



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Advisors
Procedure Number: 07-2003-0004
Board Policy Reference: IV.A.6

Accountable Administrator: VP Student Affairs
Position responsible for updating: Director Advising, Testing, and Student Disability Services
Original Date: September 1980
Date Approved by Cabinet: 11-19-13
Authorizing Signature: *signed original in file*
Dated: 11-19-13
Date Posted on Web: 11-21-13
Revised: 11-4-13
Reviewed: 11-13

Purpose/Principle/Definitions:

Most advisors at Blue Mountain Community College are faculty members who assume advising duties in conjunction with their instructional duties. Additional exempt staff, to include the Director, Advising, Testing, and Student Disability Services, and a full-time career technical academic advisor coordinate and assist in advising students throughout the year.

Guidelines:

The Director, Advising, Testing, and Student Disability Services assigns students to advisors on the basis of the area of interest that students identify when they take the placement assessment or, when they declare a degree intent. Placement is also based on the availability of the advisor, and possibly student preference. BMCC Hermiston, Baker, and Milton-Freewater have part-time academic advisors who work with students who take classes primarily at that location. Non-faculty advisors at the Pendleton campus and those at the Centers are generalists and are asked to work with the advisors from various specialties across the college to best advise students.

Students with disabilities are assigned to advisors in the same way as any other degree-seeking student at Blue Mountain Community College.

There may be times when a student with a disability is unsure of what his/her degree intent will be; in that case, the Director, Advising, Testing, and Student Disability Services may act as an advisor until the student declares an emphasis. Then she/he will be transferred to an appropriate advisor.

By their second year at BMCC, all Disability Services students will be assigned an advisor in their area of emphasis. Student Disability Services will continue to send advising information to the student's advisor containing information on that student's advising accommodations. Student Disability Services may also share other

information with the advisor related to the student's disability, on a need-to-know basis, to help support student success.

New full-time instructors will not be assigned students for advising until at least his or her second term of teaching at the college. This gives the instructor/advisor time to adjust to the college and his or her teaching load and to begin to understand the college's degrees, programs, and classes. The Director, Advising, Testing, and Student Disability Services will regularly obtain a list of new full-time faculty from Human Resources and contact those faculty during their first term so that they can be provided "Advising Basics" training in preparation for being assigned advisees during their second term.

Advisors are required to be trained in Admin View, Advisor View, and Degree Audit. They are encouraged to attend advisor training and forums that are offered by the Advising and Testing Center each fall and, if necessary, at other forums throughout the year.

In addition, the Director, Advising, Testing & Student Disability Services is the chair of the Advising Task Force, which is made up of primarily teaching faculty. The Task Force meets once per quarter. This meeting is coordinated out of the Advising and Testing Department.