

# **Student Academic Advising Handbook**

**School Year**

**2010 – 2011**



**3737 Southern Boulevard**

**Kettering, Ohio 45429**

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Also included in the current student handbook under advising and registration.

### **FIRST TIME STUDENT – First Registration**

1. Upon receipt of your acceptance letter to KCMA, you will need to read and fill out the Acceptance Reply Letter and return it to KCMA Student Accounts Office along with the appropriate deposit. There is also a Student Health & Immunization forms to fill out and return along with your Acceptance Reply Letter.
2. Registration for (semester) will be done on (date) by appointment only. Please contact Barb Satterfield in the Records Office at 937-395-6615 to schedule a time to register or for any questions you may have regarding the registration process.
3. When you come to the college the day you have scheduled to register, you will have an academic advisor who you will need to meet with to design your course of study for the upcoming semester. This first time advisor will be either someone from the registrar's office or from the program of study in which you have been accepted. This person is just a "temporary advisor" to help get you started. A "permanent advisor" will be assigned to you and you will learn who that person is during the Orientation or shortly after the start of the semester. This information will be available to you when you log onto the Student Portal. The student portal is how you will register for future semesters while you are here. If you have any questions regarding registration, please contact (*Last names beginning with A – J*) Marianne Bovee ([Marianne.Bovee@kcma.edu](mailto:Marianne.Bovee@kcma.edu)) or (*Last names beginning with K-Z*) Tammy Erickson ([Tammy.Erickson@kcma.edu](mailto:Tammy.Erickson@kcma.edu)) for your answers.
4. When you have completed the registration process with the Registrar's Office, you will need to be sure to stop in the Financial Aid Office and settle the financial arrangements with them – either through review of a financial aid letter from the Student Finance Office or by making a payment of at least one-quarter (1/4) of the semester tuition and fees. If you have questions about Financial Aid or payment standings, please feel free to contact either Melissa Reynolds ([melissa.reynolds@kcma.edu](mailto:melissa.reynolds@kcma.edu)) or Shannon Hammons ([Shannon.hammons@kcma.edu](mailto:Shannon.hammons@kcma.edu)) for your answers.

### **RETURNING STUDENTS – Semesters other than the first**

1. Approximately a month before the end of the semester, you will receive an email from the Registrar's Office informing you of the dates for the upcoming semester's registration online. All registration is done online through the Student Portal. If you fail to register this way, you will be assessed a late registration fee (\$100.00) and will have to register on paper through the Registrar's Office at a later date.
2. Upon notification of said registration dates, you must make an appointment with your Academic Advisor to discuss your current academic standing, your next semester courses, and any additional requirements or pre-requisites that you might need to take prior to a course that you either need or want. Be sure that your advisor "unlocks" you in the Faculty Portal so that you can register.
3. Check with the Finance Office to be sure that your financial obligations are paid or at least below \$100.00 in order to register. If they are not, you must go physically to the Student Accounts Office and settle the account. They in turn will "unlock" your account so that you may register. If you pay with a credit card, it may take up to 3 days to clear and unlock your account. Please remember to take this into account before waiting too long to register. Remember, there is a late fee (\$100.00) if you fail to register within the time period of registration.
4. Once you are "cleared" to register, log onto the Student Portal in CAMS and follow the steps outlined in "Specific Steps to Register" below.

### **YOUR ACADEMIC ADVISOR**

1. Your academic advisor will be chosen for you. If you are accepted into a program of study, your advisor will come from that discipline. If you are either undecided or enrolled to take pre-requisite courses to apply for a program,

### **What your advisor should do for you:**

1. Be accessible to you either by email, phone, or individual appointment times during normal operational hours of the College.
2. Understand and effectively communicate the curriculum, graduation requirements, and any College policies or procedures.
3. Assist you with your concerns and/or academic needs.
4. Be an encourager and guide through your academic years.
5. Assist in finding and/or referring you to other college personnel that will aid in helping you in matters outside their expertise.

### **What your advisor expects you to do:**

1. Meet with them at least once per semester.
2. Keep them informed as to your academic needs or concerns.
3. Ask for help if or when you need it.
4. Be responsible for your own academic success.
5. Become familiar with the College Bulletin and the courses offered.
6. Help plan your college academic path.

### **SPECIFIC PROGRAM REQUIREMENTS**

**See Academic Bulletin for Specific Year**

## SPECIFIC STEPS TO REGISTER ONLINE

1. Log onto the computer system and go to <https://camsweb.kcma.edu/estudent/login.asp> and log in using your username and password for the "Student Portal".
  - a. If you see a message that says "There is a problem with the website's security certificate" or "Website certified by an unknown authority", that's OK.
  - b. Choose an option to continue. This may read as "Accept this certificate temporarily for this session," or "Continue to this website (not recommended)"
  - c. You may also see a message such as "The current Web page is trying to open a site in your trusted sites list." Click "yes" to allow this.
  - d. If registering from a home computer, you **MUST** have your pop-up blocker turned OFF. The system only works if pop-up windows are allowed.
2. You are now in the Student Portal.
  - Your username is identical to your computer username (i.e. KCO + last five digits of student ID)
  - Your password is the last five digits of your student ID + last four digits of your Social Security Number.
  - Choose the term you are registering for (SU-10)
3. Once you've logged in, look at the menu bar on the left. Look for **Registration**, then **Unofficial Registration**.
4. On this screen, you can update your personal information
  - Step 1 allows you to set a filter to look for classes at particular days and times.
  - Step 2 allows you to choose a particular campus. Leave all of these checked.
  - Step 3 allows you to view class summaries only or to see what courses you've already completed.
5. Click "Submit" when you've made your choices.
- 6.
7. A list of all courses offered for your chosen semester appears. This list can be confusing! Here's an example of one course:

## HUMAN ANATOMY AND PHYSIOLOGY I

	<b>Instructor</b>	<b>Campus</b>	<b>Room</b>	<b>Days</b>	<b>Time</b>
DegAudit	RULE, TOM	MAIN	MAI-G-31	MWF	02:30 PM – 03:50 PM

8. On the left you see a checkbox with some text.

- Anything in red text with the words "DegAudit" means you will NOT be able to register for that course. Most of the time, it's because that course is not in your program. After all, if you're a nursing student, why would you want to take a radiology course?
- Anything in red text with the words "PreReq" means you are missing a required prerequisite for that course.
- Any course with a checkbox with the word "Credit" next to it (like the example below) means that you will be able to register for that course. **However if you register for a course which has been listed as a reserved section on the web course schedule, and you are not in the assigned reserved group, that course will be automatically withdrawn.**

**BIOL263**  
**LEC 01**

**SECTIONAL**  
**ANATOMY**

	<b>Instructor</b>	<b>Campus</b>	<b>Room</b>	<b>Days</b>	<b>Time</b>
Credit	QUALE, RANDI	MAIN	MAI-G-18	TR	09:00 AM – 11:20 AM

9. Once you have chosen your courses, go to the top of the page and click "Register Courses". You'll be asked if you really want to do this. If you do, click OK.

10. If your registration is successful, your current schedule will appear. Click the printer icon if you want a copy.

### 11. PERSONAL INFORMATION

Feel free to explore the menu on the left-hand side of the screen. Please call us with any questions you have concerning your records.

- You may change your password at any time.
- You may change your "local" address. Changes to financial and home addresses still need to be processed through the appropriate offices.

Do not change your e-mail address since that is the primary address KCMA uses to distribute information to students.