1. The supervision of the Academic Advisory System will be under the Vice President for Instruction and Student Services.

2. Each student will be assigned an academic advisor as part of the application process. Advisors are college employees who help students plan and complete their academic goals. The advisor will assist the student with course selection and make sure the courses taken are in the proper sequence to meet the completion requirements for the program of study chosen.

3. Academic advisors can offer students opportunities to enhance their education by making them aware of the various resources available to them throughout the college community.

4. Academic advisors play an important role in the educational progress of their advisees by continually monitoring and evaluating their progression, as well as helping them clarify their educational goals and values.

5. The Advisor is to follow the registration and pre-registration procedure which is distributed by the Registrar each term.