

Best Practices in Advising:

The advising experience for SCC students is vast. Some students provide us with advising feedback that sings the praises of their advisors while other students look at us in puzzlement and ask, "*What advisor?*" or even worse, share experiences with advisor misinformation which have led to students missing academic opportunities or failing to meet graduation requirements on time.

On November 3, 2007, a group of SCC faculty and staff came together to discuss the goal of creating some form of consistency with regards to the advising experience, and to identify reasonable expectations for the advising folder.

Whether an electronic or hard copy advising folder is maintained, the expectation is that a folder exist for each advisee. The following information is a result of the meeting and is endorsed by all attendees as a "Best Practices" model for the SCC advising folder.

It is highly recommended we maintain the following per advisee folder:

- v Student profile (contact) data ~ name, address, phone number, email
- v Degree completion checklist
- v Placement test scores (CPT/SAT/ACT)
- v Transcript, including course substitution forms
- v Employment
- v Copies of all academic forms ~ withdraw, drop/add, registration, commencement application

It is recommended we maintain the following per advisee folder:

- v Personal information (family, academic concerns and problems)
- v Financial Aid information (grants, scholarships)
- v Professional goals
- v Copies of emails and communications (contact notes)
- v Previous transcripts for program changes
- v Employment/career communication
- v Letters of recommendation
- v Academic awards
- v Midterm review
- v End of semester email

Student Profile

Student Name: _____

Address: _____

Contact Number: _____ email: _____

Program of study: _____ Secondary Major: _____

Placement Scores:

ENG _____% RDG _____% MATH _____% ALG _____%

SAT: critical reading _____ math _____ **ACT** _____

OTHER: _____

Developmental studies required? Yes No successfully completed

Additional academic information:

GED: YES _____ No _____

HS GPA _____ HS Track _____

Previous college GPA _____ college _____

Employment: YES NO SEEKING hrs per week? _____

Career/Professional Goals:
