

SOUTHWESTERN COMMUNITY COLLEGE	INSTRUCTIONAL ACADEMIC ADVISING SYSTEM	Procedure 5.01.05.01
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1. Students in Student Support Services and other special programs may be advised according to the requirements of the program.
2. Advisors/program coordinators will clear course substitutions with the Dean when appropriate as per College rules.
3. Each advisor will be familiar with College policies and procedures as identified in the academic catalog, faculty handbook, advisors manual, and advisor training sessions. The minimal expectations of academic advisors are as follows:
 - a. Know advisees.
 - b. Minimum of two individual student contacts per semester — meaningful contacts.
 - c. An advisement record for each student containing:
 1. Name, address, and phone number.
 2. Test scores (SAT, CPT, TEAS, etc.)
 3. Transcript, class schedule, special needs.
 4. Curriculum progress sheet.
 5. Records may be electronic or paper.
 6. Knowledge of registration procedures (CPT/developmental needs, prerequisites, Colleague processes).
 7. Knowledge of referral sources for special situations.
3. Advisor training will be conducted routinely.

Cross Reference: 5.01.05 – Academic Advising

Adopted: April 2001

Revised: January 27, 2015