

14-154 Advising Responsibilities for Liberal Arts and Transfer

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

(A) Academic Liaison

(1) 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 Student Success Coaches, the Academic Liaison becomes the named advisor to whom Early Alerts and any other academic progress reports are directed.

(2) The Liberal Arts Academic Liaison will assess the following:

- student's educational goals
- student's occupational goals
- possible prior learning credits
- other factors that may support or hinder the student's progress

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.

(3) Once the student's goals (bachelor's degree, career aspirations, identified transfer university) 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, and archives the plan as the official plan.

(4) After the plan is 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.

(5) When/if a student becomes a TRiO student, a TRiO advisor will be added as an additional advisor to the advising team. The TRiO advisor will remain as an additional advisor until the student graduates, transfers, or leaves the TRiO program.

(B) Faculty Advisors

(1) The faculty advisor shall monitor the student's progress throughout the semester as follows:

- (a) Before or shortly after the priority registration period, the faculty advisor will access through the Academic Planning & Registration Tool the next term's schedules for

assigned advisees and compare their schedules to the copies of the archived plans to verify that the students are on track.

- (i) If educational plan deviations have occurred, the faculty advisor coordinates with the student and the Liberal Arts Academic Liaison 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.
 - (ii) Students who have not yet scheduled or registered for next term classes will be contacted to remind them to do so.
 - (iii) Students who have scheduled classes in accordance with their plan will be contacted and commended for being on track.
 - (iv) Educational plan changes must be reviewed with the Liberal Arts Academic Liaison. When changes are made, they will be archived, and a pdf copy of the archived plan will be sent to the faculty advisor.
- (2) Academic Alerts are directed to Liberal Arts Academic Liaison. The Liberal Arts 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 to be recorded in AdvisorTrac within 3 business days of the contact.

Effective: January 17, 2017

Expires: January 1, 2022

Review Dates: 1/17/17