

Title: #V-4. Academic Advising Processes

Date: September 7, 2023 (Replaces version dated September 20, 2018)

All WVUP students are entitled to receive accurate academic advising on a regular basis throughout their enrollment at the college. Students shall be advised of their degree objectives without regard to their race, color, national origin, sex or disability. All full-time faculty are expected to participate in the advising system.

The procedures that follow relate to the advising process that begins when a student applies for admission to the college and continues throughout the student's tenure at the college.

I. ASSIGNING ADVISORS

- A. New Students. The Center for Student Services will be responsible for assigning all new students an academic advisor. All new students will be assigned to either an academic advisor through the Professional Advising Center (PAC) or a faculty advisor within the division of their chosen major. This is based upon a student's number of completed credit hours and their selected major. Students will be sent to the PAC to meet with their assigned professional academic advisor or when their assigned faculty advisor is not available.
- B. Returning Students. All returning students will be assigned an academic advisor by the Center for Student Services at the time of readmission. In instances where the existing advisor assignment appears to be inappropriate, the Center for Student Services will verify degree objectives and change assigned advisor.
- C. Students Changing Majors. The Center for Student Services is responsible for processing major change forms and advisor assignments. Students wishing to make a change in major should first discuss this with their academic advisor who can assist them in the completion of the major change form. All assignments and re-assignments of advisors must be properly recorded through the Banner System.
- D. Transient Students/Non-Matriculated. Transient and Non-Matriculated students should bypass the advising system entirely and work directly with admissions staff in the Center for Student Services.

II. ADVISING FILES

- A. Advisors should maintain notes of all advising sessions with students in MyDegree.

III. RESPONSIBILITIES OF ADVISORS

- A. Advisors must personally approve a student's selection of classes prior to registration of the courses.
- B. Advisors should verify that students are continuing to pursue the degree or career objective that is indicated in OLSIS. It is the responsibility of advisors to refer students to the Center for Student Services to change degree objectives. If a major change occurs which indicates the need of a different advisor, the change will be made by the Center for Student Services.
- C. Advisors should meet with each student being advised on a regular basis--not just at registration time. Students who need frequent contact (such as persons on academic probation, persons who receive mid-term D or F grades, persons recently reinstated from probation or suspension, first-semester students, etc.) should be scheduled for conferences with advisors on a regular basis throughout the semester.
- D. Advisors must complete their portion of the online withdrawal process that is initiated by a student to withdraw either from a class, classes, or from the college.
- E. Advisors are expected to know and to follow specific college policy covering prerequisite courses, maximum course load, overload, D/F repeats, grade forgiveness, etc.
- F. Faculty advisors are expected to establish, post, and fulfill stated office hours for advising purposes. These should include prime student hours throughout the week, and/or evening hours as appropriate. Academic Division Deans are responsible to verify that this is observed.
- G. Advisors are expected to be aware of and recommend as needed student support resources that the college makes available, such as Counseling services, Career services, the **Early Alert system**, Tutoring and Testing Center resources, Financial Aid, the college Catalog, specific articulation agreements with other institutions, etc.
- H. Advisors are expected to participate in training sessions when they are developed and announced.
- I. In emergency situations (particularly those relating to deadlines), when an advisor is not accessible, students may be referred to the Division Dean, Program Coordinator, or the PAC for assistance. (When any student transaction is completed under these conditions, the assigned advisor shall be notified of any actions taken.)

IV. ADVISING WHEN COLLEGE IS NOT IN SESSION

- A. Between Spring Commencement and the opening of Fall Semester, students will be advised by Division Deans or PAC advisors if faculty advisors are not available.
- B. Similar arrangements will take place during the first week leading up to the Spring Semester.

Responsible Administrator: Vice President for Academic Affairs, 304-424-8242