

## College of The Albemarle

### Procedure Number: 4.1.5.1

Pages: Page 1 of 4

---

#### **Title: Academic Advising**

#### **Related Policy: 4.1.5 Academic Advising**

#### **Division of Responsibility: Student Success and Enrollment Management; Learning**

---

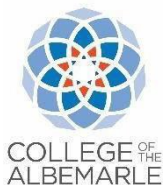
Academic advisors play an important role in the educational progress of advisees, by continually monitoring and evaluating their progression, as well as helping them clarify their educational goals and values. The following procedures are for Academic advising at College of The Albemarle (COA).

Each student enrolled in a certificate, diploma or degree program of study shall be assigned an Academic advisor, which may be a faculty member or a Student Success and Enrollment Management (SSEM) staff member. An SSEM Academic advisor is assigned upon completion of the student's admissions file based on program of study and campus location. Advising sessions may be in person, virtual and/or by telephone. A list of graduation requirements for each curriculum is listed in the College catalog and on the College's website.

#### **Advising Model**

COA utilizes an advising model in which SSEM and Faculty Academic advisors share or split the advising responsibilities based on curriculum programs of study.

1. **Associate Degree Programs:** Students begin with an SSEM Academic advisor and transition to a Faculty Academic advisor once the student has met the following criteria:
  - a. completion of 20-24 credit hours, including developmental education requirements,
  - b. cumulative GPA of 2.0 or higher,
  - c. approved academic plan in MyService; and,
  - d. completion of College Transfer Success (ACA 122) if required.
2. **Cohort, Certificate and Diploma Programs:** Students begin with an SSEM Academic advisor and transition to a Faculty Academic advisor within their first term of enrollment. Programs may include Welding, Culinary Arts, Computer Integrated Machining, HVAC Technology, Cosmetology and Aviation Systems Technology.
3. **Limited Admissions Programs:** Students remain with their assigned SSEM Academic advisor until admission into the restricted program. Programs may include Associate Degree Nursing, Practical Nursing, Surgical Technology, Medical Assisting, Medical Laboratory Technology, Emergency Medical Science, Health & Fitness Science, Human Services Technology, Phlebotomy and Nurse Aide.



## **College of The Albemarle**

### **Procedure Number: 4.1.5.1**

**Pages: Page 2 of 4**

---

#### **Academic Advisor Responsibilities**

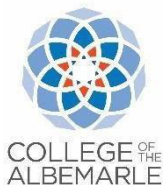
Academic advisors are often the student's primary resource for program information, career advice, successful transfer and/or job placement. Academic advisors will assist students with the completion of their program of study through the following responsibilities:

1. Communicate and meet with assigned advisees throughout the student's enrollment at the College.
2. Develop educational and career plans in collaboration with advisees to assist students with understanding specific programs and prerequisites while making progress toward graduation or specific academic and long-term career goals.
3. Make recommendations regarding courses and course load prior to registration that align with the student's goals, educational plans, grade point average and commitments.
4. Identify and connect advisees with the full range of College and community resources that assist students with personal, academic and career goals.
5. Provide accessible advising services via flexible office hours and meeting modalities that meet the needs of advisees.
6. Attend advisor training to increase knowledge of advising models, procedures, and software.
7. Provide interventions in response to automated and/or faculty generated early alerts.

#### **Student Responsibilities**

Students are encouraged to develop achievable academic and career goals based on their strengths, values, and interests. Students will consult their Academic advisor to receive guidance, support and referrals as needed. Students are responsible to comply with the following standards:

1. Communicate and meet with assigned Academic advisors as scheduled and/or needed throughout enrollment at the College.
2. Develop educational and career plans in collaboration with Academic advisors.
3. Adhere to course and course load recommendations based on stated goals, educational plans, grade point average and commitments.
4. Utilize the full range of College and community resources that assist students with personal, academic and career goals.
5. Build relationships with faculty and staff to reach educational and career goals.
6. Understand requirements for their program of study.
7. Consult with their Academic advisor when:
  - a. Registering for classes
  - b. adding, dropping or withdrawing from classes
  - c. transferring to another educational institution
  - d. planning/applying for graduation
  - e. as required based on academic standing and/or program requirements
8. Navigate technology systems that include MyCourses, MyService, Watermark and Career Coach.



## College of The Albemarle

### Procedure Number: 4.1.5.1

Pages: Page 3 of 4

---

#### Career and College Promise (CCP) Advisement

Each partnering high school is assigned a COA Liaison to assist students with academic advising and registration. The COA Liaison is the assigned Academic advisor for high school students enrolled at the College. Academic advising may be in person at the College or high school, virtual or by telephone.

#### ACA 122 Requirement

ACA 122 is designed to support first-semester students by teaching effective study strategies and introducing them to a wide range of college resources. This course also encourages career exploration, helps students set academic and professional goals, and guides them in developing plans to transition into the workforce or a 4-year institution.

To support student success and retention at the College of The Albemarle (COA), students enrolled in transfer associate degrees (AA, AS, AE, AATP, ASTP, AFA-VA, AFA-T) or general education (AGE) associate degrees are required to complete ACA 122 during their first semester. Additionally, Career and College Promise (CCP) students enrolled in a transfer degree pathway are required to take ACA 122 during their first semester at COA.

#### Foreign Language Placement Option

To support accurate course placement and academic success, College of The Albemarle offers a Foreign Language Placement Exam for eligible students seeking to enroll directly in SPA 112, SPA 211, or FRE 112. This option is intended for students with prior language proficiency, including native and heritage speakers, as well as those with substantial formal or informal language experience. Students may be eligible to take the placement exam if they meet any of the following criteria:

- Earned a final grade of “B” or higher in three sequential high school courses in the same language (Spanish or French);
- Lived or studied in a Spanish- or French-speaking country for more than six months;
- Regularly used Spanish or French in a professional or formal setting;
- Are native or heritage speakers of Spanish or French;
- Are identified by a COA Foreign Language instructor (prior to the census date) as having the potential for placement into an upper-level foreign language course.

Students who have completed a curriculum foreign language course at COA and received any grade (A, B, C, D, F, or W) in that language are not eligible to take the placement exam in the same language. This exam is for placement only; no academic credit is awarded. Students seeking credit may pursue CLEP testing independently. Academic advisors should inform students of the placement testing opportunity and of completing the Placement Testing Form for eligible students who choose to participate.



**College of The Albemarle**

**Procedure Number: 4.1.5.1**

**Pages: Page 4 of 4**

---

June 13, 2023

September 15, 2025

September 15, 2025

---

**Date Approved by President's Leadership Team**

---

**Date of Last Review**

---

**Date of Last Revision**