

Procedure 3.2502

Academic Advisor Responsibilities Procedure

Academic advising is an essential component of student success. Academic advising includes both faculty and staff from the Centralized Advising Center (CAC). Effective academic advising requires time, planning, understanding, encouragement, and enthusiasm from each academic advisor to build student engagement. Academic advisors assist advisees in making informed decisions, and students, in turn, accept responsibility for their decisions by devising a course of action to achieve their goals. The following are some of the responsibilities of academic advisors:

1. Academic advisors provide ongoing advisement to advisees.
2. Academic advisors recognize that advising is distinct from course-specific instructional consultations between instructors and students. The academic advising responsibility includes establishing specific office hours for advising students. Assistance and intervention should be provided for students who are not progressing satisfactorily.
3. Academic advisors must be familiar with curriculum departments and College degree/diploma/certificate requirements as specified in the current Beaufort County Community College Catalog and published supplements including information regarding prerequisite and sequenced courses.
4. Academic advisors help students select courses for each semester according to the degree/diploma/certificate requirements of the student's active program of study.
5. Academic advisors assist students who are admitted but do not want to earn a degree/diploma/certificate from Beaufort County Community College.
6. Academic advisors recommend courses and course loads based on a student's ability and outside time commitments. When academic advisors believe that a course selection is inappropriate, they should discuss with the student the possible consequences of taking the course.
7. Academic advisors must be knowledgeable of their areas of advising concentration. Academic advisors should be aware of current literature and job trends in their vocation/technical area or in the transfer curriculum in which they serve as advisors.
8. Academic advisors will participate in required advisor training and professional development opportunities throughout the academic year and remain current on the technologies used to advise and register students.
9. Academic advisors refer students to the Student Services Division for student counseling services, Student Government Association opportunities, accessibility services, placement testing, and connection to community resources.
10. Academic advisors refer students to the Financial Aid office for financial aid assistance and Veterans' Affairs counseling.
11. Academic advisors refer students to a student success coach for assistance with academic success skill-building.
12. Academic advisors must be aware of registration rules and procedures and follow these guidelines:

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- a. Do not enroll students in a course which requires a prerequisite unless the student has satisfied the prerequisite requirement.
- b. Do not allow students to register after the published last day to register.
- c. Schedule students for individual conferences of at least 10-15 minutes for registration advising.
- d. Provide academic advising services for on or off campus registration.
- e. Work during registration periods and remain on campus during official registration periods consistent with their employment contract.
- f. Post class and office schedule by 8:00 a.m. on the first day of class after the close of registration.
- g. Monitor advisees' academic progress using the College's student information and early alert systems to ensure advisees are progressing toward graduation.
- h. During course selection and registration, discuss the competencies needed for success in an online learning environment.
- i. Maintain FERPA-compliant records of advising conversations in the College's early alert system. This practice ensures continuity of quality academic advising in the event of an advisor reassignment.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Leadership Council Review/Approval Dates: *3/10/2023*

Senior Staff Review/Approval Dates: *02/29/2016, 05/09/2016, 02/09/2023*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*