

PROCEDURE

Number: 41-05
Title: The Faculty Advisor: Responsibilities
Responsibility: Academic Affairs
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Reference (Policy and/or Procedure)

SBTCE:

FDTC:

Other:

Procedure Description

PURPOSE

To establish procedures for advising a student enrolled in a curriculum.

PROCEDURE

During the registration process, new students are assigned alphabetically in accordance with the divisional advisor matrix.

Advisors shall follow the general guidelines listed below for advising students and shall post office hours indicating when they will be available to confer with students.

The guidelines refer most specifically to the initial or "admissions" aspect of advising; however, since the advising process is a continuing and ongoing activity, several items will apply throughout the student's career, including his/her graduation and job placement.

Through all these activities, the overriding goal for each advisor should be to establish a working and enduring rapport with each advisee and serve as a link between the advisee and the institution.

1. Update student records in online advising software. Hold conferences with advisee as requested and utilize student records as needed in the advising process.
2. Guide advisee through process to obtain an updated progress checklist in the online advising software.
3. Provide counseling for advisees who wish to drop/add courses, and refer students to Financial Aid Office.
4. Provide initial counseling for students who wish to change curricula.
5. Discuss with advisees their career goals, present and future course load, grades, outside workload, absence policy, minimum GPA, and completion of all required courses.
6. Assist the student in the preparation of a multi-semester course schedule for registration.
7. Focus advising on academics and act as a referral service in cases such as:
 - a. drug or alcohol abuse
 - b. discipline and/or classroom behavior
 - c. personal or family problems
 - d. financial aid
 - e. tutoring or special help