

Procedure 3.2502

Faculty Advisor Responsibilities Procedure

Advising students is an important undertaking which will take time, planning, understanding, encouragement, and enthusiasm for each faculty advisor. The faculty advisor assists advisees in making informed decisions and students, in turn, accept the responsibility for their decisions by devising a course of action to achieve their goals. The following are some of the responsibilities of a faculty advisor:

1. To provide ongoing advisement to advisees.
2. Faculty advising is distinct from individual instructional consultations with the students in the faculty member's own classes. The advising responsibility includes establishing specific office hours for advising students. Assistance and intervention should be provided for students not progressing satisfactorily.
3. To be familiar with curriculum departments and College degree/diploma/certificate requirements as specified in the current Beaufort County Community College Catalog and published supplements including information regarding prerequisite and sequence courses.
4. To advise students about selection of courses for each semester to ensure they are meeting degree/diploma/certificate requirements per their curriculum plan.
5. To assist those students who are accepted but who do not want to earn a degree/diploma/certificate from Beaufort County Community College.
6. To advise students about their course load for each semester.
7. Faculty advisors recommend courses which they believe are appropriate, in terms of the student's abilities and outside workloads. When advisors think that the course selection is inappropriate, they should discuss with the student the possible consequences of taking the course.
8. To be knowledgeable of one's area of concentration. Faculty advisors should be aware of current literature and job trends in their vocation/technical area or in the transfer curriculum in which they serve as advisors.
9. To attend required registration training prior to each registration period and remain current on the technology used to register students.
10. To refer students to the Student Services Department for financial aid counseling, student counseling services, Student Government Association opportunities, and Veterans' Affairs counseling.
11. To be aware of registration procedures for students and advise accordingly.
12. Do not enroll students in a course which requires a prerequisite unless the student has satisfied the prerequisite requirements.
 - a. Do not allow students to register after the published last day to register.
 - b. Schedule students for individual conferences of at least 10-15 minutes for registration advising.
 - c. Provide academic advising services for on or off campus registration.
13. To work during registration periods and to remain on campus during official registration periods not inconsistent with their employment contract.

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14. To post class and office schedule by 8:00 a.m. on the first day of class after the close of registration.
15. To periodically review and track advisee's academic progress and course selection, making sure the student is progressing towards graduation.
16. To inform distance-learning students of the competencies needed for success in an online environment.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Academic Support Services Policy](#)

History

Senior Staff Review/Approval Dates: 02/29/2016, 05/09/2016

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*