

3-19 Academic Advisement of Students

Faculty advisors are often the students' primary resource for program information, career advice and skill development for the workforce, successful transfer and/or job placement. Faculty Advisors assist students with course selection, academic support referral and program completion. During the semester, students are encouraged to see their Faculty Advisor when needed. During the registration period, students are encouraged to meet with their advisor to seek professional guidance on course selection and completion or transfer requirements. Some students may be required to meet with their advisor based on academic standing and/or program requirements.

Each student shall be assigned an Academic Advisor, which may be a faculty member or a Student Success and Enrollment staff member. Academic Advisors are assigned based on placement test scores, program of study and campus location. Students will be assigned an Academic Advisor when they apply to the college. Students are encouraged to visit the Student Success and Enrollment Management (SSEM) office at any time to receive additional guidance, support and referral to campus and community resources.

The academic advisor's role is to assist students each semester in the decision-making process of selecting courses which are consistent with the student's educational objective/program of study. The advisor maintains contact with the student throughout the student's enrollment at the college. The student should consult the advisor when (1) registering for classes, (2) adding or dropping classes, (3) withdrawing from college, (4) transferring to another educational institution planning and/or (5) planning for graduation from College of The Albemarle. In addition, when making recommendations with the student about courses and course load, the advisor is cognizant of the student's goals, educational plans, grade point average and commitments which may affect college success.

Each full-time faculty member is expected to hold a minimum of 8 office hours per week for consulting with students. Students are responsible for contacting their advisors upon receiving their advisor assignments; contact may be in person, by telephone and/or by e-mail. Students must assume responsibility for ensuring that they know the requirements for the degree or program they are pursuing at College of The Albemarle. A list of graduation requirements for each curriculum is listed in the college catalog and on the college's website. This information is also available from the Program Coordinators, and the Student Success and Enrollment Management Office.