



Last updated 7/27/05

POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Procedure Title: **Academic Advisory System** **5.10.1**

Responsible
Division: Instructional Services

Date Approved: April 2001

1. Students in Student Support Services and other special programs may be advised according to the requirements of the program.
2. Advisors/program coordinators will clear course substitutions with the dean when appropriate as per College rules.
3. Each advisor will be familiar with college policies and procedures as identified in the academic catalog, staff handbook, advisors manual, and advisor training sessions. The minimal expectations of academic advisors are as follows:
 - a. Know advisees.
 - b. Minimum of two individual student contacts per semester — meaningful contacts.
 - c. An advisement record for each student containing:
 1. Name, address, and phone number.
 2. Test scores (SAT, CPT, HOAE, etc.)
 3. Transcript, class schedule, special needs.
 4. Curriculum progress sheet.
 5. Records may be electronic or paper.

6. Knowledge of registration procedures (CPT/remedial needs, prerequisites, PROCOMM processes).
 7. Knowledge of referral sources for special needs.
4. Advisor training will be conducted routinely.

[Chapter 5 Table of Contents](#)

[Back to Index](#)

[Back to Policies and Procedures home page](#)

BACK TO SCC HOME