
Procedure Title: Advising
Procedure Number: 07-2017-0002
Board Policy Reference: I.B. Educational Opportunities

Accountable Administrator: Dean, Student Services
Position responsible for updating: Director, Recruitment and Retention
Original Date: 7/11/17
Date Approved by College Planning Council: 11/28/23
Authorizing Signature: *Original signature on file*
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Purpose/Principle/Definitions:

Blue Mountain Community College provides advising services for certificate and degree-seeking students. Advising is a collaborative process through which advisors assist students with timely, meaningful educational planning that is compatible with the students' life goals. This assistance is a shared process between Navigators and full-time faculty serving a Faculty Advisor role. Advising includes, but is not limited to, guidance and support in course selection in line with students' certificate and degree goals. The Director of Recruitment and Retention oversees the advising model sharing responsibilities with the Dean of Learning and Academic Engagement.

Guidelines:

- New degree and certificate seeking students are required to meet with a Navigator prior to their first term at BMCC
- Continuing degree and certificate seeking students are strongly encouraged to meet with their Faculty Advisor prior to registering for the next term.

Roles:

1. Navigators provide onboarding of all new students, including assisting with class schedule planning, and clearing students for registration for their first term.
 - a. Navigators are available throughout the term to meet with students to connect them to college resources, career exploration, university transfer, tutor assistance, academic appeal, Wolf Help, etc.
 - b. Navigators will only advise continuing students during finals week if their Faculty Advisor is not available and during breaks between terms and summer term when faculty advisors are not contractually available.
2. Faculty Advisors assist continuing students with degree completion planning, course schedule planning, and clear for registration beginning with the student's second term until degree and/or certificate is obtained and/or transfer to a four-year university is completed
 - a. Faculty advising appointments are available throughout the term. Faculty Advisors may have availability during finals week.

- b.** Any advising done between the terms by a Navigator will include a notification by the Navigator to the faculty advisor.

Note: See Advising Syllabus attached for additional information.