



Welcome To Luzerne County Community College!

2016 Academic Year

Counseling & Academic Advising Orientation

Director of Counseling / Student Support Services:
Linda A. Walters, MS
lwalters@Luzerne.edu
570-740-0461

Secretary: Ramona Wech
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570-740-0461



Agenda/Topics to Be Covered

- How Counselors can assist students
- Student Support Services
- Transfer Resources
- Curriculum, Placement and the Registration Process



Transition to College

- Expectations and choices for the successful college student.
Balance Classes, Study Time, Work, and Life.
- Skills needed for the successful college student.
Note Taking, Test Taking, Critical Thinking, and Attitude



How Counselors Can Assist

(Counselors at LCCC are a critical link to our students)

- **Personal Counseling**
 - **Mental Health Counseling**
(Refer students to outside agencies if searching for long term counseling)
 - **Stress Management**
 - **Time Management**
 - **Domestic Violence**
 - **Drug & Alcohol**
 - <https://studentportal.luzerne.edu/resources/>
- **Early Alerts to ensure academic success.**
- **Accommodations: Per Student's request for services.**
- **Academic Advising**
 - **Curriculum Requirements**
 - **Transfer Agreements**

Counseling/Advising Syllabus 2016-17

- **Counselor:** Mrs. Linda Walters, M.S.
- Director of Counseling/Student Support Services
- Professor/Counselor Health Sciences
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- **Office:** Carozza Health Sciences Center Rm. 350
- **Office Hours:** 8:00 a.m. - 4:00 p.m.
- 570-740-0461
- lwalters@luzerne.edu

Duties and responsibilities of Counselors/ Advisors:

- Your Counselor will:
 - Demonstrate a genuine interest in your success by helping you develop realistic educational career goals.
 - Have a thorough understanding of your curriculum, institutional requirements and policies
 - Assist you in developing decision making skills and encourage you to take responsibility for your decision.
 - Contact you by phone, email or letter if your instructor sends in an early alert or referral to Counseling.

Duties and responsibilities of Counselors/ Advisors:

- Maintain confidentiality
- Make appropriate suggestions and referrals in an attempt to meet your concerns and interests.
- Be honest and respectful in interaction with you.
- Recommend courses in advance of each registration
- Assist you with the informational resources to transfer to a four year institution. However, transfer is your responsibility.

Duties and responsibilities of Students/Advisees:

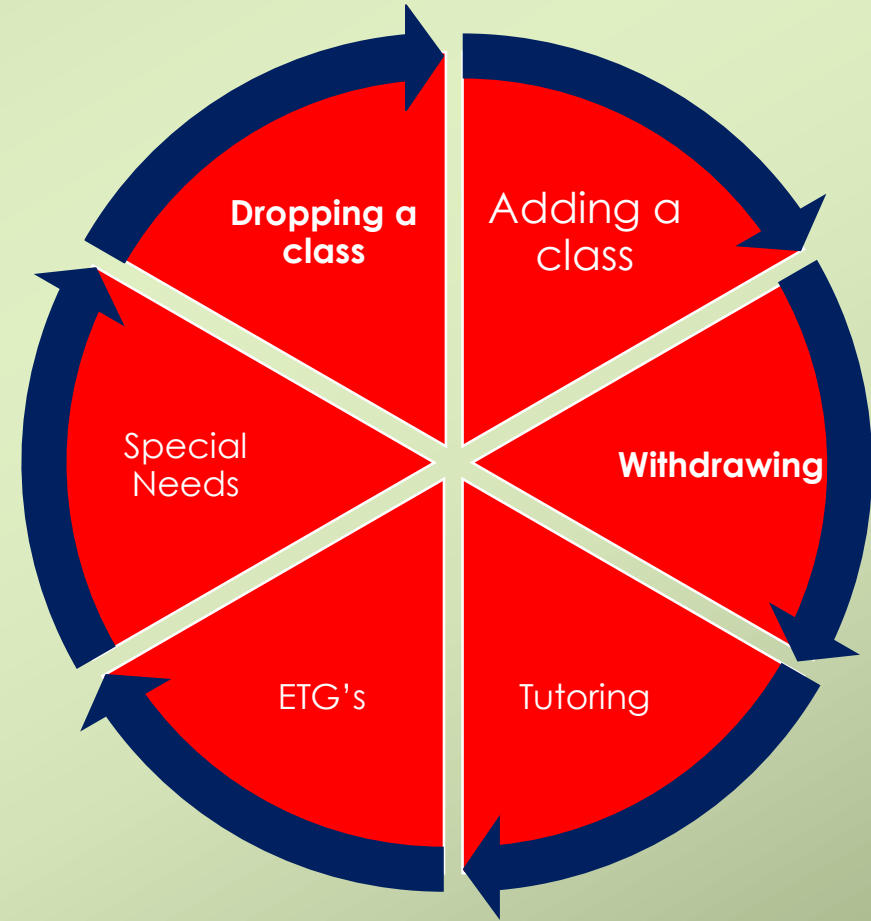
- Students are expected to:
 - Schedule an appointment with your Counselor/Advisor
 - See your Counselor when you first start experiencing difficulty
 - Seek out information in advance of your appointment (ex. Web advisor, Student Intranet, main webpage etc.
 - Access and read LCCC emails and broadcast messages daily
 - Silence an electronic device when meeting with a Counselor

Duties and responsibilities of Students/Advisees:


- Be prepared to discuss your short term and long term goals during the appointment.
- Bring a list of questions and or topics to the session.
- Accept responsibility for your decisions and actions.
- Follow through to completion on changes or additions to your academic status. Ex. Change of curriculum, schedule changes and registration.
- Take responsibility for your learning by reviewing your Academic Evaluation, Student Handbook and College catalog.
- Respond to counseling contacts within 24 hours (Early Alerts are sent into Counseling if a student is experiencing academic, clinical or personal issues)
- Call and or email to cancel appointments within 24 hours.

Student Support Services

- A Drop is a method of removing a class(es) from a student's schedule.
- During the FIRST 2 DAYS of classes a student may drop a class and add another. The deadline for dropping a class for the Fall semester is Tuesday November 1, 2016.
- An Add is a method of increasing the number of credit(s) to a student's schedule by adding a class. A student may add a class during the first 2 days of classes.
- An Official Withdrawal is a process of dropping all classes from a student's schedule. The deadline is Tuesday November 1, 2016. This needs to be completed by the student in person.



Early Alert




Attention LCCC Instructors!

The **Early Alert System** can help you with student issues!

If you have a student with any of the following, please contact his/her counselor before it is too late.

- Attendance/Absenteeism
- Lack of Participation
- Motivational Issues
- Personal Issues
- Low Quiz & Test Scores
- Changes in Demeanor
- Tutoring is Needed

Click the image below or go to Faculty Tools > Early Alert / Referral Form.



OK

**** EARLY ALERT ****
Last Day to Drop Classes is 11/07/2012
Last Day to Submit an Early Alert is 10/24/2012

This section is to identify first time students who are in danger of receiving a failing grade in your course.

Reason for Early Alert (Please check all that pertain)

- ☐ Attendance/Absenteeism
- ☐ Low Test
- ☐ Motivational Issue
- ☐ Lack of Class Participation
- ☐ Writing Skills
- ☐ Quiz Grades
- ☐ Incomplete Assignments
- ☐ No Work Completed
- ☐ Personal Issues
- ☐ Behavioral Issues
- ☐ Math Skills
- ☐ Illness
- ☐ Communication Skills
- ☐ Tutor Recommended*

**If the student has an email on file, an email will automatically be sent to the student informing them that you recommend a tutor for them.*

Other Recommendation(s):

Submit Form

Cancel

Faculty members refer students to counseling who may be having academic difficulties or personal problems that may be interfering with their academic success. Please respond to counseling contacts regarding an Early Alert.

Accommodations

Students determined eligible for accommodations will be provided with an accommodation letter to submit to their instructor's each semester.

Some common accommodations include:

- Extended time for tests
- Distraction free testing
- Use of notetaker
- Preferential seating



If you have any questions regarding Accessibility Services, please contact:

Stacy Walent, Building 14, Rm 125
570-740-0397
swalent@luzerne.edu

Transfer & Dual Enrollment Resources

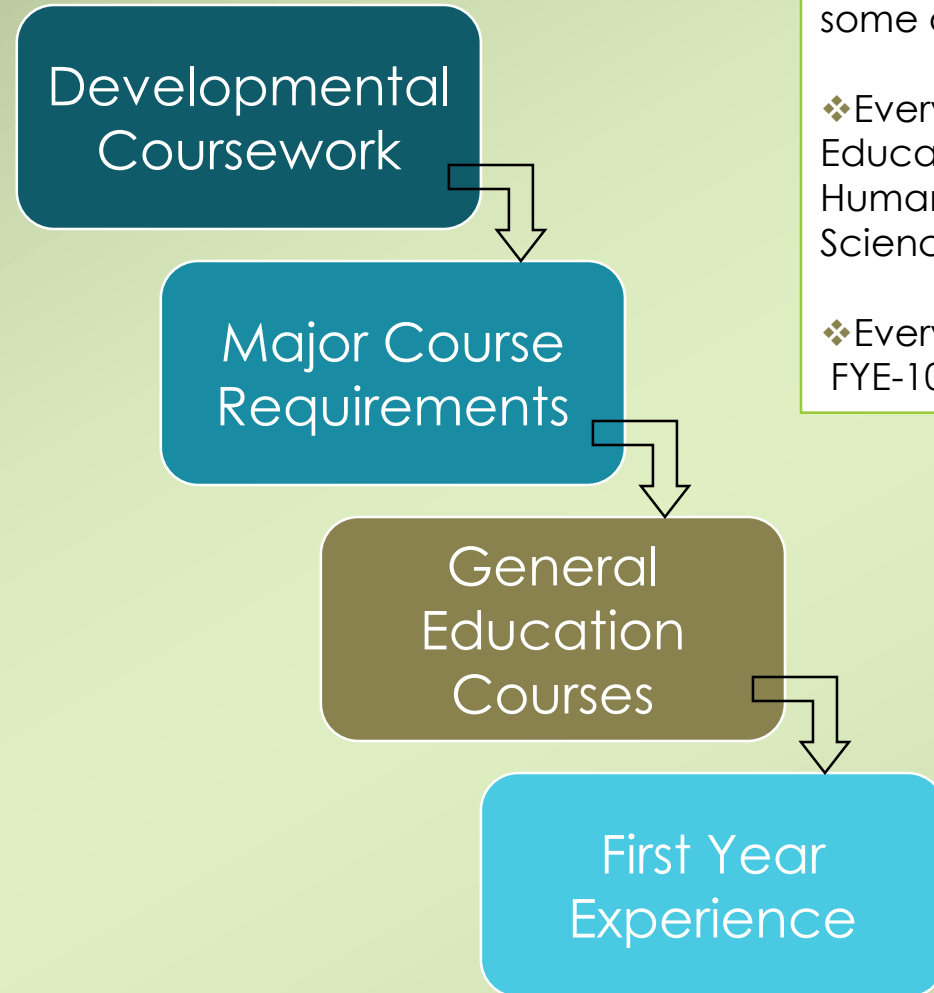
- **Transfer Programs and Articulation Agreements:**

- <http://www.luzerne.edu/supportservices/articulation.jsp>
- *It is your responsibility to meet with the transfer school of your choice to make sure your credits will transfer and that you meet their admission's criteria.*

- **Dual Enrollment Link:**

- <https://studentportal.luzerne.edu/dualadmission/>
- *Must have completed at least 15 college level credits but not more than 30 completed credits.*

Course Recommendations



❖ Your first semester classes could be composed of some developmental coursework.

❖ Everyone seeking a degree will take General Education courses. These include English, Humanities/History, Science, Mathematics, Social Science, and Physical Education.

❖ Every freshmen is required to take FYE-101 or FYE-103, the First Year Experience course.

Your Next Step

- Complete the registration process in the Registrar's office, Building #5, Room 516 as needed.
- Stop by the Financial Aid office in Building #5 if you have any financial aid questions.
- Take your printed schedule to Building #1, Security Office to get your Student ID and Parking Permit.
- Complete our survey at:
<https://www.surveymonkey.com/r/NJXLC6Z>.