

## **POLICY & PROCEDURES MEMORANDUM**

**TITLE:** ACADEMIC ADVISING

**EFFECTIVE DATE:** January 15, 2008

**CANCELLATION:** none

**OFFICE:** Academic Affairs (AA)

### **POLICY STATEMENT**

Academic advising is an integral part of the education process, and Delgado Community College strives to provide a quality advising program that helps students make a successful transition to college life, learn to set academic, career and life goals, and develop successful strategies for achieving these goals. The purpose of the academic advising program is to guide students to become self-directed learners and decision makers.

Academic advising is provided consistently across campuses and locations. Procedures and responsibilities for administering academic advising are outlined in this memorandum.

### **PROCEDURES & SPECIFIC INFORMATION**

1. **Purpose**

To establish policy and procedures that provide for consistent academic advising across all College campuses and locations.

2. **Scope and Applicability**

This memorandum applies to all faculty and staff members and operating units who provide academic advising services to Delgado students.

3. **Definitions**

For the purposes of this memorandum, the following definitions apply:

**Academic advising** is defined as a learning-centered approach whereby the developing relationship between student, faculty and other college professionals is reciprocal. This alliance builds through mutual trust, shared responsibility and commitment to the students identifying and clarifying academic and career goals.

**Academic Advisor** pertains to a College employee whose primary responsibility is to share with students various information on the College's academic requirements and related information with students for the purpose of academic advising. Moreover, the academic advisor serves as an agent of referral to other campus and community resources and services.

**Faculty Advisor** pertains to any full-time faculty member whose responsibilities include, but are not limited to, assisting with academic advising functions, especially during peak advising periods such as during Registration.

**Advising Council** is the management and administrative council appointed each year that is responsible for making recommendations to improve coordination of academic advising for new, transfer, returning, and continuing students. The [Council](#) develops and revises overall policies and procedures related to academic advising, including but not limited to those published in the [Academic Advising Procedural Guide](#).

**Registration** refers to the period of course selection prior to the start of classes for each semester or session.

#### 4. **Responsibilities**

The process of advising is a collaboration of the student, academic advisor, and all units involved in order to achieve successful and effective advising. Responsibilities include:

##### A. **Student**

The student has the primary responsibility for making informed decisions about all facets of his or her Delgado Community College education based on accurate and current information. It is the student's responsibility to meet with a faculty or staff advisor to discuss program and degree requirements, course selections, changes, limitations, and possible consequences, as well as be knowledgeable of the College's student expectations as published in the current semester's *Student Handbook*.

##### B. **Academic Advisor**

The Academic Advisor is responsible for sharing various information on the College's academic requirements and related information with students for the purpose of academic advising. Academic advisors are trained by the Office of Academic Advising, and they are expected to be knowledgeable of and to advise in accordance with College policies and the procedures, including but not limited to those published in the *Delgado Community College Catalog* and the [Academic Advising Procedural Guide](#).

**C. Faculty Advisor**

In accordance with the College's published [Workload Requirements for Full-time Faculty](#) policy, all full-time faculty members are responsible for assisting with academic advising functions when requested, especially during peak advising periods such as during Registration. Faculty advisors are trained through the advising program, and they are expected to be knowledgeable of and to advise in accordance with College policies and the procedures, including but not limited to those published in the *Delgado Community College Catalog* and the [Academic Advising Procedural Guide](#).

**D. Director of Academic Advising**

The Director of Academic Advising is responsible for training regarding advising policies, procedures, degree requirements and advising expectations. He or she is expected to promote consistency across campuses and sites in the application of advising procedures and policies. The Director of Academic Advising works closely with the [Advising Council](#) in maintaining and revising the policies and procedures related to academic advising, including but not limited to those published in the [Academic Advising Procedural Guide](#).

**E. Advising Council**

The [Advising Council](#) makes recommendations to improve coordination of academic advising for new, transfer, returning, and continuing students. The Council reviews and approves revisions, as needed, to the policies and procedures related to academic advising, including but not limited to those published in the [Academic Advising Procedural Guide](#).

*SIGNATURE*

Alex Johnson  
Chancellor

*Attachment:*

[Academic Advising Procedural Guide](#)

*Review Process:*

Advising Planning Task Force 10/3/07  
Student Affairs Council 11/15/07  
Academic Affairs Council 11/29/07  
College Council 1/15/08

*Distribution:*

Electronically Distributed Via College's Email System and Website