized computer assisted course.

The student needs to access the LEAP course in the schedule by actually going to LEAP writing, reading, or math in the schedule, not the Developmental Studies (DSP) courses.

Lois Washington is coordinating this effort and may be reached at lwashington@southwest.tn.edu.

All of the LEAP courses meet from 9:10 am—10:40 am in their respective locations.

Macon (Section 101)		Union (Section 201)	
LEAP Basic Math	CRN# 13218	LEAP Basic Math	CRN# 13230
LEAP Basic Reading	CRN# 13214	LEAP Basic Reading	CRN# 13229
LEAP Basic Writing	CRN# 13213	LEAP Basic Writing	CRN# 13228

Drop Dates for Spring Registration

Registration on	Payment Due by midnight	Classes dropped at 12:01am
Nov 7- Jan 2	Jan 3	Jan 5
Jan 3 -9	Jan 9	Jan 10

Financial Aid Moment– Financial Aid FAQ's for Spring 2012

The financial aid census date for spring 2012 is January 25. In general, the census date is the last day to add classes without special permission. Financial aid for the semester will be based on the student's credit hours of enrollment on the census date.

If the student enrolls in classes after that date, the additional classes will not be covered by financial aid and the student will be expected to pay for the classes themselves.

So students should register for all classes whether they begin on January 12th or March 12th (the FLEX term) before January 12, 2012 to ensure that their financial aid will apply to all classes for which they register.

For example: Student 1, John, registers on January 2, 2012 for twelve (12) credits. Nine (9) credits begin on January 12th and the remaining three (3) credits begin on March 12th. Since John registered for all his credits prior to January 25, 2012, financial aid will be applied for all 12 credits.

In contrast, student 2, Mary, registers for nine (9) credits on January 2, 2012. Financial Aid covers her tuition and she receives a refund of $$$ based on her nine (9) credits. In February, Mary decides to enroll in a history class that begins on March 12th. Financial aid will not cover this class and Mary will have to pay for the class.

More Financial Aid (and Wait-list function) FAQ's are available at https://deit.southwest.tn.edu/facultyadvising/fin-aid-FAQs/.

Upcoming Training

AdvisorTrac 101

Friday, January 6th- 9:00-10:30 Macon Library Rm 234

Monday, January 9th– 9:00-10:30 Union B206

Advising 101

Friday, January 6th- 1:00– 2:00 Macon Library Rm 234

Monday, January 9th– 1:00– 2:00 Union B206

Nuts and Bolts of Honors

Thursday, January 19th– 2:00– 3:30 Union B206

Register at https://deit.southwest.tn.edu/training/calendar/

ADVISORTRAC

Tip of the Month

A new feature is available in the visit entry screen. On the lower right hand corner of the screen is a link to a "course entry" window. Use this to enter the course rubric/ number and the course title is auto-filled. You can then copy that to the clipboard to paste back into the visit entry in order to document what courses you recommended for the student.