

Faculty Advising Handbook 2026–2027

Just the Facts: a condensed reference

Author: Claude, the AI assistant made by Anthropic. Condensed in October 2026 from the Ithaca College Faculty Advising Handbook 2026–2027, maintained by the Academic Support Center (corrections and inquiries: Elizabeth Bleicher, ebleicher@ithaca.edu) and posted at ithaca.edu/sites/default/files/2026-10/ithaca-college-faculty-advising-handbook-2026-27.pdf. Section numbers (§) point to the full handbook, which remains the authoritative source; the Academic Calendar is the authoritative source for dates.

1 • Quick Start for Faculty Advisors (§1)

Before the first advising appointments

- Complete the Center for Faculty Excellence (CFE) new-advisor orientation (§25.2). Refreshers run each September and February.
- Choose an online scheduler; IC supports Microsoft Bookings and Microsoft Outlook. Email advisees with advising hours, the scheduler link, and what to prepare and bring.
- From ithaca.edu/apps, log in to HomerConnect, Degree Works, and the Student Success Dashboard (try another browser if one fails). Locate the advisee list in HomerConnect.
- Review the IC Catalog entry for the department's majors, minors, and micro-credentials, the ICC components (§6), and FERPA basics (§28).

Registration periods and add/drop

- Meet individually with every advisee before the advisee's time ticket opens. Review the Degree Works audit together, build a wish list with many alternatives, and note missing requirements, prerequisites, and sequencing concerns. Point first- and second-year students to the Academic Support Center's Registration Support Events.
- Time tickets are assigned by earned credits (not registered credits or semesters attended) and open at 7:30 a.m. on dates the Office of the Registrar posts on its course registration page:

Time ticket opens	Population
Tuesday, week 1	Special populations and undergraduates with 90+ earned credits
Wednesday, week 1	Graduate students and London Center
Thursday, week 1	Undergraduates with 60–89.9 earned credits
Tuesday, week 2	Undergraduates with 30–59.9 earned credits
Thursday, week 2	Undergraduates with under 30 earned credits

- Registration season stays open through the add/drop period of the term being registered for. Spring: time ticket through the end of spring add/drop week. Fall: time ticket to June 1, reopening August 1 through the end of fall add/drop week.
- Check Registration Notices in HomerConnect for holds before the time ticket opens. A blocking hold stops every registration action, including claiming a waitlist seat, and only the office that placed it can clear it.
- **Registration Access Code (RAC).** Required for Humanities and Sciences, Music, Theatre and Dance, the Pre-Health Professions Program, first-year Business students, and first-year and new transfer students in Health Sciences and Public Health. Share the code only after the advising meeting; have the student record it in several places.
- Record advising notes in Degree Works or NotesHub after every meeting (Appendix B).

2 • Policies and Deadlines to Know Cold (§2, §22.1)

Policy	Rule / deadline
Add/drop	Seven calendar days (plus Labor Day in the fall) from the first day of the semester. Late add/drop requires an ASC petition; approval is not guaranteed.
Withdrawal ("W Day")	Typically end of week 10 for a full-semester course; end of week 5 for a block course. Submitted through IC Workflow; W appears on the transcript.

Policy	Rule / deadline
S/D/F election or revocation	By W Day.
Personal leave of absence	By W Day.
Full-time status	Minimum 12 credits. Standard load 15, which is also the minimum for dean's list (with a 3.70 or higher semester GPA).
Overload	Above 18 credits requires the Over 18 Credit Request in IC Workflow; per-credit charge billed at the end of add/drop. Variable credits count toward the total.
Part-time status	Part Time Credit Request in IC Workflow before the end of add/drop; no refund afterward; confer with the ASC first (aid and housing implications).
Waitlist	Highest cap 5. Claim window 24 hours before classes begin, 12 hours after. Closes to new additions Day 3 of the term at 10:00 a.m.; processing ends with add/drop.
Variable credit	Student sets credits in HomerConnect (Register for Classes → Schedule and Options → underlined hours). An add/drop action; no refund for a reduction after add/drop.
Incomplete	Satisfactory work plus circumstances beyond the student's control; the student requests it with documentation. Due by the end of the following semester, else F. Not for a student likely to fail. No graduating with an I.
Course repeat	D+ or lower in a non-repeatable course may be repeated once. Highest grade counts in the GPA; credit granted once; all grades stay on the transcript; a W cannot be overwritten. May need a CRO; aid recipients consult SFS first.
Good academic standing	Semester and cumulative GPA of 2.00 or higher and at least 12 credits completed (some majors set higher bars). Fewer than 12 completed credits in a semester = College Warning, with one semester to return to Good Standing.
SAP completion ratio	67% of attempted credits; Ws and Fs lower it.
Graduation	All required courses including every ICC Perspective and Core Competency, minimum 120 credits, cumulative GPA of 2.0 or higher.

3 · Systems and Forms (§4)

- **HomerConnect** (ithaca.edu/homer-connect): registration, grades, schedules, transcripts, degree evaluation. Browse Classes = sections offered in a term; Browse Course Catalog = every course IC can offer. Advanced Search filters by ICC designation and open seats or waitlist spaces. Waitlist position: View Registration Information → Schedule Details. Until a registration appears in HomerConnect, it has not happened.
- **Degree Works** (degreeworks.ithaca.edu/dashboard, via HomerConnect): degree audit for ICC, major, minor, and electives by catalog year. Run a What-If during the session for a change of major, second major, or minor.
- **Student Success Dashboard** (student.ithaca.edu/portal/success-portal): performance overview from several campus systems; review regularly, especially at mid-semester. NotesHub lives here and is the preferred advising-notes system; campus partners share notes through it.
- **IC Workflow** (student.ithaca.edu/portal/workflow): student self-service forms for catalog year, expected graduation date, major and minor changes, Course Registration Override, FERPA disclosure permission, ICC petitions (designation exception, study abroad, study away/transfer credit evaluation), leave of absence and withdrawal, micro-credential requests, name changes, Over 18 Credit and Part Time Credit requests, Petition for Transfer Credit, S/D/F requests and revocations, summer credit overload and summer/winter session overrides, profile updates, veteran benefit requests, and course withdrawal. Course Waivers and Substitutions is a faculty-only form here: only the faculty advisor, program director, chair, or dean can initiate one.
- **Academic Concern** (student.ithaca.edu/portal/academic-concern) and ICare (ithaca.edu/icare): referral systems, see section 6. Support or Refer a Student decision tree: student.ithaca.edu/register/support-a-student.
- **Not in IC Workflow:** Change of advisor request (the student's dean's office). Application for Degree (the student's HomerConnect; appears once about 100 credits are earned; apply one full semester before graduating). Level Restriction Override for UG or GR students, Request to Audit Course, and Request for Letters of Recommendation (Registrar's website; the advisor signs the level restriction form and the student submits it to the dean). Time

Conflict Override (paper form: signatures of both instructors plus dean's office approval, returned to the Office of the Registrar; should be rare).

4 · Majors, Minors, the ICC, and Graduation (§5–7)

- **Catalog year.** Students follow the requirements of the catalog year on record; minimum grades in the major are typically C- or better. A change of major automatically moves the student to the current catalog year. Changing the catalog year (via IC Workflow) changes every requirement: major, minor, and ICC.
- **Ithaca Seminar (ICSM).** First-year students take a 4-credit ICSM in the first semester; transfer students take a 1-credit transfer ICSM. A failed or withdrawn ICSM must be completed within the following two semesters.
- **Perspectives (four).** Natural Sciences, Social Sciences, Humanities, Creative Arts. Some majors automatically satisfy the perspective of the department offering the major (Degree Works shows it as met). A course required by a major cannot also fill that major's perspective (a required SO-designated psychology course does not meet the Social Science perspective for Psychology majors).
- **Core Competencies.** Academic Writing (WRTG 10600 or ICSM 10800 with a writing designation; finish by the end of the first year and before any Writing Intensive course), Diversity (DV), Quantitative Literacy (QL), and Writing Intensive (WI). A course can carry both a Perspective and a Competency designation and fills both.
- **ICC Capstone.** Set by the school, department, or program; raise it well before senior year. Double majors complete only one capstone.
- **Transfer credit toward the ICC.** Submit all high school and college transcripts to the Registrar; credits that count appear as met in Degree Works. For a course that should count but did not apply, the student files a Petition for ICC Designation, one form per course.
- **Graduation dates (§7.2).** The degree is conferred at the end of the term in which every requirement is met, even if the chosen date is later; admission is for degree completion, not eight semesters. The Registrar reviews dates every term and moves them earlier or later. An incomplete minor is not grounds for another semester once the major and 120 credits are done. Once requirements are complete, aid ends; further coursework means graduating and returning as an extramural student. Compare the audit with the date on file at every meeting, before senior-year registration. Date changes: Change Expected Graduation Date form in IC Workflow.

5 · High-Impact Opportunities and SAP (§8–9)

- **Study away.** IC London Center (semester or summer, internships available): ithaca.edu/academics/london-center. IC Los Angeles Program (internship-based semester, mainly juniors and seniors in communications fields): ithaca.edu/academics/roy-h-park-school-communications/los-angeles-program. Other approved programs through the Office of International Programs: ithaca.edu/academics/study-abroad.
- **Internships.** Route students to the Center for Career Exploration and Development (careerservices.ithaca.edu), which also runs an Internship Fund for unpaid or low-paid placements. For-credit internships and independent studies are usually variable credit: the department states the credit value in writing before registration and the student sets it in HomerConnect; a signed learning agreement registers no one. No waitlists on individualized instruction.
- **Integrative Studies.** Self-designed interdisciplinary major with a required senior capstone: ithaca.edu/academics/school-humanities-and-sciences/integrative-studies.
- **Satisfactory Academic Progress (SAP).** Student Financial Services measures three federal standards: cumulative GPA, course completion ratio (earned ÷ attempted), and maximum time to degree; all three must be met to keep federal, state, and institutional aid. SAP is reviewed separately from academic status, so a student can receive both actions. SAP status is visible in HomerConnect. Aid eligibility questions go to SFS; SAP warnings and waivers go to the Academic Support Center.

6 · Who Handles What: Referral Routing and Contacts (§10–11, Appendices C and E)

Office · location · contact	Send students for
The faculty advisor	Course waivers and substitutions; academic planning and degree progress; course selection; career and graduate school conversations; level-restriction overrides (form from the Registrar, advisor signs, student submits to the dean); referrals

Office · location · contact	Send students for
Academic Support Center · 106 Muller Faculty Center · academicsupport@ithaca.edu · (607) 274-9338	Policy exceptions, academic planning, major exploration, tutoring and coaching, academic concerns, SAP warnings and waivers; withdrawal implications or missed deadlines; leave of absence, transfer, or withdrawal from IC; change of major (no audition), minor changes, second major, dual degree; study away; graduating early; graduation date changes
Department chair	Program-specific curricular questions and routine variations below a school-level petition
Dean's office	Change of advisor; Time Conflict Overrides; permission to audit; transfer credit evaluations within the major; school-level petitions and exceptions (recital, ensemble, applied-lesson placement)
ICC · ICC@ithaca.edu · (607) 274-3381	ICC requirements and faculty resources
Office of the Registrar · PRW 2nd Floor · registrar@ithaca.edu · (607) 274-3127	Registration holds, transcripts, degree evaluation questions, changes to or errors in Degree Works, graduation applications, academic calendar, readmission after suspension or administrative withdrawal
Student Financial Services · PRW 1st Floor · sfs@ithaca.edu · (607) 274-3131	Aid implications of GPA, SAP, credit-load changes, course repeats
Student Accessibility Services · PRW Garden Level · sas@ithaca.edu · (607) 274-1005	Accommodation plans, disability documentation, testing accommodations
Counseling and Psychological Services · Hammond Health Center · counseling@ithaca.edu · (607) 274-3136	Mental health concerns, counseling, crisis support
ICare and Case Management · 120–124 Towers Concourse · ICare@ithaca.edu · (607) 274-7731	Students of concern with known or suspected personal issues who would benefit from outreach
Center for Career Exploration and Development · Phillips Hall · careers@ithaca.edu · (607) 274-3365	Internships, job search, graduate school planning
Office of International Programs · 074 PRW (Garden Level) · iss@ithaca.edu · (607) 274-3306	Study abroad, international student advising, immigration regulations

- **School advising questions:** check the school's website first; if the answer is not there, send the question to the Academic Support Center. When unsure where to send a student, use the Support or Refer a Student decision tree.
- **Holds:** cleared only by the office that placed them, never by the Registrar on that office's behalf.
- **Academic Concern** (academic warning signs: poor attendance, declining work, no response to outreach, trouble managing the load): emails and texts invite the student to meet an ASC professional and the advisor is alerted. Students are required to meet but cannot be compelled; a recorded non-response counts against later suspension or aid appeals.
- **ICare** (personal or emotional distress: changes in mood or functioning, self-harm statements, threatening behavior, substance use, isolation, a death): reviewed every business day; the ICare team contacts the student. ICare is not CAPS. Immediate danger: Campus Safety.

7 · Inclusive Advising: Facts by Population (§12)

- **Accommodations.** Plans run through Student Accessibility Services and are renewed every semester. Accommodations are not retroactive, so students should register with SAS even if not planning to use them (especially after IEP or 504 support). Accommodations do not change course or graduation requirements; a disability-based waiver request goes to SAS and the ASC.
- **International students (F and J visas).** Must stay at 12 or more credits; before any withdrawal that drops below 12, the student must consult the Office of International Programs (dropping below without authorization is a federal immigration violation). Off-campus internships require OIP work authorization first.
- **Transfer students.** Review the transfer credit evaluation against major, minor, and ICC requirements and petition where a course could count; plan for gaps; allow a 12-credit first semester; help build campus connections.

- **First-generation students.** Name resources explicitly, normalize help-seeking, and let the student define the support needed (Unity Center, First Generation Program, OIP, SAS, affinity groups).

8 · The Advising Session and Difficult Scenarios (§13–15)

- **Before:** review the Student Success Dashboard, the Degree Works audit, prior notes, and the academic calendar. During: open with a general check-in; address flags; review degree progress in Degree Works; note major courses that also carry WI, DV, QL, or CP; plan next-semester courses with sequencing and prerequisites; close by summarizing action steps.
- **After:** record a note in Degree Works or NotesHub within 24 hours (date, format, topics, action items, referrals), factual and fit for the student to read (sample format in Appendix B); send a follow-up email; submit an Academic Concern if warranted.
- **Group sessions** do not replace individual appointments. Teach the Carnegie ratio: two hours outside class per hour in class.
- **No-show:** send a brief, non-judgmental email with the booking link. A student who skips the required meeting can get the RAC from the Academic Support Center as a one-time exception, noted in NotesHub.
- **Crisis:** listen rather than solve; never promise confidentiality in advance; for self-harm or harm to others contact ICare or Campus Safety immediately. CAPS: counseling@ithaca.edu.
- **Pressuring parent:** FERPA bars discussing the record without the student's written consent; acknowledge the concern, explain FERPA briefly, and refer the parent to the student, the ASC, or the dean's office. Verify any claimed FERPA waiver with the Office of the Registrar.
- **Ignored advice:** the student decides; document what was discussed, advised, and agreed, and consider an Academic Concern. Beyond expertise (immigration, aid appeals, medical accommodations, mental health): refer promptly and warmly.

9 · Policy Details Advisors Get Asked About (§16–21)

- **Add/drop (§16).** Also governs changes of instructor, section, or variable credits. Students not on the HomerConnect roster may not attend; room capacity is a life-safety limit set by the Registrar. A student who stops attending stays enrolled until formally dropping. Dropped courses do not appear on the transcript.
- **Waitlists (§17).** First-come, first-served and the only route into a full section. When a seat opens, the next student gets an email at the IC address with a deadline (24 hours before classes start, 12 hours after); miss it and the seat passes on. Every registration rule still applies when claiming. Raising a cap is a department decision (chair, program director, or associate dean with the instructor) within Registrar-confirmed room capacity; new seats release to the waitlist in order, never by name.
- **Overrides (§18).** Course Registration Override (CRO): the student's IC Workflow form, one CRN per form. It clears a prerequisite, corequisite, major/minor/program, class-standing, or instructor-permission restriction only; it does not create a seat, lift a hold, or carry to another section, and the student must still register. No override exists for a full class. Time Conflict Override: paper form (both instructors, dean's office, then the Registrar); it ignores the overlap and nothing else.
- **Withdrawals (§19).** Week 2 through week 10 (week 2 through 5 for block courses) via IC Workflow. A W is not in the GPA but counts as attempted credit, preserving full-time status for aid and housing. Athletes and international students must stay at 12 or more credits. One W rarely matters; a pattern can delay graduation and aid, and multiple Ws or Fs can push the completion ratio below 67%.
- **Course loads (§20).** 12 minimum, up to 18 without extra tuition. Repeated 18-credit semesters often backfire; reduced-rate summer tuition is the better accelerator.
- **S/D/F (§21.1).** Up to four courses toward the bachelor's degree, no more than one per semester, via the S/D/F Request in IC Workflow by W Day; rescindable until W Day. Not allowed for major or minor requirements unless the course is pass/fail only. S earns credit outside the GPA; below C- the letter grade (D+, D, D-, F) counts. Can affect graduate or professional admissions in related fields.
- **Transfer credit for current students (§21.4).** Petition for Transfer Credit (PTC) in IC Workflow before taking the course, one per course; the institution must be accredited; courses that must be taken at IC for the major are excluded; C- or better for elective credit (higher in some programs). Credits count toward graduation; grades do not enter the IC GPA. Study abroad credit goes through OIP (iss@ithaca.edu).
- **Academic status (§22.2).** Reviewed after fall and spring: College Good Standing, Warning, Suspension, Dismissal (defined in the Catalog under Academic Status).

10 · Expectations, Ethics, and FERPA (§23–28)

- **Workload.** Advising is faculty workload (Faculty Handbook 4.12.2.1.1), reviewed in faculty assessment; documented advising activity supports tenure, promotion, and renewal cases.
- **Students can expect the advisor to:** keep posted office hours and answer email within two business days; explain requirements, policies, and deadlines; review mid-semester grades and reach out; connect requirements to career goals; teach decision-making; refer out; keep appointments; document notes; stay current on policy and the ICC.
- **Advisors can expect advisees to:** respond to messages and keep appointments; arrive prepared with courses, questions, the audit, and the four-year plan; review mid-semester grades; raise big questions (major change, withdrawal, study away) well before deadlines; follow through on referrals; own the final decisions; know the catalog year; treat the advisor as a resource, not a decision-maker.
- **Ethics.** Advisors act as agents of Ithaca College: communicate policy accurately, make no promises for other offices, approve nothing outside own authority, never discourage a formal appeal or grievance, and follow NACADA's ethical standards (the student's right to decide, honesty, FERPA compliance, no favoritism).
- **FERPA.** Advising notes, academic-progress emails, and retained documentation are educational records the student can request and that can be subpoenaed. No sharing with parents, guardians, employers, or others without the student's written consent filed through the Office of the Registrar, even when a parent pays tuition; refer parents to the dean's office. Email the Registrar at registrar@ithaca.edu (not an individual), one student per message, with CRN and section number, student name and ID, and the exact error message.

11 · Yearly Checklists (Appendix A)

- **First year:** confirm ICSM and WRTG 10600 or ICSM 10800 with writing designation; confirm prior college credit is on the transcript (AP, IB, or dual-enrollment records come from the testing service or college, not the high school transcript); explain Degree Works and the ICC; introduce the four-year worksheet and high-impact opportunities; refer to SAS if needed; check mid-semester grades.
- **Sophomore:** review Perspectives and Competencies progress; discuss the major declaration timeline (end of sophomore year in most programs); map the next two years, remembering graduation follows requirement completion, not eight semesters.
- **Junior:** confirm the ICC is on track; review upper-level major requirements and the capstone plan; cover internship credit and any incompletes; introduce the graduation application (HomerConnect, about 100 earned credits, one semester ahead) and post-graduation plans.
- **Senior:** confirm ICC, major, and minor completion and that the graduation application is in; clear incompletes and grade concerns; confirm the expected graduation date with the Registrar; connect the student with CCED.

12 · Essential Links (Appendix D)

Academic Calendar ithaca.edu/academic-calendar · **IC Catalog** catalog.ithaca.edu (academic policies at catalog.ithaca.edu/undergrad/academic-information) · **Registrar resources for faculty** ithaca.edu/academics/registrar/faculty-staff-resources (faculty how-to guides) · **Registration page** ithaca.edu/academics/registrar/course-registration · **Faculty Advising Resources** ithaca.edu/academic-support-center/faculty-advising-resources (planning tools; student decision guides coming soon) · **ICC** ithaca.edu/academics/integrative-core-curriculum (with FAQ).