



Blue Mountain Community College *Administrative Procedure*

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

Accountable Administrator: Vice President of Student Affairs
Position responsible for updating: Student Success Center Director
Original Date: 7/11/17
Date Approved by Cabinet: 7/11/17
Authorizing Signature: *Original signature on file*
Dated: 7/11/17
Date Posted on Web: 06-18
Revised:
Reviewed: 06-18

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 Success Coaches 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 Student Success Center Director oversees the advising model sharing responsibilities with the Director of Instructional Operations.

Guidelines:

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

Roles:

1. Success Coaches provide onboarding of all new students, including assisting with class schedule planning, and clearing students for registration for their first term.
 - a. Success Coaches 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. Success Coaches 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. Most Faculty advising appointments are available week 4 through week 10 of each term. Some Faculty Advisors may have availability during finals week.
 - b. If a continuing student is not advised during the noted time frame above, they are permitted to be advised and cleared for registration with the assistance of a Success Coach only once. After that, the student will be blocked from registering until they meet with their Faculty Advisor.
3. Degree and Certificate Seeking students will demonstrate ownership of college and career success by their investment of time communicating their education plan and career goals to Success Coaches and Faculty Advisors.
- a. Advising appointments are scheduled by continuing students each term.
 - b. Initially student knowledge of the roles of the Success Coach and Faculty Advisor is gained through new student orientation, onboarding by Success Coaches and the advising course syllabus.
 - c. Students are responsible to follow through on action plans identified during advising sessions.

Note: See Advising Syllabus attached for additional information.

2017-2018 Syllabus
***Student Advising for College and Career Success
at Blue Mountain Community College***

The WHO and WHY of ADVISING – You (a BMCC student), your faculty advisor and your success coach are a partnership, a team. Our shared goal with you is to equip you with the skills to create and work successfully toward your educational, career and life goals!

WHAT – OUTCOMES for Students

- Your educational plan, career goals and completion date goals are defined
- You know and use BMCC’s resources and services to support your success
- You understand the college policies, procedures and expectations that impact you
- You demonstrate ownership of your education and career goals through your investment of time, your active engagement and accomplishments in your BMCC classes and activities
- You have positive, professional mentor-like relationships with your faculty advisor and student success coach
- You demonstrate the ability to balance and manage competing priorities

YOUR ADVISING TEAM MEMBERS - CONTACT INFORMATION and ACCESS

Your Faculty Advisor and Success Coach contacts are listed on your WolfWeb homepage.

In addition, general Student Success Coach inquiries can be emailed to: ssc@bluecc.edu

Success Coach and Faculty Advisor contacts are available on the BMCC website Staff Directory:

<http://bluecc.edu/about-bmcc/staff-directory>

Blue Mountain Community College is committed to providing inclusive learning environments. Please notify us if there are aspects of the Advising process that result in disability-related barriers to your participation. For assistance with disability accommodations, please contact the Health and Wellness Center at 541-278-5965, TDD 541-278-2174 or email DisabilityServices@bluecc.edu.

SEQUENCE

Student advising follows a natural progression as you advance from your first term of enrollment to completion of your academic goals. We recognize that students’ educational and career goals may change over time and through life circumstances. We also recognize that you may step away and re-enter the college, sometimes multiple times. The advising partnership and resources are supportive to your individualized goals, needs and timeframes.

First term - Meet with your Success Coach for new student information, clearance to register and selection of classes. **All other terms** - Meet with your faculty advisor for clearance to register and class selection. Continue to connect with your Success Coach for success resources and support.

IMPORTANT DATES AND DEADLINES

Academic Calendar 2018-2019:

<http://www.bluecc.edu/home/showdocument?id=10078>

YOUR ADVISING TEAM - WHO DOES WHAT

	Student/Advisee will	Success Coach will	Faculty Advisor will
Appointments	<ul style="list-style-type: none"> Schedule appointments through appointment manager with advisor each term and success coach as needed Cancel appointment if unable to attend 	<ul style="list-style-type: none"> Maintain up-to-date calendar Provide initial intake with student/advisee Be available as needed for appointments 	<ul style="list-style-type: none"> Maintain up-to-date calendar Meet with student/advisee each term
Roles	<ul style="list-style-type: none"> Understand the purpose and roles of the student, success coach, and advisor 	<ul style="list-style-type: none"> Inform students of the purpose and roles of the student, success coach, and advisor 	<ul style="list-style-type: none"> Review and reinforce the purpose and roles of the student, success coach, and advisor
Education & Career Goals	<ul style="list-style-type: none"> Understand and communicate personal values, abilities, and goals in relation to education, career and life. 	<ul style="list-style-type: none"> Assist students in defining and developing expressed educational, career and life goals 	<ul style="list-style-type: none"> Monitor and assist progress toward educational, career and life goals
Academic Requirements & Pathway	<ul style="list-style-type: none"> Understand requirements for intended degree 	<ul style="list-style-type: none"> Assist student in identifying educational, career and life goals and pathways to achieve them Assign appropriate faculty advisor 	<ul style="list-style-type: none"> Explain certificate or degree requirement for student's educational goals Discuss future education and training to meet career goals
Action Plans	<ul style="list-style-type: none"> Follow through on plans of action identified during success coach/advising mtgs. 	<ul style="list-style-type: none"> Engage student in identifying a plan of action to be a successful student 	<ul style="list-style-type: none"> Help student identify a plan of action to reach educational and career goals
Staying on Track for Success	<ul style="list-style-type: none"> Self-monitor academic success and financial aid status 	<ul style="list-style-type: none"> Assist with issues related to academic success and financial aid Assist or refer students to financial aid, tutoring and/or other resources as stated in Academic Progress Appeal 	<ul style="list-style-type: none"> Adjust student schedule based on recommendations of Success Coach in the Academic Progress Appeal
Campus Resources	<ul style="list-style-type: none"> Seek out and use campus resources and special services 	<ul style="list-style-type: none"> Inform student of campus resources and special services available Provide referrals to community resources as needed 	<ul style="list-style-type: none"> Refer students to success coach, campus resources and/or special services as needed
Policies & Procedures	<ul style="list-style-type: none"> Learn and understand college policies, procedures and requirements as they relate to your academic success and degree completions 	<ul style="list-style-type: none"> Inform and guide students to understand policies, procedures and requirements related to academic success and degree completion 	<ul style="list-style-type: none"> Maintain awareness of and direct students to policies and procedures relevant to student academic success and degree completion as needed
Dates & Deadlines	<ul style="list-style-type: none"> Be aware of and meet important dates and deadlines Make appointments with advisor prior to registration week Make appointments with success coach as needed Meet deadlines necessary for degree completion 	<ul style="list-style-type: none"> Ensure that student has access to important dates and deadlines necessary for academic success 	<ul style="list-style-type: none"> Remind students of important dates and deadlines necessary for academic success

