

SOUTHWESTERN COMMUNITY COLLEGE	INSTRUCTIONAL ACADEMIC ADVISING SYSTEM	Procedure 5.01.05.01
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1. Students in Student Support Services and other special programs may be advised according to the requirements of the program.
2. Advisors/program coordinators shall submit the appropriate electronic course substitution form request to the dean when appropriate.
3. Each advisor will be familiar with College policies and procedures as identified in the academic catalog, Faculty Handbook, FERPA guidelines, advisors manual, and advisor training sessions. Academic advisors will:
 - a. Collaborate with advisees to create an academic plan
 - b. Document advisee contact or progress review each semester
 - c. Use current college advising resources to identify the following:
 1. Contact information
 2. Placement scores
 3. Transcript(s), class schedule
 4. Curriculum progress
 5. Referral resources
4. Advisor training will be conducted routinely

Cross Reference: 5.01.05 – Academic Advising

Adopted: April 2001

Revised: January 27, 2015
March 2022