TIDEWATER COMMUNITY COLLEGE
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No. 2213 Rev: 2

Policies and Procedures   **Date: July 25, 2022**

Subject: Advising

1. Purpose

Tidewater Community College (TCC) is committed to providing collegiate education and training to adults of all ages and backgrounds, helping them achieve their individual goals and contribute as citizens and workers to the vitality of an increasingly global community. To promote such an environment, curricular and non-curricular students are encouraged to meet with an advisor prior to registering for courses.

2. Policy

Tidewater Community College (TCC) is committed to the success of its students. As such, the college prescribes an advising structure with policies and procedures that shall assist students in achieving their educational, career, and personal goals.

A. TCC endorses a developmental approach to advising.

B. All students are encouraged to meet with an advisor prior to registering for courses.

C. Enrolled curricular students will be assigned to advisors, which shall be reflected in Navigate and the college's Student Information System.

D. Advisor case management strategies will include structured communication and outreach.

E. Students in good academic standing may self-advise, but they shall be responsible for meeting academic program requirements, as specified in the college catalog and the Student Information System Advisement Report, based on their corresponding catalog year.

F. Students who are not in good academic standing may be required to meet with an advisor before registering for courses.

G. Advising appointments may be conducted in-person, or by phone, email, or any other virtual platform sanctioned by the college. Staff shall work to ensure privacy and confidentiality of information during instances of advising through various technology platforms.

3. <u>Responsibilities</u>

The Vice President for Student Affairs shall be responsible for developing and maintaining procedures that are consistent with this policy and comply with applicable policies of the Virginia Community College System.

4. <u>Definitions</u>

Advisor: an academic advisor, counselor, or faculty member who provides academic and career guidance, ensuring students understand the requirements to meet their collegiate goals.

Advising: a student-advisor relationship intended to aid students in achieving educational, career, and personal goals through institutional and community resources, which supports students in their quest for an enriched quality of life and reflects the institution's mission of total student development.

Curricular Student: defined per Virginia Community College System (VCCS) Policy 6.3.0.0 as any individual who has been accepted to the college and has been accepted to one of the college's associate degree or certificate programs.

Non-Curricular Student: defined per Virginia Community College System (VCCS) Policy 6.3.0.1 as any individual who has not been formally admitted to one of the regular curricula but who are classified according to the following student goals or conditions:

A. Upgrading employment skills for present job
B. Developing skills for new job
C. Career exploration
D. Personal satisfaction and general knowledge
E. Transient student
F. Student who maintains primary enrollment with another postsecondary institution and elects to enroll in the VCCS
G. High school student dual enrollment or dual credit
H. Auditing a course

5. References

Virginia Community College System (VCCS) Policy 6.3.0.0 and 6.3.0.1. for Student Classification

6. Review Periodicity and Responsibility

The Vice President for Student Affairs shall review this policy annually at the first anniversary of its approval and, if necessary, recommend revisions.

7. Effective Date and Approval

This policy is effective upon its approval by the College President on July 25, 2022.

Policy Approved:

Marcia Conston, Ph.D.   Karen Campbell, Ph.D.
President   Vice President for
                                                Student Affairs

8. Review and Revision History

The initial version of this policy was approved on October 25, 2018.

Revision 1

- Removes Procedures section eliminating the practice of placing registrationholds on student accounts when FTIC students apply to the college and upon reaching designated milestones.

Approved on May 18, 2020 by the College President.

Revision 2

- Updates titles, removes Policy section requiring advising meetings based on credit completion, changes student classification to curricular and non-curricular, adds information in the Policy section regarding advising approach, advisor assignment, case management strategies, and types of advising appointments, and updates Definitions section to reflect developmental advising definition.

Approved on July 25, 2022 by Marcia Conston, Ph.D.