Process Name: Academic Advising ALP
Date: November 14, 2005
Time: 1:06 p.m.
Location: BAB 202
Participants:
Session Lead:

Narrative/Description: When a new/transfer undergraduate/graduate student applies for admission and is accepted, the Registrar mails each student a welcoming letter that includes identifying the department that should be contacted about the advisor assignment. Undeclared majors are assigned to the Advising Center and those who have declared a major are assigned to the appropriate department. The department determines who the final advisor will be based on their own internal criteria for assigning advisors. If the new/transfer student attends Orientation, they have a specific part of the program where they meet with a representative of each department to perform initial advising. If the student does not attend Orientation, they are responsible for making initial contact with the department and getting assigned to an advisor. Once the student registers for classes, it is up to the individual student as to how often they meet with their advisor.

Based on the student’s registration, SIS is updated to reflect who advised the student for the term. If a student desires to change their major and/or advisor, a Change of Information Form must be completed and submitted to the Registrar’s Office. The form may be printed from the Web, picked up in the Department, or the Registrar’s Office.

Once the advisor is posted in SIS, the information appears on screens in Web for Students and Web for Faculty. It appears on degree audits and registration information pages. Advisors may view a list of their advisees on SIS or have a list printed by OIT or anyone with FOCUS programming authorization.

Electronic Inputs: None

Manual/Paper Inputs: Staff manually loads advisor assignments.

Key Decision Points (list all): Department or student must tell staff who is assigned as the advisor.

Related Policy(s): SACs requirement.

Interface to Other Systems: Some lists are maintained on PCs by registrar and/or Departments.

Web Features: Advisor name appears on various web screens.

Electronic Outputs: None

Manual/Paper Outputs: Lists may be printed by individual faculty or department.
Customer(s): Faulty, staff, students.

Regulatory Items: None

Frequency/Volume: Beginning of each term.

Potential Break Points: Form not completed or submitted to Registrar. Students and faculty changing major/advisor and not letting anyone know.

Automation: None

Issues: Faculty assigned without advising skills or knowledge. No uniformity from one department to next as to how advisors are assigned. Often, advisors will ignore or fail to follow procedures, guidelines, or laws.

NOTE: In all the narratives the term “Registrar” may represent the Registrar in Alpine or the Director of Admissions and Records at Rio Grande College. The term “associate Registrar” may represent the Associate Registrar in Alpine and/or the Records Administrator at Rio Grande College.