

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.1.8.1  
Related Policy: 8.1.8  
Title: Academic Advising  
Responsibility: Vice President for Academic Affairs

Original Approval Date: 05-07-1997  
Last Cabinet Review: 10-25-2017  
Last Revision: 10-25-2017

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President

## **I. Purpose**

The purpose of this procedure is to establish an advisement system that is uniform and effective.

## **II. Advisor**

Incoming students should meet with a staff New Student Enrollment Advisor to assist them in developing a MAP (My Academic Plan) during the enrollment process. Upon registration for the first semester of courses, a faculty advisor from the curriculum program that student has declared as his/her major, except for Associate in Science-Health Science, will be assigned by the administrative system (Banner). Students enrolled in Associate in Science-Health Science will be assigned a staff advisor upon registration for the first semester of courses. It is the responsibility of an Academic Affairs Administrative Specialist to annually update the list of advisors for each program used to assign advisors.

## **III. Advisement**

For continued advisement, students may elect self-advisement or seek advisor assistance in all course selection and scheduling of classes. As requested, advisors should recommend that courses taken by students fulfill the requirements of the degree, diploma or certificate they are pursuing. Advisors should insure that courses are taken in correct sequence and that all course prerequisites are met. Advisors should: act as a referral service in cases where personal counseling, financial aid, necessary tutoring, and special help are needed; advise the student in job placement upon graduation and/or refer them to the Career Resource Center; and advise the student in acquiring the College catalog and utilizing Degree Works, an electronic degree audit.

#### **IV. Advisement Process**

All advisors have access to advisees' records through WaveNet and Degree Works. These resources should be used as the primary advisement tools in the student's selection of classes.

The student advisee should access his/her Academic Transcript and Degree Works for monitoring the courses to be taken.

Students will receive an orientation, prior either to or at beginning of their enrollment. This orientation, conducted by student services, will include a presentation on the advisement system used at Horry-Georgetown Technical College.

#### **Health Science/Limited Access Advisement Process**

For students seeking admission to a Limited Access program, a Health Science advisor will be assigned by the administrative system (Banner) upon registration for the first semester of courses. Health Science advisors should insure that students take courses in correct sequence and that students meet all course prerequisites for the desired Limited Access program. Health Science advisors should: act as a referral service in cases where personal counseling, financial aid, necessary tutoring, and special help are needed. Health Science advisors should advise students with the goal of helping the students develop strong applications for admission into a Limited Access program. Once admitted into a Limited Access program, the student will be assigned a faculty advisor for that curriculum program.