

## **04:01:03:00 Advising of Students**

### **Purpose:**

Student advising is essential to student success. This policy addresses the expectations of academic advising for those with academic advising responsibilities at Dyersburg State Community College (DSCC) and the procedures necessary to ensure that advising includes more than scheduling classes for students.

### **Scope:**

This policy applies to all DSCC personnel with academic advising responsibilities.

### **Policy:**

DSCC regards academic advising as an essential component to student success and credential completion. All faculty members and select administrative staff are responsible for academic advising.

At the time of application for admission or readmission, an applicant is assigned an advisor by the Office of Admissions. To the greatest extent possible, advisors are assigned on the basis of the individual's program of interest. Refer to DSCC Policy 04:01:04:00 regarding the reassignment of advisees. Staff with advising responsibilities as described in his/her job description may be either assigned non-degree seeking students as advisees or simply asked to assist with the registration process in the Advising Centers during the summer months and in December.

Faculty advisors and select administrative staff with assigned advisees have access to information about each advisee through Self-Service Banner, which is accessible through MyDSCC, the institution's Luminis portal. Both biographical and educational information is accessible to advisors.

Academic advisors are encouraged to contact their assigned advisees three times per semester:

- During the first three weeks of classes;
- The week before Priority Registration during the fall and spring semesters;
- Prior to extended breaks in the summer and in December

Instructions for making these contacts are provided to advisors by the Career Development Counselor/Director of Advising Centers.

Advisors are also encouraged to contact their assigned advisees who have not registered for the upcoming fall or spring semesters. The Advising Center Director will send advisors an electronic list containing the names and contact information of those advisees who have not enrolled for the upcoming fall or spring semester. The list will be sent the week after Priority Registration during the fall and spring semesters, and updated lists will be sent through the Last Day to Register or Add.

Resources and opportunities for professional growth are made available to academic advisors annually. The following tutorials are available online to assist with the advising process:

- Viewing Your Advisees
- Viewing a Student's Schedule
- Viewing Holds
- Viewing Transcripts
- Using Look up Classes
- Clearing Student for Registration

In addition, materials pertinent to registration, including information about running degree evaluations and interpreting course placement based on ACT and COMPASS scores are available to advisors by accessing Self-Service Banner through MyDSCC, the institution's Luminis portal. Advising aids and forms are updated as needed and are available to advisors through MyDSCC. The annual e-catalog and student handbook is available to advisors and is accessible on the College's website. Advisor training and professional development opportunities are made available to advisors on the Dyersburg campus and at the DSCC Jimmy Naifeh Center at Tipton County.

So that the advising experience will be advantageous to students pursuing their educational and career goals, the following expectations have been established for advisors.

- Post and adhere to established office hours.
- Possess knowledge of the College policies, procedures and support services available to students.
- Serve as a resource in all areas of the college experience to students.
- Assist students with academic planning and counseling.
- Assist students with career planning.
- Assist students with the registration process.
- Monitor the academic progress of students.
- Possess knowledge of the Family Educational Rights and Privacy Act (FERPA) and utilize this knowledge in all advising situations.

Similarly, expectations are in place for advisees to ensure that the advisee-advisor experience is productive.

## **Compliance:**

All faculty and staff advisors are expected to adhere to this policy.

## **Definitions:**

**Academic Advising** – A student support service that guides students through academic and career goal attainment by using interpersonal communication, self-discovery and referrals.

**Academic Advisor** – Serves as facilitator or guide to academic advising. Each student has an assigned academic advisor to facilitate communication, coordinate student learning experiences, serve as a resource on institutional policies and procedures, and make referrals to other campus departments and services.

**Advisee** – Student who participates in academic advising service.

**Advising Centers** – The physical location where students can receive academic advising support.

**Priority Registration** – A period of approximately two weeks in which advising and registration are available to currently enrolled DSCC students. Priority Registration is held in November for the upcoming spring semester and in April for the upcoming summer and fall terms.

**Pre-Registration** – A period of advising and registration following Priority Registration and available to all students.

**Registration** – Process in which students enroll in course sections for an upcoming term

## **Revision History:**

Policy written May 2005. Policy revised June 2013; approved by Administrative Council on 06/26/13.