

# Academic Advising

## AA\_AS\_AV\_05

Responsible Officer  
Kyndra Archenbronn  
Responsible Office  
Advising  
Approving Body  
Board of Trustees  
Approval Date  
2019-09  
Last Revision  
2019-09  
Re-evaluation Date  
2021  
Departmental Impact  
Advising, Faculty

### Policy Statement

All full-time and selected part-time faculty are assigned as academic advisors to students for the purpose of academic advising. Each student is assigned an academic advisor upon enrolling.

### Policy Procedures

The advising includes such areas as selection of programs, switching programs, surveying progress of students, and special academic problems of students. The advisor communicates with each assigned new student. The advisor also meets with all advisees during pre-registration sessions and other scheduled advising meetings (e.g. advisors chapel). The Student Success Services Director, Office of the Registrar, the Deans, and the Provost may provide information and assistance to the advisor. times as needed.

### Compliance

TRACS: 10.4