

14-154 Advising Responsibilities for Liberal Arts and Transfer

The Liberal Arts division allocates advising responsibilities between the Liberal Arts Academic Liaison and Liberal Arts Faculty Advisors.

- (A) The Liberal Arts Academic Liaison advises Liberal Arts students who are college ready from the beginning of their second term through the completion of the student's Academic Plan. When students are transferred from advising by the Student Success Coach assigned to Liberal Arts, the Academic Liaison becomes the named advisor to whom Early Alerts and any other academic progress reports are directed.
- (B) The Liberal Arts Academic Liaison will assess the following:
 - (1) the student's educational goals
 - (2) the student's occupational goals
 - (3) the student's transfer goals
 - (4) possible prior learning credits
 - (5) other factors that may support or hinder the student's progress
 - (6) If a student is undecided about his or her goals, the Liberal Arts Academic Liaison may use other instruments and counseling techniques to assist the student in goal setting or refer the student to the Career Services Counselor.
- (C) Once the student's goals (bachelor's degree, career aspirations, identified transfer universities) have been established, the Liberal Arts Academic Liaison uses current articulation and transfer agreements to establish the student's plan of study, enters the plan into the Academic Planning & Registration Tool, updates the transfer plan and notes, and archives the plans.
- (D) After the plans are entered, the Liberal Arts Academic Liaison introduces the student to his/her Faculty Advisor, provides the archived (official) copy of the student's plan to the faculty advisor, and notifies the Admissions and Advising Data Specialist to add the advising assignment.
- (E) When/if a student becomes a TRiO student, a TRiO advisor is added as an additional advisor to the advising team. The TRiO advisor remains as an additional advisor until the student graduates, transfers, or leaves the TRiO program.
- (F) The faculty advisors will contact the students assigned to them once a term to answer any career or academic/transfer questions, engage them in their areas of interest, and check on their academic plan progress.

(G) After assignment to the faculty advisor, the Academic Liaison will continue to monitor the student's progress throughout the semester as follows and consult with the faculty/TriO advisor as appropriate:

- (1) Before or shortly after the priority registration period, the Academic Liaison will access through Aviso the next term's schedules for assigned advisees to verify that the students are on track.
 - (a) If educational plan deviations have occurred, the Academic Liaison contacts the student to address the deviation and assess any impact of the student's educational goals. Educational plans will be adjusted and revised accordingly, or the student will be advised to make adjustments to their next term's schedule.
 - (b) Students who have not yet scheduled or registered for next term classes will be contacted to remind them to do so.
 - (c) Students who have scheduled classes in accordance with their plan will be contacted and commended for being on track.
- (2) Academic Alerts are directed to the Academic Liaison. The Academic Liaison will assess the nature of the alert and coordinate follow-up with the student by the Faculty Advisor, Liberal Arts Academic Liaison, or TRiO Advisor.
- (3) One or more semesters before degree completion, students will receive additional intrusive transfer advising, with the Liberal Arts Academic Liaison working with the target college or university or intrusive career advising in conjunction with the Career Services Counselor.
- (4) All student-advising contacts by the Liberal Arts Academic Liaison and/or the Faculty Advisor are recorded in Aviso within 3 business days of the contact.

Effective: March 4, 2021

Expires: March 1, 2026

Review Dates: 1/17/17, 3/4/21