

***Policies and Procedures*****Date: May 18, 2020**

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**Subject: Advising**

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1. Purpose .....	1
2. Policy .....	1
3. Responsibilities.....	2
4. Definitions.....	2
5. References .....	3
6. Review Periodicity and Responsibility .....	3
7. Effective Date and Approval .....	3
8. Review and Revision History .....	3

**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 all first time in college (FTIC) curricular students and/or re-admitted students may be required to meet with an advisor prior to registering for courses their first term and upon reaching designated milestones.

**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 holistic approach to advising.

B. All first time in college curricular students and/or re-admitted students may be required to meet with an advisor prior to registering for their first term.

C. All first time in college curricular students and/or re-admitted students may be required to meet with an advisor upon successful completion of 24 TCC college credit hours.

D. Career Studies and Certificate students may be required to meet with an advisor upon successful completion of 12 TCC college credit hours.

- E. All non-curricular students may receive advising within Counseling/Advising Services.
- F. Students who are not in good academic standing may be required to meet with an advisor before registering for courses.
- G. The Vice President for Student Affairs or designee may waive this requirement on a case-by-case basis.

### **3. Responsibilities**

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. Definitions**

**First Time in College (FTIC):** A student who holds a high school diploma, a GED or its equivalent and has never attended a postsecondary college or university.

**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 holistic student-centered approach toward helping students identify, clarify, and realize their personal, academic, career, and life goals that includes exploration, clarification, communication, and implementation of realistic choices based on self-awareness of abilities, interests, and values.

**Successful Completion:** the grades of A, B, C, D, P (Passing), and S (Satisfactory) are passing grades (*see course catalog*).

**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 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 May 18, 2020.

Policy Approved:

Marcia Conston, Ph.D.  
President

Corey L. McCray, Ph.D.  
Interim Executive Vice President for  
Academic and 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 registration holds on student accounts when FTIC students apply to the college and upon reaching designated milestones.