

## POLICIES AND PROCEDURES

Subject: Student Advisement Policy Reference: G-XXII  
Vice President, Instruction  
Source: Vice President, Student Success Eff. Date: January 5, 2016  
Approval Auth.: President Approved: \_\_\_\_\_  
Remarks: Replaces previous policy dated July 10, 2013  
Date: January 5, 2016

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 students 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. The goal of this policy is to foster a culture where all students are advised and make well-informed decisions about their academic career.

### POLICY

Students seeking an AA, AS, AAS degree or Level I, Level II certificate from McLennan Community College (MCC) are required to be advised.

Exceptions to this policy may include non-degree seeking students such as dual credit, transient, and "adult enrichment" students. In all circumstances, the advisor will make the decision as to whether students need to be advised.

Advisement of dual credit students will follow the following guidelines:

1. Dual credit students taking up to 18 semester credit hours total (in one semester or more than one semester, whichever comes first) from the approved block of general academic courses do not need to be advised by MCC Student Development advisors; and may be advised by others.

2. Dual Credit students who seek to complete more than 18 semester credit hours total (in one semester or more than one, whichever comes first), or those seeking to take courses outside the approved block of general academic courses, are required to be advised by MCC Student Development advisors and be advised into a specific MCC degree plan.

Advisement of transient students will follow the following guidelines:

Transient students are not required to see an advisor. Transient students are defined as students who are enrolled at another institution of higher education and who are admitted to MCC for the sole purpose of taking courses to be transferred to their home institution. These students are described as students who do not intend to pursue or receive a degree or certificate from MCC.

Advisement of "adult enrichment" students will follow the following guidelines:

"Adult enrichment" students are students not seeking a certificate or degree who are only taking classes for their own personal enrichment. These students are not required to be advised unless they decide to pursue a certificate or degree.

This policy will be phased in beginning Spring 2016.