



## College of The Albemarle Procedure

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**Title: Academic Advising**

**Related Policy: 4.1.5 Academic Advising**

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

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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 RISE 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.



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### Academic Advisor Responsibilities

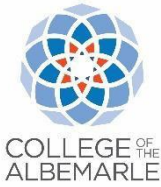
Academic advisors are often the student's primary resource for program information, career advice, successful transfer and/or job placement. Academic advisors will assist students with the completion of their program of study through the following responsibilities:

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.



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### 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.

June 13, 2023

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N/A

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

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**Date of Last Review**

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**Date of Last Revision**