

14-153 Advising Responsibilities for Health Sciences

The Health Sciences division allocates advising responsibilities between the Health Sciences Academic Liaison and Health Sciences Faculty Advisors.

(A) Academic Liaison

- (1) Academic Liaison advises Pre-Health Students who are college ready throughout the semester.
- (2) Academic Liaison assists faculty with program students who have special issues and needs.
- (3) Academic Liaison contacts all pre-health students at least four times through individual e-mails, phone calls, letters, group sessions, office meetings, or through direct contact in classroom.
- (4) Academic Liaison follows up on all students reviewing or creating an academic plan with review of selection process into program and realistic applicant acceptance into that program.
- (5) Academic Liaison works with all pre-health students to develop a successful pathway within or outside the Health Sciences division.
- (6) When a student's major is changed to a major outside the Health Sciences Division, then that division's Academic Liaison is contacted and the student is passed on to the new division. This is recorded in AdvisorTrac.
- (7) Academic Liaison records each intrusive contact with a pre-health student through AdvisorTrac indicating the outcome of discussion.
- (8) Academic Liaison attends all division program orientation sessions and records the student attendance and information in AdvisorTrac.

(B) Plan for Faculty Advising

- (1) Faculty complete intrusive advising with students from their advising list twice during each fall and spring semester. These sessions should occur within first two weeks of semester to make sure student is on track with program curriculum worksheet and then within the last six weeks of the semester to plan schedule for following semester.
- (2) Student intrusive contacts are recorded in AdvisorTrac within 48 hours of contact.

- (3) Faculty assist students in successfully completing pathway for graduation and advise students on academic issues that support successful completion of courses each semester.
- (4) Faculty follow through with any needed student advising activities throughout the semester and record those in AdvisorTrac.
- (5) Faculty during the last year of the program discuss and make recommendations for job placement, career paths to bachelor's degree, and need for lifelong learning.

(C) Additional Division Advising Activities Performed by Liaison and/or Faculty

- (1) Responding to phone calls and e-mails from students inquiring about various programs.
- (2) Contacting students who appear to be taking courses that are not necessary.
- (3) Contacting students who can benefit from course substitution.
- (4) Calling students who have not scheduled courses for the upcoming semester to provide assistance.
- (5) Signing up students and providing information for program application pool.
- (6) Contacting students who have been identified through an academic alert.

Effective: September 20, 2016

Expires: September 1, 2021

Review Dates: 9/20/16