

Policies and Procedures**Date: October 25, 2018**

Subject: Advising

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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 shall be required to consult with an advisor prior to registering for courses their first term.

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 are 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 are required to meet with an advisor upon successful completion of 24 TCC college credit hours.

D. Career Studies and Certificate students are 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 are required to meet with an advisor before registering for courses.

G. A Campus Provost on a case-by-case basis may waive this requirement.

3. Responsibilities

The Executive Vice President for Academic and 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. Procedures

The following procedures will be followed:

Advising: An advising hold will be placed on all new FTIC curricular students and/or re-admitted students records once they apply to the college and when a student successfully completes 24 TCC college credit hours (or 12 TCC college credit hours for Career Studies and Certificate students). The advisor removes the hold once the student has completed an academic advising session, which includes completion of an academic and career planning form that will become a part of the student's official record.

Two weeks after the registration period begins for the fall and spring semesters, the Office of Information Systems will run a query to identify new curricular placed students who have not met with an advisor. Various outreach methods including emails, text messages, telephone calls, etc. will be utilized by the Office of Public Affairs and Communication to the identified students. This will occur at specified periods of time until the end of the registration period. Prospective students will be notified that an advising hold has been placed on their records requiring them to attend an advising session before they can register.

5. Definitions

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

New Student: an active applicant who is curricular placed, completed the application process and has not enrolled or an active applicant who is curricular placed and has completed the VCCS application for admit term Spring 2019 or later.

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 Session: a meeting (in-person, phone, email, virtual) in which a student consults with an advisor to discuss his/her academic and career plans prior to registering for classes.

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

6. References

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

7. Review Periodicity and Responsibility

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

8. Effective Date and Approval

This policy is effective upon its approval by the College President on October 25, 2018.

Policy Approved:

Procedure Developed:

Gregory DeCinque, Ph.D.
Interim President

Corey L. McCray, Ph.D.
Interim Executive Vice President for
Academic and Student Affairs

9. Review and Revision History

This is the first version of this policy.