

POLICIES AND PROCEDURES

Subject: Student Advisement Policy Reference: G-XXII
Vice President, Instruction

Source: Vice President, Student Services Eff. Date: January 31, 2007

Approval Auth.: President Approved: _____

Remarks: Replaces previous policy dated August 20, 2001.

Date: January 31, 2007

The purpose of student advisement is to assist students in setting and achieving appropriate educational and career goals and to provide students encouragement and personal support. A comprehensive advisement program provides the student with knowledge of the College's career or transfer programs and the requirements for each, appropriate academic policies, career options, job market information, and the instructional support resources available at the College.

POLICY

Academic advising shall be offered to all certificate and degree-seeking students. Although specific advising requirements may vary from department to department, students in certain categories must receive advisement before registering for classes. These categories include, but are not limited to: all first-time-in-college students, students who have not met the requirements of the Texas Success Initiative, and early admissions students.

RESPONSIBILITIES

Advisement is a responsibility shared by Instruction and Student Services (Arts and Sciences, Instructional Support, Student Services, and Workforce Education). Each faculty member, counseling specialist, and general advisor will be assigned a reasonable number of students to advise. General responsibilities within the advisement system shall be as follows:

1. Vice President, Instruction/Vice President, Student Services

- a. Be responsible for implementation and regular evaluation of the advisement system.
 - b. Recommends policy changes to the President.
2. Director, Career Development
- a. Coordinates advisement for first time in college students and advisement of undeclared majors.
 - b. Coordinates the work of adjunct advisors for each registration period.
 - c. For each registration period, provides training for advisors.
 - d. Distributes and revises an "Advisor's Handbook."
 - e. Receives and distributes to all advisors and appropriate administrative offices accurate information about transferability of the College's courses.
3. Director of Enrollment Services
- Informs all new students, prior to their initial enrollment, of admission requirements and, as appropriate, refers students to assessment, advisement, and registration.
4. Counseling Specialists
- a. Provide students in the following categories with academic advising that is consistent with assessment results and promotes the students' educational goals: 1) students who have not declared a major, 2) first-time-in-college students who have identified an Arts and Sciences major, 3) students transferring from other institutions, and 4) suspended students.
 - b. Refer the identified Workforce majors to the appropriate Workforce advisor.
 - c. Refer the returning Arts and Sciences majors to the appropriate advisors.
5. Faculty Advisors

- a. Selected Arts and Science faculty who participate in the advisement process for students who plan to transfer to a four-year institution.
 - b. Selected Workforce Education faculty who advise students enrolled in specific Workforce programs.
6. Dean, Arts and Sciences
 - a. Approves all course substitutions for students pursuing the AA, AS, and any changes in the core curriculum.
 - b. Apprises advisors of any changes in the core curriculum.
7. Division Directors, Arts and Sciences
 - a. Serve as advisors.
 - b. Recommend course substitutions on the degree plan to the Dean of Arts and Sciences.
8. Dean, Workforce Education
 - a. Supervises the advisement by Workforce Education directors and faculty.
 - b. Approves all course substitutions for Workforce students.
 - c. Recommends to the Vice President, Instruction, the employment of summer advisors.
9. Division Directors/Program Directors, Workforce Education
 - a. Coordinate advisement within their division.
 - b. Serve as advisors.
 - c. Complete all certificate and degree plans for Workforce students whose goal is a certificate or an Associate in Applied Science degree.
 - d. Recommend course substitutions on the degree plan to the Dean of Workforce Education.