



<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER: 100-02-01	PAGE NUMBER Page 1 of 2
	CHAPTER: Academic Affairs	
	SUBJECT: Academic Advising & Required Approvals: Academic Advising /PIN	
RELATED POLICIES:	EFFECTIVE DATE: Adopted February 2007	
	SUPERSESION: TBD	
	 Dr. David Svaldi President	
OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs		

Academic Advising & Required Approvals

Academic Advising / PIN for Undergraduate Students

I. POLICY:

Students are expected to assume the responsibility for planning their academic programs in accordance with college rules, policies, and requirements.

To assist students with this planning, an advisory system has been created. It is designed to provide a close relationship between students and faculty in an effort to help students make appropriate academic choices. Personnel from the Academic Advising and Tutoring Center serve in an advisory capacity to new students who have not declared a major.

Each new student is assigned a faculty advisor as soon as he/she has declared a major. Advisors must aid the student in planning course work during registration and must be available for a conference each semester.

Should a student choose to change or add a major field of study, the student needs to contact the Academic Advising and Tutoring Center and complete appropriate paperwork to be assigned a different advisor for the new field of study.

II. PURPOSE:

The purpose of this policy is to specify students' responsibilities for academic program planning, the role of academic advisors, and advising procedures.

III. DEFINITIONS:

- A. Academic Advisor: A faculty or staff member who advises students regarding their academic program.
- B. Academic Advising Office: The office responsible for advising students who have undeclared majors on their academic program and/or ensuring that faculty advisors have access to the students' academic records.
- C. Academic Advising and Tutoring Center: see Academic Advising Office.
- D. Advising PIN: Personal Identification Number assigned each fall and spring semester and given to each degree-seeking undergraduate student by an advisor after the advising conference. A PIN is required to enable registration in classes.
- E. Major: The area in which a student intends to specialize.

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- F. One Stop Student Services Center: The consolidated service center of student business services, registration, financial aid, academic advising, etc., located in the Student Union Building, where students can conduct most college business.

IV. PROCEDURES:

- A. After a student is admitted to Adams State College, an academic advisor is assigned. If the student has not declared a major an advisor from the Academic Advising and Tutoring Center is assigned. If he or she has declared a major, an advisor from the department of the student's major area is assigned.
- B. Students must meet with their advisor each semester to plan a sequence of courses that will lead to completion of all graduation requirements.
- C. After a student has met with his or her assigned advisor, a PIN is given by the advisor allowing the student to register on line or in person at the One Stop Student Services Center. A PIN is required in order to register during the fall and spring semesters. A different PIN is assigned each semester. A PIN is not needed for summer registration.
- D. Students wishing to register for fall classes during the summer months must make an effort to contact their advisor, either via email or in person, in order to be advised and obtain the PIN. If a student is unable to connect with his or her assigned advisor in a timely manner, he or she must try to reach the department chair of their major for advising. If both advisor and department chair are unavailable for advising during the summer, the student must contact the Academic Advising Office at the One Stop Student Services Center where he or she will be given their PIN and as much assistance as needed. The student will be notified that his or her advisor must be seen upon the start of the semester to ensure enrollment in appropriate classes.
- E. Prior to applying for graduation, students must meet with their assigned advisor to complete a degree check and ensure they are on track to graduate. This should be done the semester prior to that of graduation.

V. RESPONSIBILITY:

- A. Each student is ultimately responsible for knowing and completing all graduation requirements, for arranging meetings with his or her academic advisor, and for complying with all college rules, policies, and requirements.
- B. The Academic Advising and Tutoring Center is responsible for assigning each student an academic advisor and for advising any student who has not declared a major.
- C. Each academic advisor is responsible for meeting with students to assist them in developing and following an academic plan that leads to timely graduation. Advisors are responsible for giving their advisees a PIN after advising them. As a required part of being a staff or faculty member, advisors are to take their advising responsibilities seriously.

VI. AUTHORITY:

ASC General Catalog 2006-2007

VII. HISTORY:

May 30, 2006

VIII. ATTACHMENTS: