

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section II-Academic/Student

SUBJECT: Student Advisement

REVIEWER(S): Dean, Student Affairs and Enrollment Management*
Provost

I. POLICY

Carolinas College of Health Sciences (CCHS) recognizes that advising is critical to student support and success. Faculty, administrators, and professional staff work together with students in the advising process to exchange information that will ensure successful program completion and career placement. Advisors assist students in selecting courses to complete degree requirements, interpret and explain institutional policy and requirements, and serve as a referral source for numerous other services.

II. PROCEDURE

- A. The dean of student affairs and enrollment management along with program chairs coordinates the student advising program.
- B. All students enrolled in credit programs or in general studies courses are assigned a faculty advisor upon acceptance to the college. Students may request an appointment any time questions arise during the educational program or for advice on course planning and registration.
- C. For students in diploma and degree programs, formal academic advisement with faculty advisors occurs at regular intervals during the course of the semester and program, that may include but is not limited to: new student advising prior to orientation, registration advising each semester, and midterm and/or end of semester academic or clinical advising. A minimum of one meeting with one's faculty advisor per semester, either in person or electronically, is expected.
- D. For students in certificate programs, general advisement is provided by the program chair, education coordinator and/or program faculty throughout the course of enrollment.
- E. Faculty advisors are offered annual training to reinforce and update skills and knowledge necessary to effectively advise students.
- F. The student success coordinator is notified by instructors through an early alert system when a student's grade falls below passing. Upon receipt of the early alert notification, the student success coordinator provides advising regarding support services.
- G. Additional advising by student services staff may include disciplinary issues, withdrawal, leave of absence, progression, and due process matters.
- H. Business and financial aid office staff provide advising regarding financial aid options and availability, aid and scholarship application submissions, and bill payment.
- I. Any faculty member, administrator, or staff member may refer students experiencing academic, stress management, family or other problems to seek confidential personal counseling available through the employee assistance program.
- J. The Student Advisement policy and procedure is reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____