

South Puget Sound Community College Advising Center Calendar

June 2012

Main Campus— Olympia	Hawks Prairie— Lacey
*Our computer systems will undergo upgrades between June and July which may disrupt availability of the registration system to staff and students. New Student Advising & Registration dates and appointments are subject to change or cancelation. Please check online for our most up to date schedule information or call 360.596.5241.	
Fri 1: Appointments 8a -4:00p	CLOSED
Mon 4: Appointments 8a-9:30a Walk In NEW 10a or 1p	Appointments 9a-12:30p
Tues 5: Appointments 8a-9:30a Walk In NEW 10a or 1p	Walk In CURRENT 9a-12:30p
Wed 6: Walk In CURRENT 8a-4:00p	Walk In CURRENT 9a-12:30p
Thur 7: Appointments 10a -4:00p	Appointments 9:00a-12:30p
Fri 8: Appointments 8a—4:00p	CLOSED
Mon 11: Appointments 8a-9:30a Walk In NEW 10a or 1p	Appointments 9a-12:30p
Tues 12: Appointments 8a-9:30a Walk In NEW 10a or 1p	Walk In CURRENT 9a-12:30p
Wed 13: Walk In CURRENT 8a-4:00p	Walk In CURRENT 9a-12:30p
Thur 14: Appointments 10a -4:00p	Appointments 9:00a-12:30p
Fri 15: Appointments 8a—4:00p	CLOSED
Mon 18: Appointments 8a-9:30a Walk In NEW 10a or 1p	CLOSED
Tues 19: Appointments 8a-9:30a Walk In NEW 10a or 1p	CLOSED
Wed 20: Walk In CURRENT 8a-4:00p	CLOSED
Thur 21: Appointments 10a -4:00p	Appointments 9:00a-12:30p
Fri 22: CLOSED	CLOSED
Mon 25: Appointments 8a-9:30a Walk In NEW 10a or 1p	CLOSED
Tues 26: Appointments 8a-9:30a Walk In NEW 10a or 1p	CLOSED
Wed 27: Walk In CURRENT 8a-4:00p	CLOSED
Thur 28: Appointments 10a -4:00p	Appointments 9:00a-12:30p
Fri 29: CLOSED	CLOSED

July 2012

Main Campus— Olympia	Hawks Prairie— Lacey
Mon 2: Walk In CURRENT 8a-4:00p 1st DAY SUMMER QTR	CLOSED
Tues 3: Walk In CURRENT 8a-2:00p	CLOSED
Wed 4: CAMPUS CLOSED— 4th of JULY HOLIDAY	CLOSED
Thur 5: Appointments 10a -4:00p	Appointments 9:00a-12:30p
Fri 6: CLOSED	CLOSED
Mon 9: Appointments 8a-9:30a Walk In NEW 10a or 1p	CLOSED
Tues 10: Appointments 8a-9:30a Walk In NEW 10a or 1p	CLOSED
Wed 11: Walk In CURRENT 8a-4:00p	CLOSED
Thur 12: Appointments 10a -4:00p	Appointments 9:00a-12:30p
Fri 13: CLOSED	CLOSED
Mon 16: Appointments 8a-9:30a Walk In NEW 10a or 1p	CLOSED
Tues 17: Appointments 8a-9:30a Walk In NEW 10a or 1p	CLOSED
Wed 18: Walk In CURRENT 8a-4:00p	CLOSED
Thur 19: Appointments 10a -4:00p	Appointments 9:00a-12:30p
Fri 20: CLOSED	CLOSED
Mon 23: Appointments 8a-9:30a Walk In NEW 10a or 1p	CLOSED
Tues 24: Appointments 8a-9:30a Walk In NEW 10a or 1p	CLOSED
Wed 25: Walk In CURRENT 8a-4:00p	CLOSED
Thur 26: Appointments 10a -4:00p	Appointments 9:00a-12:30p
Fri 27: CLOSED	CLOSED
Mon 30: Appointments 8a-9:30a Walk In NEW 10a or 1p	CLOSED
Tues 31: Appointments 8a-9:30a Walk In NEW 10a or 1p	CLOSED

Please see the reverse of this handout for an explanation of terms, location of services and materials students need to bring with them to advising walk ins and appointments

June 18: Tuition Due for summer quarter classes	June 18: Summer hours begin. Campus closed on Fridays	July 2: 1st day of summer quarter classes	July 4: Campus closed— 4th of July Holiday	August 23-24: Finals weeks for summer quarter
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NEW STUDENTS: WALK IN NEW

You are considered a new student if you have never attended SPSCC. To register for classes you will need to attend New Student Advising & Registration (NSAR). To attend NSAR, you must have already applied to the college and taken your placement test or have transcripts showing math & English completion. You can attend NSAR on campus or online. NSAR begins during the eighth week of the current quarter during fall, winter and spring quarters. You can pick up a New Student Pre-Registration Guide in building 25 to make sure you are ready for registration. The guide can also be found online by going to www.spscc.edu and clicking on "I'm Ready To Start".

On Campus New Student Registration

Bldg. 23, Rm. 201

You are expected to bring a copy of your test scores or official college transcripts for a test waiver to advising. **New student advising runs in a two hour block. Be prepared to spend the full two hours with us. Non-students (children, parents, significant others, etc.) are not allowed in lab.** No appointment is needed. Students are served on a first come, first serve basis. If the advising lab is full or you arrive after the start time, you have the option to return for the next session. During the beginning of each registration cycle we generally have more students show for sessions than we can accommodate. We have limited capacity due to the number of computers we have available for student use. **Please be aware if you are coming within the first few weeks of registration you may have to wait to get into an advising session.**

Online New Student Registration

www.spscc.edu/advising

You can access the online classroom via our advising webpage by going to www.spscc.edu/advising and clicking on "New Student Advising". The online classroom takes about one hour to go through. You will take a quiz at the end of the course. You are expected to pass with an 80% or better. Your quiz results will be emailed to us and then we will email you your registration information. **RESPONSES ARE NOT AUTOMATED. IT MAY TAKE 1 TO 2 BUSINESS DAYS TO RECEIVE YOUR REGISTRATION INFORMATION DURING PEAK REGISTRATION TIMES.** As soon as you receive your registration information you can go online to register for classes. If you have transcripts from another college you will need to bring those to building 25 to be evaluated. Any courses you need to register for that have prerequisites you have met at another college you will have to register for in person. The online classroom is only available during new student registration and opens to students the week prior to registration.

You can make an appointment to meet with an advisor if you need help understanding the different degrees or just need general college information in preparation for NSAR.

IF YOU MAKE AN APPOINTMENT YOU STILL HAVE TO ATTEND NEW STUDENT ADVISING & REGISTRATION TO REGISTER FOR CLASSES. APPOINTMENTS ARE FOR "GETTING STARTED" INFORMATION ONLY. NOT CLASS REGISTRATION.

Book an appointment online at www.spscc.edu. Click on "I'm Ready To Start" then "Go To New Student Advising & Registration" then "Advising Services" then "New Student Advising"

HAWKS PRAIRIE ADVISING

Hawks Prairie Campus, Lacey

We have one advisor who is available at the Hawks Prairie campus in Lacey. Please keep in mind that during peak times of the quarter you may have to wait for assistance during walk in hours. During the first week of New Student Advising & Registration (NSAR) we will have a walk in NSAR session at the Hawks Prairie campus on Thursday. No appointment is needed. If the session fills you will need to come through a NSAR session on main campus or online.

CURRENT STUDENTS: WALK IN CURRENT

Bldg. 25, Welcome Center

You are considered a continuing student if you have attended SPSCC within the past two consecutive quarters. **Advising is for students assigned to the Welcome Center for advising.** In order to make the most of advising, bring a copy of your degree audit. No appointment is needed. Students are served on a first come, first serve basis. If you have a faculty advisor or you are not sure who your advisor is you may come in during a walk in session to receive your advisor's contact information. Students are expected to contact their advisor if they have questions about their program. Advising Day is the last chance to meet with your advisor before registration begins each quarter. All daytime walk in is in the Advising Center in building 25 unless otherwise posted. Evening advising is located in Building 23, Room 201.

APPOINTMENTS

Bldg. 25, Welcome Center Or Hawks Prairie

Appointments: You need an appointment when you need one-on-one assistance more involved than what we can offer you through walk in services. This includes degree planning (looking at what you have already taken and what you still need to take to finish a degree), transfer planning (to leave SPSCC and go to a different college), transcript review (if you have transcripts from another college and you want an unofficial evaluation of what credit will transfer in) and becoming self advised. Main Campus appointments are located in the Advising Center in building 25. Hawks Prairie appointments are located at the Hawks Prairie Campus in Lacey.

Book an appointment online at www.spscc.edu/advising. Click on "Current Student Advising" and then "Degree Planning" or "Transfer Planning"

RETURNING STUDENTS: RETURNING STUDENT ACTIVATION

You are considered a returning student if it has been two or more quarters since you last attended classes. You are not required to come through new student advising to register for classes if you feel confident in your ability to register yourself online without advising assistance. You must re-apply to the college to make your account active for registration. Once you have received confirmation of your student ID number follow the directions on the advising webpage for Returning Student Activation. **If you need advising assistance you will need to come through New Student Advising & Registration.** You cannot register until the 8th week of the current quarter for the upcoming quarter. If you have transcripts from another college to meet prerequisites you will have to register in person for those classes.

www.spscc.edu/advising > Returning Student Activation

NON-DEGREE SEEKING STUDENTS: TEMPORARY STUDENT ACTIVATION

If you are a non-degree seeking student (currently enrolled at another college and only coming to SPSCC for a few specific courses, community member wishing to take courses for leisure, taking prerequisites to get into a degree program at another college, etc.) then you are not required to come through new student advising to register for classes if you feel confident in your ability to register yourself online without advising assistance. You must apply to the college. Once you have received confirmation of your student ID number follow the directions on the advising webpage for Returning Student or Temporary Student Activation. **If you need advising assistance you will need to come through New Student Advising & Registration.** You cannot register until the 8th week of the current quarter for the upcoming quarter. If you have transcripts from another college to meet prerequisites you will have to register in person for those classes.

www.spscc.edu/advising > Temporary Student Activation