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Advising FAQ's

Q. Are there any university parallel courses that students can take if they are enrolled in Learning Support courses in Reading and Writing?

A. Yes, students can register for many General Education courses coincident with Learning Support courses in Reading and Writing. This was a directive from the TBR in Fall 2019.

Q. If students took CIS 100 in the past, will they now have to take INFS 1010?

A. No. INFS 1010 is merely the new designation for what previously was named CIS 100. This is true for other courses whose rubrics have changed over the years.

Q. If students fail a course and retake it, will the old grade remain on the official transcript?

A. Yes, the old grade will remain on the transcript as part of the permanent record. The first grade, however, will not be counted into the GPA calculation. The second attempt is what will count, even if it is a lower grade. After and including the third attempt, each successive attempt is averaged into the GPA.

Q. What if I am advising a student who declared a major but only chose it in order to receive Financial Aid? In actuality, the student is undecided74 489.43 Tm 0 g 0 G [(Fi)4(n)3(an)4(cial)3(Aid)17(?)-3( )9(In)3(e>e5 526.39T

A. No. Students must follow The Tennessee Transfer Path (TTP) programs exactly as specified. There wil be no allowed substitutions per policy for a course that is specified in the degree program. (Please note that General Education categories can allow courses to substitute into the category with a given Dean's permission.)

Q. How do students make an appointment with their assigned advisor?

A. Students can either call or email their assigned advisor and state that they would like to set up an appointment. (Their assigned advisor's name can easily be found if they log into Degree Works. They can click on the "envelope icon" at the top of their degree audit and request an appointment.)

Q. Do students really have to submit a college transcript from every institution they attended before Vol State?

A. Yes, they need to submit to Yes,rC 2ce 1(scri)13(10201)

Vol State Gallatin – Academic Divisions

Gallatin Business and Technology – Andrew White, Dean

All Business and Technology Programs
- Golden, Bridget, Completion Advisor
- Guenther, Lindsay, Advisor Counselor
- Powell, Lauren, Completion Advisor

Accounting
- Hoover, John

Administrative Professional Technology
- Guenther, Lindsay

Business Administration
- Espey, John
- Foley-Roberts, Hope
- Hoover, John
- Rives, Anita

Computer Info. Tech. Cyber Defense
- Bond, Josh
- Iman, Abbas
- Pinkerton, Freda

Computer Info. Tech. (CIT) Networking
- Bell, Martin
- Hearn, Phillip
- Wakefield, Stephen

Programming Systems -AAS
- Bell, Martin
- Hearn, Phillip
- Wakefield, Stephen

Computer Science - AS (TTP)
- Hearn, Phillip
- Wakefield, Stephen

Finance
- Espey, John

Information Systems AS (TTP)
- Bell, Martin

Logistics
- Ellis, Don

Management
- Rives, Anita

Marketing
- Espey, John

Medical Practice Management
- Foley-Roberts, Hope

Web App Developer, Level I & II
- Bell, Martin

TN eCampus - Web Design Level I
- Bell, Martin

TN eCampus - Information Technology
- Bell, Martin

Gallatin Health Sciences – Kim Christmon, Dean

All Health Science Programs
- Berry, Duane, Advisor Counselor
- Lamberth, Amanda, Completion Advisor
- Young, Meredith, Completion Advisor

Coding, Medical
- Allen, Teresa
- Bowling, Valerie

Dental Assistance Technology Certificate
- Sutphen, Desiree
- Sweat, Marilyn

Diagnostic Med Sonography
- Carlton, Edward

EMT Program, Paramedic Tech. Cert., Paramedic AAS
- Alspaugh, Kevin
- Jesse, Erik
- Linn, David

Fire Science Technology AAS
- Stewart, Jeremy

Health Info Management AAS
- Allen, Teresa
- Bowling, Valerie

Medical Lab Tech AAS
- Allen, Julia
- Helton, Kimberly

Ophthalmic Technician AAS

Cornish, Alisha

Physical Therapist Assistant AAS

Brown, Regina

Ashley, Daniel

Radiologic Technology AAS

Boyd, Lindi

Buck, LuAnn

Respiratory Care AAS

Allen, Jana

Higginbotham, Mallory

Sleep Diagnostic Programs

Matthews, Mel

Gallatin Humanities – Erin Mann, Dean

International Affairs AA

McKinney, Merritt
McMillan, Scott

Physical E ucation

Fuqua, David
McKinney, Justin
Shriver, Kendall Joy
Timberlake, Ron

Political Science

McKinney, Merritt
McMillan, Scott

Psychology

Burton, Jennifer
Hardyway, Sidney
Martin, Connie
MazzaCarter, Krista

Management & Marketing
Allison, Ashley
Mantle, John

Cookeville Health Science – Kim Christmon, Dean

Dental Assistant Technical Certificate
Allison, Ashley
Hosey, Joy

Diagnostic Medical Sonography
Allison, Ashley
Wilson, Cynthia

EMT Program
Allison, Ashley
Brown, Roger

Fire Science Technology AAS
Stewart, Jeremy

Health Info Management AAS (Coding)
Allison, Ashley

Health Science AS
Reynolds, Rhonda "Breck"

Medical Informatics AAS
Allison, Ashley
Wilson, Cynthia

Medical Lab Technology AAS
Allison, Ashley
Wilson, Cynthia

Ophthalmic Technician AAS
Allison, Ashley
Wilson, Cynthia

Paramedic
Allison, Ashley
Brown, Roger

Physical Therapist Assistant, AAS
Allison, Ashley
Wilson, Cynthia

Radiologic Technology AAS
Allison, Ashley
Pryor, Greg

Respiratory Care AAS
Allison, Ashley
Wilson, Cynthia

Sleep Diagnostic Programs
Matthews, Mel

Cookeville Humanities – Erin Mann, Dean

Communication
Tallent, Cindy

English
Flatt, Lucas

General Studies
Brachey, Sheela
Flatt, Lucas
Garwood, Forrest
Green, Mark
Price, Ami
Tallent, Cindy
Voris, Stephanie

Multimedia Web Design
Tallent, Cindy

Music
Tallent, Cindy

Cookeville Math and Science – Shane Talbott, Dean

Agri-Sciences
Allison, Ashley

Biology
Green, Mark

Chemistry
Cathey, Linda Jan

Engineering (ALL)
Dean, Timothy

Environmental Science AS
Green, Mark

Geosciences
Cathey, Linda

Mechatronics

Dean, Timothy

Physics

Cathey, Linda Jan

Pre-Health Professions

Cathey, Linda Jan

Pre-Nursing

Burgess, Gregory

EMT Program
Brown, Roger

Fire Science Technology AAS
Stewart, Jeremy

Health Info Management AAS (Coding)
Wilson, Cynthia

Medical I ormatics AAS
Officer, Lisa

Ophthalmic Technician AAS
Wilson, Cynthia

Paramedic
Brown, Roger

Physical Therapist Assistant, AAS
Pryor, Gregory

Radiologic Technology AAS
Pryor, Greg

Respiratory Care AAS
Pryor, Greg

Sleep Diagnostic
Matthews, Mel

Livingston Humanities – Erin Mann, Dean

Art
Officer, Lisa

Communication
Officer, Lisa
Tallent, Cynthia

English
Flatt, Lucas

Foreign Language
Price, Ami

General Studies
Johnson, David

Multimedia Web Design
Officer, Lisa

Music / Recording Industry
Allison, Ashley
Officer, Lisa

Video Production
Officer, Lisa

Livingston VSCC Nursing – Cassie Koester, Dean

VSCC Nursing
Darden, John Rufus
Hosey, Joy
Reynolds, Rhonda "Breck
Shinde, Girija

Livingston Math and Science – Thomas Ekman, Dean

Biology
Green, Mark

Chemistry
Officer, Lisa

Engineering
Dean Timothy
Officer, Lisa

Environmental Science
Green, Mark

Mechatronics
Dean, Timothy

Physics
Officer, Lisa

Pre-Clinical Lab Science
Darden, John Rufus

Pre-Dental Hygiene
Darden, John Rufus

Pre-Health Professionals
Officer, Lisa

Pre-Nursing
Burgess, Gregory
Darden, John Rufus
Hosey, Joy
Officer, Lisa
Shinde, Girija
Wilson, Cynthia

Pre-Occupational Therapy
Officer, Lisa

Pre-Physical Therapy AS
Officer, Lisa

Office of Advising

Terry Bubb, Director

Advisor Counselor:

Berry, Duane – Concentration: Health Sciences
Guenther, Lindsay – Concentration: Business and Technology
Hilgadiack, Scott – Concentration: Social Science & Education and Veterans
Larson, Josie – Concentration: Math and Science, VSCC Nursing
Martinez, Pedro – Concentration: Humanities, ESOL, Hispanic Outreach and Veterans

Completion Advisor:

Golden, Bridget – Business and Technology
Foster, Amanda – Social Science and Education
Lamberth, Amanda – Health Sciences
Powell, Lauren – Business and Technology
Powers, Dana – Math and Science
Young, Meredith – Health Sciences

Administrative Staff

Teresa Corle – Senior Administrative Assistant
Pamela Lockhart – Administrative Assistant
Cheyenne Brush

- Assistance With the Early Alert Program
- Publish the Be Advised newsletter
- Screen Transfer Students for Placement Testing Requirements and Modify Banner screens accordingly
-

Dual Enrollment

The opportunity for a high school student to enroll in college-level credit courses taught at the high

Requirements for Technical Certificate

At least 25% of all course requirement hours must be completed in residence at Vol State.
A minimum GPA of 2.0 on courses used to meet the certificate requirements.

How to Determine Which Catalog to Use

Many students, provided they graduate within five years of initial enrollment, will graduate under the catalog that was in effect for the term in which they entered Volunteer State Community College. However, a student may choose to graduate under a subsequent catalog no older than five years at the time of graduation.

From Application for Admissions to Graduation

Here is a timeline for students and advisors to follow:

1. Submit to the Office of Admissions an application and any documents necessary for admissions such as ACT scores (scores must be no more than five years old to be valid), high school transcript and/or GED/HiSET scores, transcripts from any other colleges attended, and proof of immunizations. (For more information, go to www.volstate.edu/admissions and www.volstate.edu/immunizations)
2. Apply for financial aid.
3. Contact the Office of Advising to be screened for placement testing. Schedule a date to take the Placement Test through the Testing Center.
4. All new Vol State students who are seeking a degree or certificate are required to participate in orientation and meet with an advisor before they can register. Information about Orientation is sent to student Vol State e-mail accounts.
5. Register
    a. Meet with an assigned Advisor
    b. Register using My Vol State Portal
    c. Pay fees to the Business Office by the appropriate deadline.

Students requesting to enroll into a closed section require the approval of the Dean of the Division

Textbooks

Contact the Vol State Bookstore to determine which textbooks and resources are required.

Purchase TN eCampus textbooks from the TN eCampus Virtual Bookstore. The Vol State bookstore does not sell TN eCampus textbooks.

Three convenient options for taking online classes at Vol State.

- Vol State eLearn Online, section numbers begin with "C"
  Example: ENGL 1010 C01, C02, C03
- Vol State Virtual Online, Section numbers Begin with "Y"
  Example: ENGL 1010 Y01, Y02, Y03
- TN eC

2. Provide documentation of the qualified disability

Auxiliary aids, services, and accommodations will be provided on a by-case

degree plan. Then, after they register for classes, they must have their classes verified to ensure the classes fit the requirements for graduation for that degree plan if they plan using their benefits.

As an advisor, you should verify the following information so the veteran/military student can be certified for their benefits:

- Veteran/military students must fill out a Veterans Certification Request form (VCRF) each semester they are requesting to use their VA/military benefits
- Students must have registered for classes before filling out the VCRF.
- Only initial off classes if the student is registered for that class
- Make sure the students have a declared degree in Banner and that matches the degree reported on the VCRF

- Cultural Enrichment: Cultural trips, activities and events provide educational experiences from a global perspective.
- Resource Center: Learning tools, digital recorders, calculators, books on personal growth and career planning and other resources are provided for checkout by TRIO students.

Office of Advising

The Office of Advising is located in Suite 141 of the Ramer Administration Building. Students may visit during operating hours which are 8:00 a.m. to 4:30 p.m. Monday through Friday or call 231-5702. The Office of Advising is open extended hours during peak registration times. Appointments can be made by clicking on the appointment link at the top of the Advising page.

Academic Advising

The primary focus of the Office of Advising is to serve the advising needs of all students, including non

immediate medical attention, the Advisor/Counselor or Completion Advisor will refer the student to professionals who can help or to the proper authorities.

Learning Commons

The Learning Commons is a self-paced, computer-based, instructional program in reading, writing, basic math, elementary and intermediate algebra, and Math 1130 (College Algebra).

Location and hours

The Learning Commons is located in Thigpen Library 125. The hours are:

Days	Open	Close
Monday– Thursday	08:00 A.M	09:00 P.M.
Friday	08:00 A.M	02:00 P.M.
Saturday	08:30 A.M	12:30 P.M.
Sunday	Closed	Closed

Testing Center	615-230-3484

Commonly called DIVISION OFFICE Phone Numbers:

Divisions	Phone Numbers
Business	615-230-3301
Health Sciences	615-230-3333

Learning Support Advising When Viewing an Old TBR Transcript

The following applies for all Learning Support Classes:

Class Successfully Completed	Course(s) Student Can Take
Writing 1 (DSPW 0700)	ENGL 0810 + ENGL 1010
Writing 2 (DSPW 0800)	ENGL 1010
Reading 1 (DSPR 0700)	Read 0810
Reading 2 (DSPR 0800)	ENGL 1010
Basic Math (DSPM 0700)	Co-requisi ō

For Academic Advisors

The information below is general information. Students needing detailed information about obtaining or maintaining the HOPE (lottery) scholarship should consult the Financial Aid Office at extension 3456.

How does this affect the advisor and his/her interaction with advisees?

When students consult their advisor about dropping or withdrawing from class, the advisor should make the student aware that some choices could jeopardize their HOPE scholarship eligibility. Advisees may need to be reminded of certain lottery eligibility requirements such as: in order to retain their lottery scholarship eligibility, they must maintain an appropriate GPA and if they change from full to part