



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Advising for Certificate- and Degree-Seeking Students
Procedure Number: 07-2008-0002
Board Policy Reference: IV.B

Accountable Administrator: Associate Vice President, Enrollment Management
Position responsible for updating: Director, Advising, Testing, and Student Disability Services
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Purpose/Principle/Definitions:

All certificate- and degree-seeking students, whether full- or part-time, are required to work with an advisor to plan and develop an academic career path. The advising philosophy at Blue Mountain Community College states, "Academic advising is a collaborative process through which advisors assist students with timely, meaningful educational planning that is compatible with the student's life goals. The advisor serves as an advocate and resource in an interactive partnership with the student. Advising encourages students to think critically, seek out resources, and develop action plans."

Guidelines:

As a student success strategy, BMCC requires all certificate- and degree-seeking students, whether full- or part-time, to work with an advisor to plan and develop his or her academic career path. Advisors will work with students to help ensure they are taking classes that apply to their chosen educational plan and that are appropriate for the students' level of readiness and preparedness for a variety of courses. Advisors will help students navigate the complex world of degree audits, graduation, academic support systems and transfer information. In addition, advisors will inform students about BMCC's No-Late Add procedure and Institutional Academic Progress procedure

Advising for new BMCC students will end on the Wednesday prior to the beginning of the term. Advising for returning BMCC students will end on the Friday prior to the beginning of the term. Returning students are defined as "enrolled in the current academic year or most recent prior academic year."

Advisors will be required to be trained in Admin View, Advisor View, and Degree Audit

Students will meet with an academic advisor until they are assigned a permanent faculty advisor. Advisors will be assigned to students, after completion of the placement assessment, on the basis of the area of interest that students identify, the availability of the advisor, and possibly student preference. Each of BMCC's locations has an advisor who will work with students who take classes primarily at that location. Part-time advisors at the Centers are generalists and are encouraged to work with the advisors from various specialties across the college to advise students.

An advisor will be assigned to students seeking a degree, however, academic advising will be available for all students at BMCC, whether certificate- or degree-seeking or not, to help them effectively plan to meet their educational goals. There will be an advisor for every academic program at BMCC.