



2025-2026

ADVISING HANDBOOK

For All Students at Moorhead,
GHEC, and Greenwood Campuses,
eLearning and Dual Enrollment

Students are... the most important people on campus. Without students, there would be no need for the institution... not cold enrollment statistics but flesh and blood human beings with feelings and emotions like our own... not people to be tolerated so we can “do our thing.”

They are our thing... not dependent on us. Rather, we are dependent on them... not an interruption of our work but the purpose of it, and deserving of courteous and attentive treatment.

Adapted from ACT National Center for the Advancement of Educational Practices

Notice of Non-discrimination Statement

In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Pregnancy Discrimination Act of 1978 and other applicable Federal and State Acts, Mississippi Delta Community College offers equal education and employment opportunities and does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following have been designated to handle inquiries regarding these policies: EEOC Compliance/Non-Discrimination: Waunita Roberts Jones, Executive Director of Human Resources; 662.246.6390 or EEOC@msdelta.edu. Title IX: DeAndre House, Vice President of Student Services, 662.246.6444 or titleIX@msdelta.edu. Disability Support Services: Jalisha Kee, Coordinator of Counseling and Disability Support Services, 662.246.6442 or ADAcompliance@msdelta.edu. The mailing address for the abovenamed representatives is P.O. Box 668, Moorhead, MS 38761.

Table of Contents

Definitions Associated with Advising	4
• New Student Orientation (NSO) - Summer.....	4
• Fall and Spring Registration Week.....	4
• Assignment of Advisors to Advisees.....	4
• Priority Registration	4
• Late Registration.....	4
• Online Orientation Course	4
• Reverse Transfer	5
• MATT: Mississippi Articulation and Transfer Tool	5
• Programs.....	5
○ Academics Associate of Arts Degree.....	5
○ Career-Technical Certificate, Technical Certificate, Associate of Applied Science	5
○ Associate of Applied Science in an Allied Health Program.....	5
Department Chair Contacts at MDCC	6
What Is Academic Advising?	7
What Makes a Good Advisor?.....	7
What Are the Benefits of Good Advising?.....	7
Pointers on Advising	8
Understanding the Financial Impact of Withdrawals	8
MDCC Core Curriculum	8
• Required Core Curriculum.....	8
• Required Academic Hours for Associate of Applied Science Degree	9
• Special Notes on Advisement of Taking Core Courses	
○ ACT Sub score Required for Entry in Math and English Classes	9
○ English Guidelines	9
○ Math and Science Guidelines.....	9
○ General Guidelines.....	10
• SREB Literacy and SREB Math Ready High School Courses	10
• Advisor Steps for Checking SREB Scores	10
• English/Math Placement Option (Accuplacer).....	11
Advising Students in College Prep Sequence	12
Pre-Requisites & Co-Requisites.....	13
Declaring a Major at MDCC	13
Steps in Banner to See Advisee Listing	13
Academic Assistance and Disability Services at MDCC.....	14
Instructional Complaint Process	14
Registering Students in Banner	15
Common Registration Errors.....	17
Notes on Advising Career-Technical Students	18
Notes on Advising Pre-Allied Health Students	18
Notes on Advising Dual Enrollment Students	19
Notes on Advising eLearning Students.....	19
New Student Orientation at MDCC.....	20
Forms	
• Major Change Request Form.....	20
• Advisor Checklist	20

• Associate of Arts Degree Evaluation Worksheet.....	20
• Override Form	20

Definitions Associated with Advising

New Student Orientation (NSO) - Summer

New students will register for orientation sessions which will be held on designated days during May, June, and July at the Moorhead campus as well as the GHEC and Greenwood locations.

Freshmen who have made application to Mississippi Delta Community College will be allowed to sign up for Orientation (or Registration if Orientation dates have passed). If the student is missing any items of information prohibiting him or her from registering for classes, the student is emailed a listing of the required information and followed up with a postcard. Unfortunately, many students do not have all of this information turned in prior to Registration and end up waiting in the Admissions line and may not be able to register on Registration day. Once these issues are rectified, the student may be able to register on Registration day, or they may return to campus later in the summer once the items have been received to be advised by the Office of Advising.

Summer Registrations for returning students will be held on designated days in June, July, and August at the Moorhead, Greenville, and Greenwood locations.

Fall and Spring Registration Week

The week prior to the beginning of classes is known as **Registration Week**. Students will check in with the Office of Advising and be sent to an advisor who will be located in their office from 8:30 a.m. – 4 p.m., Monday through Friday.

Assignment of Advisors to Advisees

The Office of Advising will assign advisors to new students by the end of September in the Fall and by the end of February in the Spring. Waiting for the enrollment to stabilize will ensure a more accurate assignment process. Advisors will be notified of their advisees before priority registration. **All academic students will be assigned an advisor regardless of location or student's chosen mode of delivery.** Students who have been accepted into Allied Health programs will be assigned an advisor in his/her particular program area. Career-Technical Students will be assigned an advisor in his/her program area. Please note that new instructors are allowed at least one semester to acclimate before receiving any advisees. Advisees are reassigned upon the resignation or retirement of a faculty member. Also, assignment of advisees is a MANUAL process.

Priority Registration

Priority Registration occurs during the first two weeks of November and April. Faculty members are required to be on hand from 8:30 am – 4pm to help with advising responsibilities at all locations during the first week. If faculty members are unable to see all of their assigned advisees during the first week, they need to be prepared to have advising appointments with students during the second week and thereafter – except for exam week. Advisors should begin contacting their advisees in October and March before the Priority Registration periods. Holds should be checked so that the student may begin the process of clearing those holds prior to registration.

Late Registration

Students may continue to register during the first two days of the Fall and Spring semesters unless otherwise advertised.

Online Orientation Course

First-time freshmen and students who have accumulated less than 12 hours are automatically signed up for LLS 1311 Orientation. The method of delivery will be online and taught through the English, Humanities, Life Skills and Education department. CTE students will not automatically be enrolled, but

are welcome to participate if the course is requested by the student or advisor.

Reverse Transfer

If a student transfers to a senior university before graduating with his or her Associate's Degree, the student may qualify for a reverse transfer. Once the student passes the courses needed for MDCC graduation at another institution, he or she may send a transcript to MDCC and an Associate's Degree will be awarded.

Mississippi Articulation Transfer Tool (MATT)

The MATT Tool will keep a student on track to transfer by walking them through the 8-step transfer process. MATT can assist in the understanding of whether courses offered at MDCC will be accepted for transfer credit at a partner college or university, consider degree/major and institutions desired to transfer into, build a personal Transfer Guide, and obtain information relating to application deadlines, financial aid opportunities, transfer policies and other critical information.

Programs

Associate of Arts Degree (University Transfer) . Examples of majors would include Art, Business, Communications, History, Math, etc. *Pre-Health Professions* major is also included. This major is for students who wish to pursue a degree in the medical field **after they leave MDCC**. They will not be entering one of MDCC's Health Sciences programs. The *Pre-Allied Health* major is also under this umbrella and is designed for students who wish to enroll in one of MDCC's Health Science programs **but have not yet been admitted**.

Career-Technical Certificate, Technical Certificate and Associate of Applied Science Degree. These programs are for students who wish to pursue a program in Welding, Electrical Technology, Drafting and Design Technology, etc. These students will be advised by an instructor in their program.

Associate of Applied Science in an Allied Health Program. These programs are for students who have been accepted into one of MDCC's Health Science programs and will follow the check sheet for their particular program as well as be advised by an instructor in their program.

Department Chair Contacts at MDCC

Business	Michelle Street mstreet@msdelta.edu
Career & Technical	Allison Folk, Dean afolk@msdelta.edu
Humanities	Claire Green cgreen@msdelta.edu
Fine Arts	Jennifer Woodard jwoodard@msdelta.edu
Health Sciences/Allied Health	Patricia Kelly, Dean pkelly@msdelta.edu
Health, Physical Education and Recreation	Burnadette McDonald bmcdonald@msdelta.edu
Social Sciences	Allyson Lofton alofton@msdelta.edu
Math/Science	Lisa Lloyd llloyd@msdelta.edu

If you need further assistance, contact:

Dr. Valarie Morgan
Vice President of Instruction
vmorgan@msdelta.edu
(662) 246-6317

Tiffany Harvey
Director of Academic Advising
tharvey@msdelta.edu
(662) 246-6239

What Is Academic Advising?

Academic advising is a collaborative relationship between the student and the academic advisor regardless of whether that student is enrolled in academic, career-technical, or allied health courses. This relationship must be built on mutual respect and trust, and its goal is to assist the student in the development of educational goals that are consistent with personal interests, values and abilities. Although many individuals on campus may assist the student in making decisions and accomplishing goals, the faculty advisor is granted formal authority by the college to approve the student's academic program of study and assist the student in progressing toward the appropriate degree. The ultimate responsibility for making decisions about educational plans and life goals rests with the individual student.

What Makes a Good Advisor?

Good advisors are accessible through regular office hours, appointments, voicemail, Canvas and e-mail. They have a thorough knowledge of curriculum, graduation requirements, transfer policies, and other college policies. A good advisor is a good listener. They treat all students with respect regardless of age, race, disability, gender, sexual or religious preference.

Good advisors are:

- Ethical
- Honest
- Consistent
- Accountable
- Collaborative

What Are the Benefits of Good Advising?

According to the National Academic Advising Association (NACADA), the benefits of good advising include:

- Appropriate course selection and referrals
- Increased academic performance (GPA)
- Increased satisfaction with faculty and in general
- Reduced courses failed and drop-add transactions
- Increased persistence rates
- Increased graduation rates
- Reduced time to graduate

Pointers on Advising

- Sign students up for a minimum of 15 hours if possible as students are required to COMPLETE 15 hours to receive an institutional scholarship (Band, Ambassadors, Cheerleader, etc.) or for state-funded scholarships (MTAG).
- Be sure to follow rules on placing students in English/Math courses (ACT/Accuplacer scores).
- Be mindful of the location of the class when completing a student schedule.
- Always advise using the most recent check list/degree map.

Understanding the Financial Impact of Withdrawals

Advisors should ensure that students understand the financial implications of withdrawing from courses or from the institution. Withdrawal decisions can directly affect tuition charges, financial aid eligibility, and overall student account balances.

Withdrawal does not guarantee removal of tuition or fee charges. This process may result in a portion of aid being returned to the federal or state program, which can create a new balance owed by the student. Withdrawal may also affect future aid eligibility through Satisfactory Academic Progress (SAP) requirements.

Advisors should:

- Direct students to review the academic calendar for withdrawal and refund deadlines.
- Encourage students to consult with Financial Aid and the Business Office before finalizing a withdrawal.
- Discuss academic support options that may help the student remain enrolled.
- Reinforce that withdrawal may extend time to degree completion and increase total educational costs.

MDCC Core Curriculum

The core curriculum is designed for students who plan to transfer with junior standing to one of the 4-year colleges in Mississippi. The MDCC core curriculum contains 38 semester hours required for both graduation from MDCC and by 4-year colleges; however, individual colleges have their own requirements, so students should consult the catalog for the institution to which they plan to transfer for exact requirements.

Required Core Curriculum at MDCC for an Associate of Arts Degree

Core Requirement	Course Option	Credit Hours
English Composition	Composition I and Composition II	6
Math	College Algebra (MAT 1313 or higher)	3
Science	2 lectures and 2 labs	8
Humanities	History and Literature	6
Social/Behavioral Sciences	Psychology and Sociology	6
Computer Applications	Computer Apps. I (CSC 1123 or higher)	3
Public Speaking	Public Speaking I (SPT 1113)	3
Fine Arts	Art or Music Appreciation	3

Required Academic Hours for a student in CTE pursuing an Associate of Applied Science Degree

Course Requirement	Course Option	Credit Hours
Composition	Composition I	3
Math/Natural Sciences	College Algebra (or higher), Biology, Chemistry, or Physical Science (or higher)	3
Humanities/Fine Arts	History, English Literature, Art Appreciation or Music Appreciation	3
Social/Behavioral Sciences	Psychology or Sociology	3
Public Speaking	Speech	3

Special Notes on Advisement of Core Courses

ACT Sub Scores in English and Math

- ACT sub scores should be checked before placing students in English or Math courses (see chart after these notes). Students may be required to taking Beginning/Intermediate courses based on those scores.

ACT Sub Scores Required for Entry into Math and English Classes

Subject Area	ACT Sub score Requirements	Subject in which to Enroll
English	17 English sub score 14-16 English sub score 13 or below English sub score	ENG 1113 Composition I ENG 0123 Intermediate English* ENG 0113 Beginning English*
Math	19 Math sub score 16-18 Math sub score 15 or below Math sub score	MAT 1313 College Algebra MAT 1233 Intermediate Algebra* MAT 0123 Beginning Algebra*

* This course will NOT count toward graduation.

English Guidelines

- Students must be enrolled in an English course every semester until core requirements are met to avoid delays in degree completion.
- English Composition courses must be taken in order (I, II, then Literature).
- Film as Literature (ENG 2613) **does NOT** fulfill the literature requirement for graduation.

Math and Science Guidelines

- Students must be enrolled in a Math or Science course every semester until core requirements are met to avoid delays in degree completion.
- Calculus I is recommended in lieu of College Algebra for students needing 4 semesters of Calculus. Students must meet one of the following pre-requisites to enroll in Calculus I: (1) an ACT sub score of 19 or (2) final grade of "C" or better in College Algebra (MAT 1313).
- Anatomy & Physiology (A&P) classes are recommended for students who have a high science sub-score on the ACT and/or a strong science background in previously taken high school and/or college courses. Otherwise, students are encouraged to take a Principles of Biology course prior to enrolling in A&P.
- Lecture and lab are highly recommended to students to be taken during the same semester. If a student needs to withdraw from one, it is recommended for him/her to withdraw from both.

- Students who are pursuing science or pre-professional majors should enroll in General Biology. All other majors should enroll in Principles of Biology, Physical Science, or Astronomy (if offered).
- **Students may not mix science lecture and labs to count toward graduation.** For example, Principles of Biology I lecture and Principles of Biology II lab do not meet a science requirement.

General Guidelines

- Approved electives are based on major. Consult check sheets/degree maps for appropriate selections.
- Students with less than 12 accumulated hours will automatically be enrolled in LLS 1311 Orientation unless they are admitted to an allied health program or a CTE program. Student may request to be “no-showed” if the one-hour course causes them to be over 21 hours.
- Advisors should keep in mind the one-hour activity course and HPR one-hour activity courses when creating schedules as those extra hours may put them over 21 hours.
- Courses with a final grade of “D” will be counted toward graduation at MDCC; however, the course may not transfer to a 4-year institution.
- The student’s transfer institution catalog should be used for specific degree requirements.
- A 2.0 cumulative GPA and a total of 62 hours are required for graduation.
- 1-hour activity courses, such as Band, Ambassadors, Delta Dancers, Athletics, Cheerleaders, and 1-hour HPR classes can be used as electives; however, only 2 **TOTAL** Activity or HPR hours will count toward graduation.
- Students must take a minimum of 16 hours from MDCC to receive a degree.
- A student may retake any course at any time. The highest grade will be used in calculating the MDCC GPA. **NO GRADE IS EVER REMOVED FROM THE TRANSCRIPT. ALL GRADES ARE STILL REFLECTED.** Universities may choose to calculate both grades in the GPA at their institution. **Note:** Pell will not pay for students to retake a class they have passed. The student may retake a class they have failed one time. The student would need to pay out of pocket the third time a class is attempted.
- Technical courses (prefix will end in T) will not count toward fulfilling an Associate of Arts degree. Also, NUR courses will not count toward an Associate of Arts Degree.

SREB Literacy and SREB Math Ready High School Courses

(May be denoted on transcript as an *Essential Skills* Course)

The Mississippi Office of Accreditation in conjunction with the Southern Region Education Board and other states developed two courses that align with college and career readiness standards. Based on Mississippi IHL Policy 608, students who complete one or both courses with an 80 or above will not be required to take the corresponding remedial courses for College Algebra or English Composition at any of the eight public Mississippi Universities. MS Community and Junior Colleges followed suit.

Advisor Steps for Checking SREB Scores

The advisor will not be able to “see” a student’s high school transcript. Therefore, if a student claims that he/she took a SREB course, **the advisor may check the student’s “View Scores” option in Banner.** If the scores are not seen there, the advisor must call Tiffany Harvey 6239 (tharvey@msdelta.edu) or Admissions 6306 to have them verify the following:

1. ACT sub score is within range (15-18 for both English and Math)
2. Completed course with an 80 or above average
3. Completed the course during the 12th grade year

4. Instructor completes an Override Form for the Office of Instruction. The Override Form can be found in the MDCC Advisor Resources course in Canvas or in the MyDelta portal under Employee Forms & Documents under the Advising section. The form is password protected (trojans123).

English/Math Placement Option

Students who wish to enroll in a higher-level course than their ACT score indicates must call the Testing Coordinator, Kristy Bariola, at (662) 246-6378 to set up an ACCUPLACER test date and time. A \$5 fee applies for each test taken and should be paid to the Business Office. The testing should be scheduled before the regular semester begins. The Accuplacer may be taken a maximum of three times for English placement and a maximum of three times for Math placement. Students must wait 24 hours between retests.

- Accuplacer scores can be seen by selecting **View Test Scores** when logging into MyBanner and viewing a student's record. The indicators will be **AC E** for English and **AC M** for Math. The following are the scores for placement:

English (AC E)	Math (AC M)
ENG 0113 Beginning English 400-473	MAT 0123 Beginning Algebra 200-230
ENG 0123 Intermediate English 474-501	MAT 1233 Intermediate Algebra 231-253
ENG 1113 Comp I 502-600	MAT 1313 College Algebra 254-300

Advising Students in the College Prep Sequence

Students enrolled in one or more College Prep courses (Beginning or Intermediate English; Beginning or Intermediate Algebra), who have an ACT Composite score of 13 or below, or who have NO ACT score, should follow the College Prep Sequence below. Advisors should adapt course suggestions accordingly.

Step 1:

Choose Beginning English if the student has a 13 or below English
sub score OR

Choose Intermediate English if the student has a 14-16 English sub score

Step 2:

Choose Beginning Algebra if the student has a 15 or below Math
sub score OR

Choose Intermediate Algebra if the student has a 16-18 Math sub score

Step 3:

Consider enrolling in the following:	Do NOT consider the following:
<ul style="list-style-type: none">• Enhancement of Study (LLS 1413)• Employment Readiness (LLS 1723)• Keyboarding (BOA 1413) – if no high school keyboarding• Art Appreciation (ART 1113)• Music Appreciation (MUS 1113)• Psychology (PSY 1513)• Sociology (SOC 2113)• Personal & Community Health (HPR 1213)• First Aid & CPR (HPR 2213)• Public Speaking (COM/SPT 1113)	<ul style="list-style-type: none">• Science (BIO, CHE, PHY)• Computer Applications (CSC 1123 or higher)• History (HIS) – not until second semester of freshman year

Note: A student must earn a final grade of “C” or better in remedial Math and English courses before he or she can move to higher-level English or Math courses.

Once a student has successfully completed the College Prep sequence of English and Math (with grades of C or better), he or she should be advised according to the check list/degree map that corresponds to his or her major. Remember: Beginning and Intermediate courses will NOT count toward graduation.

Pre- and Co-Requisites

Students and advisors should consult the course requirements listed in the college catalog for their major. Pre-Requisites are courses that must be taken before another course. Co-Requisites are courses that can be taken at the same time as another course.

Declaring a Major at MDCC

Advisors should discuss personal, educational, and career goals with students in order to assist in the process of major selection. Students are encouraged to select a major before the beginning of the sophomore year if an academic or pre-allied health major. Career & Technical students are encouraged to make their selection upon entering as a freshman.

The first step in declaring a major occurs at the time of admission. Students have the opportunity to choose a major when submitting their application for admission to the college. However, many students enter MDCC as undeclared students. Advisors should assist these undeclared students in selecting a major that is appropriate to the individual's abilities and goals.

Once a major is selected, or if a change in major needs to be made, the student must complete a Major Change Request Form. The form is available to students through their faculty advisor's Advising course in Canvas.

Note: First-time students with an ACT composite score below 13 will automatically follow College Prep guidelines or be admitted to a career program.

Steps in Banner to See Advisee Listing

Advisors may see a listing of their advisees by following these steps: Log into MyBanner > Click the Faculty Services tab > Click Student Information Menu > Click Advisee List (bottom of the page).

Academic Assistance & Disability Services at MDCC

Academic assistance is available to students in need at MDCC. The Student Success Center of Learning in the Stanny Sanders Library offers tutorial services, computer-assisted instruction, workshops, adaptive resources for students with disabilities, audiovisual resources, and residual ACT testing.

In addition, students with verified disabilities are assisted through the Counseling and Disability Support Services office located in the Boggs Scroggins Enrollment Services Center. For more information, students and advisors may contact Jalisa Kee at (662) 246-6442 or jkee@msdelta.edu.

Instructional Complaint Process

The instructor has authority over all matters affecting conduct of classes, including the assignment of grades. If a student has a complaint about instructional activities or a grade, the student may submit a complaint in accordance with the following procedures:

1. Student must discuss complaint with faculty member involved.

If the matter is not resolved with the faculty member:

2. Student must meet with the department chairperson/program director and faculty member to discuss complaint.

If the matter is not resolved after meeting with the department chairperson/program director:

3. Student may submit a written appeal to the Vice President of Instruction within three (3) working days of meeting with the department chairperson/program director. Within five (5) working days after receipt of the written appeal, the Vice President of Instruction will render a written decision to the student or call a meeting of the Instructional Appeals Committee to hear and rule on the appeal. The Instructional Appeals Committee will hear from all parties involved and render an oral decision to the Vice President of Instruction. This decision will then be placed in written format to the student within five (5) working days after the hearing.

If the student is unsatisfied with the decision of the Vice President of Instruction or the Instructional Appeals Committee:

4. Student may submit a written appeal to the President within three (3) working days of the decision in step 3. The President will render a written decision to the student within five (5) working days. The decision of the President is final.

Registering Students in MyBanner

How to Assign a Registration Time Ticket

1. After logging into the MyDelta portal, advisors should click on the MyBanner link.
2. Click “Enter Secure Area”
3. Click on “Faculty Services” tab
4. Scroll to the bottom, and click on “Registration Time Ticket”
5. Click on the correct term and “Submit”
6. Enter the advisee’s MDCC student ID number and click “Submit”
7. If the student ID number entered populates the correct advisee’s name, click “Submit”
8. Scroll down and find the “Select Group” box. Use the drop-down arrow and click on the appropriate time ticket and click “Change Group.” This activates the advisee’s Registration Time Ticket. Time tickets are specific to the term, so if you are registering a student for summer and fall courses, you’ll have to assign both registration time tickets.
9. Click on the “Faculty Services” tab at the top of the page to return to the main menu.

Advisor Steps When Advisee IS Present

(Following these steps will help the student learn how to use MyBanner to add and drop classes on their own.)

1. Now the student should take over the computer. He/she will log into the MyDelta portal, and click on MyBanner.
2. Click on “Student”, then “Registration.”
3. Click on “Add or Drop Classes”, select the correct term (Spring, Summer or Fall), and click “Submit.” (Use the printed class schedules to help the student find the CRN numbers for requested classes or find the courses electronically in Banner.)

4. CRNs can be entered on the worksheet or you may do a class search to select classes. Click on “Submit Changes” when all CRNs are added. If there are any errors in the classes added, they will not show up, and a message will let you know what the problem is. In these cases, a different class must be chosen.
5. The student can then click on “Student” (at the top), then “Registration.” Scroll down to “Student Concise Schedule” and click on that for a copy of the schedule with days, times, and instructors. They should print a hard copy of their schedule as they will need this copy in the library to get their Student ID and in the Bookstore to purchase books. Encourage them to keep up with the hard copy of their schedule.
6. The student should take his or her printed schedule to the library staff to have a student ID made.
7. Have the student check their major (should be listed on their transcript). If the major is incorrect, the advisor may complete the Major Change Request Form. This form is available in the MDCC Advisor Resources course in Canvas OR in the MyDelta portal by selecting “Employee Forms and Documents” and locating the form under the Advising section.

Advisor Steps When Advisee is NOT Present

1. Log into the MyDelta portal
2. Select "My Banner"
3. Select "Faculty Services" tab
4. Select “Term Selection” and then choose the appropriate registration term
5. Select “Registration Time Ticket”
6. Enter the Student MDCC ID # (or search by name) and click “Submit”
7. If the correct student name is populated, click “Submit” to confirm
8. Under Change or Assign Time Ticket Group, the faculty member selects the time ticket associated with session the student plans to attend.
9. Select the “Faculty Services” tab at the top of the page
10. Select “Add or Drop” classes
11. Faculty are then prompted to enter the student’s PIN. Enter **trojans** for the PIN.

12. The faculty member can then enter the student's classes from their own account without logging into the students' accounts using the students' sensitive log-in information.
13. Have the student check their major (should be listed on their transcript). Complete the Major Change Request Form and submit to the Office of Advising if the major is incorrect.

Common MyBanner Registration Errors

“Academic standing prohibits registration” = suspended

- Check the transcript to see when last term was
- Student must sit out one semester and suspension is automatically removed.
- Students can be directed to the Office of Admissions for assistance.

“Student requires readmission prior to registration” = not admitted

- Start advising process by asking if student was an MDCC student last term
- If yes, check transcript for academic standing
- If no, check “student information” in MyBanner for Admit Term to verify student is admitted.
- If not admitted, the student will have to submit an updated Application for Admission to the Office of Admissions. This can be done from the college's main web page (www.msdelta.edu) by having the student to click on “Apply.” It can take up to 4 or 5 business days during peak times for a student to be readmitted.

“Financial Aid Hold”

- Student will need to check with the Office of Financial Aid about missing documents, satisfactory academic progress, etc.

“Business Office Hold”

- Student should check with the Business Office about any outstanding debt. Note: If a student owes less than \$200, the advisor should be able to register the student.

Notes on Advising Career-Technical Students

1. Advisors should be aware that most career-technical programs have ACT or TABE Test scores for admissions standards.
2. All programs are outlined in the Catalog/Student Handbook with standards listed as well as check sheets for the career certificate, technical certificate, and Associate of Applied Science (AAS) degrees offered. Check sheets are also included in this handbook.
3. Academic advisors should refer Career-Technical Students to the Allen-Foley Career-Technical complex for advising by their staff and/or faculty members.

Notes on Advising Pre-Allied Health Students

1. Each program stands alone with varying accreditation standards and course requirements.
2. Refer to each specific program checklist for required courses.
3. Refer to the Pre-Allied Health checklist for general courses in the event a student is not sure which program he or she is interested in applying for, or if a student has taken the core courses for a particular program and is looking for additional related courses.
4. Each student must complete a specific application packet for each AHS program for which he or she is applying. The applications are available on the MDCC website. Applications are usually available in early November. Applications for the one semester programs (Health Care Assistant & Phlebotomy) are available in September and April.
5. There are varying submission dates for applications into the AHS programs. Associate Degree Nursing, Dental Hygiene Technology and Physical Therapist Assistant are due by March 1. Radiologic Technology, Medical Laboratory Technology & Practical Nursing are due by April 1. The one semester programs (Health Care Assistant and Phlebotomy) are due November 1 and July 1.
6. Students are not required to complete Anatomy & Physiology (A&P) I & II Lecture and Lab before they apply. Students may complete A&P I & II during the summer prior to August admission if conditionally accepted into an AHS program.
7. Students are not required to complete all core course work before applying.
8. There are minimum admission requirements for acceptance into the AHS programs, however, these do not assure acceptance. The AHS programs are

competitive with many applicants. Students need to excel in their course work and entrance test scores. The rating scales per program are objective and include ACT score, overall grade point average (GPA) and in Allied Health checklist courses, number of courses taken which apply to each degree, entrance test scores, health science work experience and references.

9. If a student has questions which cannot be answered at the time of advising, direct the student to the respective program director.
10. The entrance test (TEAS) for the fall semester will be given in November and administered at the MDCC Moorhead campus. Students must sign up through ATI Testing. The instructions to sign up for the test will be listed on the MDCC announcement page when it is time to register.
11. The CPR class required for the health science programs is not the same CPR class taught in the Health, Physical Education & Recreation (HPR) department. Pre-Allied Health Science students will be registered for this class if they are accepted into an AHS program. Healthcare Providers CPR is taught by Associate Degree Nursing faculty.
12. The basic math class for AHS students is a class that is only required if a student does not score sufficiently in math on his or her entrance test. This is not a class a faculty advisor should enroll a student in; the respective health science program staff member does this.

Notes on Advising Dual Enrollment Students

1. Students participating in MDCC Dual Enrollment through their high school will be limited to taking MDCC core courses unless approved by the Vice President of Instruction.
2. A student may be enrolled in other courses through MDCC's eLearning department provided the student meets the necessary requirements and with the permission of the MDCC Dual Enrollment Coordinator and the Vice President of Instruction.

Notes on Advising Students Taking eLearning/Online Courses

Advisors may register students for MDCC eLearning classes through MyBanner just like face-to-face classes. However, if the student desires to take a course provided by another school, the registration form for those course offerings is found by logging into the MyDelta portal, selecting "Employee Forms & Documents" and

selecting the eLearning Registration Form under the Advising section. The password is **trojans123**.

The only requirement to enroll in eLearning coursework is that dorm students must enroll in 12 traditional class hours before being allowed to take online courses unless having prior approval by the VP of Instruction.

New Student Orientation at MDCC

First-time freshman students will be required to attend an orientation session before the start of the freshman semester. The New Student Orientation (NSO) will address the following Go with the Flow ideas:

- Training on Canvas, MyBanner, and campus e-mail (through the MyDelta portal)
- Campus Resources
- Group Advising/Registration
- Programs of Study
- Financial Aid
- Scheduling of upcoming advising sessions with assigned advisor

Major Change Request Form

The Major Change Request Form may be found online. Log in to MyDelta. Choose Employee Forms and Documents. The form may be located under the Advising section. Complete and submit the form electronically. It may also be located in the instructor's advising course under Modules, Advisor Resources.

Advisor Checklist

The Advisor Checklist may be found online. Log in to MyDelta. Choose Employee Forms and Documents. The form may be located under the Advising section. It may also be located in the instructor's advising course under Modules, Advisor Resources.

Degree Evaluation

The Degree Evaluation may be found online. Log in to MyDelta. Choose Employee Forms and Documents. The form may be located under the Advising section. It may also be located in the instructor's advising course under Modules, Advisor Resources.

Override Notice

The Override Notice may be found online. Log in to MyDelta. Choose Employee Forms and Documents. The form may be located under the Advising section. It may also be located in the instructor's advising course under Modules, Advisor Resources. This should only be completed for course prerequisite override.