

Advising of Students

I. 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.

II. Scope

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

III. Policy

DSCC regards academic advising as an essential component to student success and credential completion. All faculty members and select 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. Refer to DSCC Policy 04:01:04:00 regarding the assignment of advisees. Academic advisors have access to information about each advisee through the Faculty and Advisors portal in MyDSCC.

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

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

A list of active advisees and instructions for making these contacts are provided to through email. Advisors are also encouraged to contact their assigned advisees who have not registered for the upcoming fall or spring semesters. Updated lists will be sent by email through the last day to register or add classes.

Resources and opportunities for professional growth are made available to academic advisors annually. Materials pertinent to registration, including information about running degree evaluations and interpreting course placement based on ACT and ACCUPLACER® scores are available to advisors by accessing Self-Service Banner through MyDSCC. Advising aids and forms 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.

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.

IV. Compliance

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

V. 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.

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

VI. Revision History

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

Revision approved 4/27/2023