POLICY TITLE
Advising

POLICY NUMBER
ASOM 3.1

PRIMARY RESPONSIBILITY
Student Affairs and Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created Fall 2010/Effective November 2010; revised Summer 2017/Effective immediately

PURPOSE
To discuss with students their plans regarding life goals, career goals, and degree goals and to assist students with mapping a plan for achieving those goals.

ORGANIZATIONAL SCOPE OR AUDIENCE
Faculty, staff, students

DEFINITIONS
Advising:
Provide student advising support as expected by college administration. This support may include, but is not limited to, assistance during registration periods, student advisement during posted office hours, and pre-registration student advisement assignments.

Faculty advisor:
Provide program-specific academic advising to continuing students and/or transfer students that are program ready. Assist students with individual academic plans, academic career goals and program curriculum. Help students make the connections between their academic coursework and future career choices within the community. The Faculty Advisor will refer students to appropriate internal and external resources that foster student success.

Generalist advisor:
Provide developmental academic advising for new and continuing students using a case management approach. Assist students in defining personal and academic career goals, interpreting and understanding placement scores, program curriculum and prerequisites, developing academic completion plans, and developing basic skills to register for courses, as appropriate. The Academic Advisor will refer students to appropriate internal and external resources that foster student success.

POLICY
All first semester incoming students, new to Ivy Tech Community College must see an academic advisor.
PROCEDURE
After completing New Student Orientation and placement testing or waiver of placement testing, students are seen by a generalist advisor. The academic advisor will assist students in developing a plan for achieving their degrees and career goals using the Academic Completion Plan.

The Generalist Academic Advisor will use technology and other appropriate tools and resources to assist students by helping develop pathways that support student success and degree completion based upon their personal circumstances and needs. As part of the intrusive academic advising process, students will learn how to utilize College resources to check for holds, incomplete records and financial aid status. This will ensure, as an outcome, students are ready for course registration.

After students have completed a campus-determined number of credit hours they will move to a Faculty Advisor for program-specific advising. At this point students have completed basic course work and are program ready. (See Appendix A)

REFERENCES

RESOURCE PERSON
Vice Chancellor for Student Affairs
Vice Chancellor for Academic Affairs
Appendix A

Advising Center Model

**Advising Center**
All campuses/sites use uniform language/terminology
Centralized location of check-in / Services may be dispersed due to facility limitations
All first-time students are processed through the Advising Center
Consistent appearance/feel/structure across the College for student understanding and benefit
Advising Centers must be available on each campus in order to achieve levels of effectiveness

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**Advising Center Staffing**
Academic Advisors in Advising Centers are “Generalist”
Advisors may be full-time dedicated staff or full-time and adjunct faculty or a combination of both
Focus should be providing quality academic advising
Training/professional development must occur for advisors – common definition of academic advising across the College must be developed, communicated, and followed
Advisors should be available during day-time, evening and weekend hours

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**The Hand-Off**
Must be seamless and coordinated
Must be student driven and done in collaboration with generalist advisor and program advisor
Must be done based upon student’s level of development & readiness
Generalist Advisor continues to monitor student progress and acts as a “safety net”
Faculty Advisor and Generalist Advisor creates multiple relationships that support student success

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**Transfer Advisor**
Students interested in transfer programs

**Program Level**
Students are advised by full-time faculty in their school

**Undecided Students**
Continue to be advised by Generalist Advisors and connections are made with Career Advisors, etc.

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