Allegany College of Maryland

ADVISING POLICY

Adopted/Revised date 8/1985
Approved by Board of Trustees 8/1985
Type of Policy Advising

BACKGROUND AND PURPOSE

POLICY

I. SCOPE OF THE POLICY

Through its administrative offices and committees, the College is expected to provide timely, accurate information as well as a variety of support services to meet the academic/transfer advising, career guidance and counseling needs of students. Informational sources include the Allegany College Catalog, course schedules, academic regulations, Student Handbook, "Students with Special Needs" brochure, and other publications. Support services include those offered through the Instructional Assistance Center, Admissions Office, Registration Office, Career Path, Student Activities, Financial Aid, courses offered through the Center for Continuing Education, crisis counseling, Library, and the Child Care Center.

II. POLICY STATEMENT

Advising is a process that assists students in clarifying their choices and goals and in developing educational plans for realizing these goals. It is a continuing process in which advisers help students make decisions. An important instrument in fulfilling the mission of Allegany College, advising ensures that students are aware of the comprehensive educational opportunities offered, that they acquire a sound foundation in the liberal arts and sciences, and that they acquire the knowledge and skills needed for their career choices. Recognizing that education is not restricted to traditional classroom learning, Allegany College offers comprehensive individual advising designed to heighten the quality and effectiveness of all educational experiences of every student.

Advising at Allegany College embraces three major components -- academic/transfer advising, career guidance, and student services through a network of different but complementary services. These services are made available through shared responsibility of various segments of the college: students, faculty, department and administrative offices, and committees. Thus, the entire advising process involves a set of constructive and cooperative relationships between students and qualified members of the academic community

III. PROCEDURES

1. Maintaining thorough familiarity with the advisors' particular program of instruction;
2. Having the most up-to-date information regarding prerequisite sequences, course offerings, college policies, and academic standards and regulations;
3. Working in conjunction with the Instructional Assistance Center to keep informed of the current articulation agreements with colleges and universities to which students are likely to transfer;
4. Reviewing student folders for each assigned advisee;

5. Referring to the appropriate Student Services area any student who seems unlikely to succeed in his chosen program, or who is experiencing personal difficulties that are interfering with his academic progress;
6. Advising all assigned students regarding their schedule of courses for each semester and approving their schedule;
7. Reviewing career goals and job opportunities;
8. Maintaining flexible office/advising hours to assure maximum accessibility; and
9. Making personal contact by way of individual advisee appointments; and
10. Participating in staff development opportunities to enhance the advising process at Allegany College.

IV. ADMINISTRATION OF POLICY

Allegany College's policy document represents a culmination of efforts of the Advising Committee which was formed during the 1983-84 academic year for the purpose of reviewing the issues of transfer, advising, and articulation on the campus. Resultant recommendations have been included.

V. CHANGES

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.