



# Colorado Northwestern Community College

## ACADEMIC ADVISING SYLLABUS

### Spartan Strong from Day One

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#### Welcome to Academic Advising at CNCC

Academic advising is a collaborative partnership between you and your advisor, designed to support your academic, personal, and professional success. This syllabus outlines the expectations, goals, and resources available to help you stay on track, make informed decisions, and graduate with confidence.

Whether you're exploring majors, planning your transfer, or preparing for a career, your advisor is here to guide you every step of the way. Together, you'll build a personalized academic plan, set SMART goals, and connect with campus resources that empower you to thrive.

#### Purpose of this Syllabus

This syllabus serves as a roadmap for your advising experience at CNCC. It helps you:

- Understand your responsibilities as a student and those of your advisor.
- Track your progress toward graduation.
- Access tools and resources to support your academic journey.
- Stay engaged and informed throughout your time at CNCC.

#### Your Success Starts Here

Partner with your advisor, use the tools provided, and take charge of your education. Let's make your CNCC experience meaningful, successful, and Spartan Strong from Day One!

# ACADEMIC ADVISING SYLLABUS

**Name:** \_\_\_\_\_ **S#: S** \_\_\_\_\_ **My Program of Study (Major):** \_\_\_\_\_

**Today's Staff/Advisor:** \_\_\_\_\_ **Assigned Advisor:** \_\_\_\_\_

**My metamajor is:**

- |                                                                 |                                                    |                                                          |                                          |
|-----------------------------------------------------------------|----------------------------------------------------|----------------------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Arts & Humanities                      | <input type="checkbox"/> Aviation & Transportation | <input type="checkbox"/> Business & Industry             | <input type="checkbox"/> Health Sciences |
| <input type="checkbox"/> Park Ranger Law<br>Enforcement Academy | <input type="checkbox"/> Science & Mathematics     | <input type="checkbox"/> Social & Behavioral<br>Sciences | <input type="checkbox"/> Online Degrees  |
| <input type="checkbox"/> Non-degree seeking or<br>guest student | <input type="checkbox"/> Undecided/ Undeclared     | <input type="checkbox"/> Other: _____                    |                                          |

**Learning Outcomes:** Through my work with my Academic Advisor, I will:

- 1) Develop goals for my education and career and create a plan to achieve them.
- 2) Learn about campus resources and opportunities for a successful college experience.
- 3) Stay on track to graduate. I will plan and register early, evaluate my progress, and advocate for myself.

**Student Commitments: I will ...**

- ☐ Come prepared to each appointment. I will review information about my program on the [CNCC website](#) and/or other documents provided by my department, know my goals, and have questions ready.
- ☐ Develop and share my goals. Utilize the CNCC SMART Goals Planner to assist you.
- ☐ Continue to learn about my major and career pathway. [Navigate Job Simulations](#) and other [campus resources](#) are available to assist me.
- ☐ Build my Academic Plan via [Navigate Planner](#) and review it with my advisor.
- ☐ Create school/work/life balance. The [8 Dimensions of Wellness](#), [FYE Spartan Success](#) events, and other campus resources are available to support me.
- ☐ Take responsibility for my education by reaching out to my advisor through email, phone, text, Navigate app, and/or in-person.
- ☐ Review my progress using Degree Check via [Crossroads](#) as well as [Navigate Planner](#).
- ☐ Complete my [To-Dos](#) in Navigate.
- ☐ Research and decide on transfer school options if I am a [Bridge to Bachelor](#) student or intend to transfer.

**Advisor Commitments: Your advisor will ...**

- ☐ Approach you in an inclusive and supportive way, focus on your strengths and individuality, and build a relationship based on trust and respect.
- ☐ Learn about your goals and ensure they match your major and career pathway.
- ☐ Discuss course placement and program options based on your skills and interests.
- ☐ Create an academic plan with you to meet your goals and empower you to build your own schedule each semester in Navigate.
- ☐ Empower you to connect with CNCC resources, clubs, events, and opportunities.
- ☐ Reach out to you at least once a semester.
- ☐ Provide you accurate and timely information to help you know how college works.
- ☐ Guide you in utilizing Navigate and campus resources.
- ☐ Explore transfer and career options with you.

# Stay Spartan Strong: Partner with Your Advisor to Stay on Track for Graduation!

## During my first 15 Credits at CNCC, I will work with my Advisor to ...

- ☐ Ensure my major matches my career and/or transfer goals and is declared correctly.
- ☐ Find out if my major includes stackable certificates.
- ☐ Bridge to Bachelor (B2B) and students who intend to transfer: Know the school(s) where my degree transfers and for what major.
- ☐ CTE students: Know the industries and careers that match my certificate/degree.
- ☐ Set a goal date for graduation.
- ☐ Create an Academic Plan for all semesters using the Planner tool in Navigate.
- ☐ Learn how to stay connected, find resources, and build “college knowledge.”
- ☐ Demonstrate accountability for my success by completing my To-Dos in Navigate.
- ☐ Prioritize my education by registering early for the next semester.
- ☐ Create SMART goal(s).
- ☐ Ask for help when needed.

## At 16 - 30 credits:

- ☐ Confirm my major is correct, and work with my Advisor if updates are needed.
- ☐ Follow my Academic Plan. Evaluate my progress toward completion in Degree Check. Adjust my plan for success as needed.
- ☐ Discuss my engagement with my major, classes, campus organizations, events, and resources.
- ☐ Stay on track by using Navigate to communicate, find resources and information, and register early.
- ☐ Update and/or create new SMART goal(s).
- ☐ Celebrate my successes and work to overcome challenges. I will ask for help when needed.

## At 31 - 45 credits:

- ☐ Apply for Graduation.
- ☐ Continue to explore career and educational opportunities (including internships) that match my major.
- ☐ Follow my Academic Plan in Navigate. I will evaluate my progress toward completion in Degree Check. I will adjust my plan for success as needed.
- ☐ Explore transfer schools & majors. I will schedule visits to transfer schools. I will ensure I meet application requirements. I will attend Transfer Fair(s).
- ☐ Discuss my engagement with my major, classes, campus organizations, events, and resources.
- ☐ Stay on track by using Navigate to communicate, find resources and information, and register early.
- ☐ Update and/or create new SMART goal(s).
- ☐ Celebrate my successes and work to overcome challenges. I will ask for help when needed.

## At 46 - 60 credits:

- ☐ CTE Students: Discuss the job opportunities and internships I am exploring.
- ☐ B2B / students who intend to transfer: Discuss the transfer school(s) to which I am applying. I will ensure I meet all application requirements. I will learn how to connect with my transfer school Advisor.
- ☐ Confirm that I am at 100% program completion.
- ☐ Update and/or create new SMART goal(s).
- ☐ Celebrate my successes and ways I have overcome challenges. I will ask for help when needed.

# ACADEMIC ADVISING RESOURCE GUIDE

## Full-time or Part-time? What to Expect

When planning your schedule, it's helpful to estimate how much time you'll need each week based on your course load:

- For a 15-week class, expect to spend about 6 hours per week for each 3-credit class.
- For a 10-week accelerated class, plan for around 10 hours per week per 3-credit class.

This includes time spent in class, studying, and completing assignments.

Most degree programs at CNCC are designed to be completed in two years with a full-time schedule. Certificate programs vary in length, ranging from 5 to 90 credits. Choosing a full-time schedule can help you graduate faster—but part-time is a great option if you need more flexibility.

| Time needed to finish a 60-credit degree | Semesters | 2 Year Plan | 2.5 Year Plan | 3 Year Plan | 3.5 Year Plan |
|------------------------------------------|-----------|-------------|---------------|-------------|---------------|
| Credits each semester                    | Fall      | 15          | 12            | 9           | 6             |
|                                          | Spring    | 15          | 12            | 9           | 6             |
|                                          | Summer    | 0           | 0             | 6           | 6             |

## Connect with **CNCC Academic Advising**

At CNCC, your advisor is more than an academic guide—they're your connection to transfer planning, career exploration, and long-term success. Regular advising helps you stay aligned with your degree requirements, prepare for life after CNCC, and make informed decisions about your future. Connect early, check in often, and keep moving forward!

 **Phone:** 800.562.1105

 **Email:** [advising@cncc.edu](mailto:advising@cncc.edu)

 **Rangely Campus:** Student Services Room 103, Johnson Building

 **Craig Campus:** Student Services Room 150B, Craig Academic Building

## For Personalized 1:1 Advising:

- Schedule an appointment in [Navigate](#)
- Best availability: September-December or February-July
- Hours: Monday-Friday, 8:30 AM – 4:30 PM
- Meet in-person, by phone, or virtually via WebEx
- Learn about the various resources available to you!

## Drop-in Advising also Available!

No appointment needed—just stop by for quick questions or support.

## First Year Experience Spartan Success

### Spartan Strong from Day One

*Your guide to thriving academically, personally, and professionally through:*

Wellness Activities  
Success Coaching  
Events & Resources

## Navigate Student

EAB Global Inc.



GET THE NAVIGATE APP

- [Google Play Store](#)
- [Apple App Store](#)

## Careers Resources

- [Career Onestop](#)
- [The Colorado Workforce](#)
- [My Colorado Journey](#)
- Check out the Job Simulations tool in [Navigate 360!](#)

## Transfer Resources

- [CHDE Colorado Transfer](#)
- [Transferology](#)

| Campus Resources                                                                                                                                                                           |                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;"><b><u>Admissions</u></b></p> <p>Student Svcs, Johnson Bldg, Rangely, 800.562.1105<br/>Student Svcs, Academic Bldg, Craig, 800.562.1105</p>                  | <p style="text-align: center;"><b><u>Financial Aid</u></b></p> <p>Student Svcs, Johnson Bldg, Rangely, 970.675.3223<br/>Student Svcs 150N, Academic Bldg, Craig, 970.824.1125</p>     |
| <p style="text-align: center;"><b><u>Student Life &amp; Housing</u></b></p> <p>Student Svcs, Johnson Bldg, Rangely, 970.675.3229<br/>Student Union, Academic Bldg, Craig, 970.824.1124</p> | <p style="text-align: center;"><b><u>Behavioral Health</u></b></p> <p>Student Svcs, Johnson Bldg, Rangely, 970.675.3217<br/>Student Svcs 150J, Academic Bldg, Craig, 970.824.1123</p> |
| <p style="text-align: center;"><b><u>Accommodations &amp; Accessibility Services</u></b></p> <p>Student Svcs 103, Johnson Bldg, Rangely, 970.675.3224</p>                                  | <p style="text-align: center;"><b><u>Gateway Center</u></b></p> <p>Library, McLaughlin Bldg, Rangely, 970.675.3345<br/>Academic Bldg 120, Craig, 970.824.1128</p>                     |

| Academic Progress & Standing*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                          |                 |             |               |                                     |                     |                                          |                   |                                                           |                       |                                                                                          |                     |                                                                                          |
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| <p><b>Purpose</b><br/>To help students understand how their academic performance is monitored and what steps they can take to stay on track toward graduation.</p> <p><b>Overview</b><br/>CNCC monitors student success through Academic Progress Standards and Academic Standing Rules. These systems help identify students who may need additional support and ensure they are progressing toward their academic goals.</p> <p><b>Academic Progress Standards</b></p> <ul style="list-style-type: none"> <li>• Applies to students with fewer than 9 CNCC credits.</li> <li>• Students are monitored through the Academic Alert process.</li> <li>• Not subject to formal Academic Standing yet.</li> </ul> <p><b>Academic Standing Categories</b></p> <table> <tr> <th>Standing Status</th><th>Description</th></tr> <tr> <td>Good Standing</td><td>GPA <math>\geq</math> 2.00 (term &amp; cumulative)</td></tr> <tr> <td>Performance Support</td><td>GPA &lt; 2.00 (formerly Academic Probation)</td></tr> <tr> <td>Returning Support</td><td>Returning after suspension; must raise GPA to <math>\geq</math> 2.00</td></tr> <tr> <td>Performance Improving</td><td>Term GPA <math>\geq</math> 2.00 but cumulative GPA still &lt; 2.00; may continue if progress is steady</td></tr> <tr> <td>Academic Suspension</td><td>Term GPA &lt; 2.00 while on support status; must sit out one term unless appeal is approved</td></tr> </table> <p><b>Suspension &amp; Appeals</b></p> <ul style="list-style-type: none"> <li>• Suspension lasts one term.</li> <li>• Students must meet with an Academic Advisor before returning.</li> <li>• Appeals must explain what has changed and how the student will improve.</li> <li>• If approved, student returns on Performance Support.</li> <li>• If denied, student may be dropped from future courses.</li> </ul> <p>*Review the <a href="#">CNCC Course Catalog</a> for the most current and complete information.</p> |                                                                                          | Standing Status | Description | Good Standing | GPA $\geq$ 2.00 (term & cumulative) | Performance Support | GPA < 2.00 (formerly Academic Probation) | Returning Support | Returning after suspension; must raise GPA to $\geq$ 2.00 | Performance Improving | Term GPA $\geq$ 2.00 but cumulative GPA still < 2.00; may continue if progress is steady | Academic Suspension | Term GPA < 2.00 while on support status; must sit out one term unless appeal is approved |
| Standing Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Description                                                                              |                 |             |               |                                     |                     |                                          |                   |                                                           |                       |                                                                                          |                     |                                                                                          |
| Good Standing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | GPA $\geq$ 2.00 (term & cumulative)                                                      |                 |             |               |                                     |                     |                                          |                   |                                                           |                       |                                                                                          |                     |                                                                                          |
| Performance Support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | GPA < 2.00 (formerly Academic Probation)                                                 |                 |             |               |                                     |                     |                                          |                   |                                                           |                       |                                                                                          |                     |                                                                                          |
| Returning Support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Returning after suspension; must raise GPA to $\geq$ 2.00                                |                 |             |               |                                     |                     |                                          |                   |                                                           |                       |                                                                                          |                     |                                                                                          |
| Performance Improving                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Term GPA $\geq$ 2.00 but cumulative GPA still < 2.00; may continue if progress is steady |                 |             |               |                                     |                     |                                          |                   |                                                           |                       |                                                                                          |                     |                                                                                          |
| Academic Suspension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Term GPA < 2.00 while on support status; must sit out one term unless appeal is approved |                 |             |               |                                     |                     |                                          |                   |                                                           |                       |                                                                                          |                     |                                                                                          |

### How to Register for Classes

Log in to Navigate360 from a computer or mobile device.

#### App

1. Click on the grid icon at the bottom right.
2. Select the teal 'Scheduler' icon.
  - a. Continue to Step 2 of the Desktop instructions.

#### Desktop

1. Select 'Schedule Courses'.
2. Look under 'Schedule Classes' to check you are in the correct term.
3. If your advisor has NOT already created a schedule for you in 'My Schedule, follow the steps below to create a schedule. If your schedule has been created, skip to Step 13.
4. Click 'Search for Courses' in the 'My Planned Courses' section.
5. Search for your desired courses in the 'Search Preferences' section.
  - a. If you know the Course Code, this is the easiest way to search. Enter the letters and numbers without any spaces (ex: ENG1021).
6. Select the desired course and click 'Add Courses to Term'.
7. Repeat this process until all desired courses have been added to the term.
8. Click 'Back to Planned Courses' in the top right.
9. Click 'View Sections' for the first class you want to add to your schedule.
10. Locate the section you want and click the 3 dots to the right of the title of the course and select 'Add Section'.
11. Repeat this process until you have created a functional schedule.
12. If you need to remove a class from 'My Schedule', click the 3 dots to the right of the title of the course and select 'Unschedule Course'.
13. If applicable, click the link under the 'Resolve the following...' yellow bar to accept the term payment agreement.
  - a. You may need to log in again to access your Crossroads account.
14. Click the blue 'Register' button.
15. If you have any unresolved holds or errors, contact your advisor for assistance.

### How to Drop or Withdraw from a Class

Log in to Navigate360 from a computer or mobile device.

#### App

1. Click on the grid icon at the bottom right.
2. Select the teal 'Scheduler' icon.
  - a. Continue to Step 2 of the Desktop instructions.

#### Desktop

1. Select 'Schedule Courses'.
2. Look under 'Schedule Classes' to check you are in the correct term.
3. Locate 'My Schedule'.
4. Scroll down to 'Registered Courses' to find the class(es) you want to drop or withdraw from.
5. Click the 3 dots to the right of the course title.
6. Select either 'Drop Course' or 'Withdraw', depending on if it is before or after **Census Date**.

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### How to Pay Your Bill Online

1. Click on the 'Crossroads' link at the top of the CNCC homepage and log into the Crossroads portal.
2. In your Crossroads portal, find the 'Student Finance' card and click on either the 'Pay/View My Bill' or 'Monthly Statements & Billing Notices' links to access the Student Finance Portal.
3. In the Student Finance Portal, select and click on the appropriate payment link for the type of payment you wish to make.
4. Enter the amount you would like to deposit, and add a payment note in the description if you would like, then click the 'Add to Payment' button in the lower right of the screen.
5. Review your payment details and add additional deposits to either your Housing or Student Account. You can make payments to both accounts at the same time. Once all payment types are complete, click 'Check out' in the lower right corner.
6. Select 'Make a Payment' for several payment methods such as a credit card, debit card, or 529 Savings Plan. Input the appropriate payment method details and click 'Continue' in the lower right corner.
7. Complete a final review of the payment details and method. If everything is correct, click the 'Pay' button in the lower left corner.

That's it. You're all set!