For this plan the term Advisor refers to Academic Advisors, Generalists, and Counselors

**CONNECTION PLAN**

**Step 1:** Apply or Re-apply to HCC
- Welcome letter and email outlines official transcript requirements, Financial Aid deadline, residency, username and register NetID information and Next Enrollment Steps which are:
  - Connection Orientation-online
  - Meet with Advisor-in-person
  - Registration Workshop-in-person (all FTIC students) or online (Transfer and Former Students Returning)
  - HawkNet WebAdvisor Registration-at workshop if completed in-person; on own if completed online

**Step 2:** Complete Online Connection Orientation—Mandatory completion before meeting with Advisor for Entry Planning
- FTIC/Former Students Returning/Transfer students/Non-Degree Seeking students—Mandatory completion of Connection Orientation in order to meet with Advisor

**Key components of Connection Orientation**
- Covers institutional information (right now what is currently being covered in Orientation up until the WebAdvisor demonstration); also includes remediation resource menu, types of remediation options, tutoring and success support, Operation College and private provider instruction
- Outlines what to bring to meeting with Advisor—SAT/ACT/AP scores, Advising Guide, HS or College transcripts, etc

**ENTRY PLAN**

**Step 3:** Meet with an Advisor—Mandatory in-person (preferred) meeting before obtaining access to Registration Workshop
- Contact could also be done by phone/email/advisor chat
- FTIC students—identify if Exempt or Non-Exempt
- Transfer
- Former Students Returning
- Non-Degree Seeking

**Key Components of Advisor meeting:**

**FTIC:** SB 1720 identification, review of HS transcripts, test scores, discussion with student of schedule option conversation and Advisor recommendation-coding in STRK; confirmation of and review of intended degree requirements via Advising Guide or Program of Study

**Former Students Returning and Transfer Students:** SB 1720 review as above (if applicable), review of any previous HCC coursework and/or previous college coursework; advisor course selection recommendation; confirmation of and review of intended degree requirements via Advising Guide or Program of Study; appropriate coding in student record

**Non-degree seeking students:** review previous college coursework and appropriate coding for registration of intended courses

**Step 4:** Complete Registration Workshop
- FTIC students-Mandatory in-person attendance
- Former Students Returning and Transfer Students-eligible for online completion
- Recommended to require that Transient and Dual Enrollment students complete this Workshop for use of HawkNet

**Key Components:** Demonstration of ALL parts of HawkNet/FLVC/course delivery formats

**Step 5:** Student registers for classes in WebAdvisor
- FTIC students register at Registration Workshop thru WebAdvisor with Workshop presenter assistance/guidance
- Former Students Returning/Transfer/Non-degree/Transient seeking students register on own through WebAdvisor
PROGRESS PLAN

Step 1: Complete Online Advising Workshop--Mandatory by end of first semester before second term registration
  • Can be offered in conjunction with SLS 1501 course or separately on campus (Student Service staffing permitting)
  **Key Components of Advising Workshop**—reviews some information from Connection Orientation and goes into detail on degrees, meta-majors, Programs of Study, Advising Guides, third attempts, petitions, excessive hours, www.flvc.org, HawkNet resources, remediation resources and modes of prep classes, Academic Success resources, etc.

Step 2: Meet or contact with Advisor--Mandatory at 30 credit hours earned or before third semester registration
  • Completed in-person or online
  • Requirement can be met in conjunction with SLS 1501 course requiring submission of semester by semester educational plan
  **Key Components of 30-Hour Contact with Advisor**—Identifies degree intent and Meta-Major, reviews requirements of intended degree and gateway coursework progress, requires completion of semester by semester education plan approved by Advisor; reviews use of Advising Guides or Programs of Study and Progress to Degree Requirements (Degree Audit) in WebAdvisor

COMPLETION PLAN

Step 1: Complete Online Degree Completion/Transfer Workshop--Mandatory
  • Notification and link to Workshop emailed to student upon completion of 45 credits--Mandatory
  **Key Components of Degree Completion/Transfer Workshop:** reviewing Progress to Degree Requirements in WebAdvisor, outline general transfer process to university, review of excessive hours, overview of Career Centers as resource for resume, interview, and job applications

**Advising SIT Recommends Establishing a Priority Enrollment Date**
  o Similar to the Financial Aid Priority deadline date—the Priority Enrollment Date would guarantee that a student would be able to move through the enrollment steps in order to register for that semester’s classes
  o If Enrollment steps were begun after that date—completion of enrollment steps could not be guaranteed for that semester’s first day of classes; could register for late start classes