A. Purpose

To describe the assignment and function of faculty advisors.

B. Responsibility

1. The Director of Records and Registration, under the direction of the Vice President for Student Services and Enrollment Management, is responsible for assigning students as advisees to appropriate advisors.

2. The advisor is responsible for providing academic advisement to the student as needed and maintaining adequate advisement records. Advisors maintain advisement records and student progress records in order to be able to better advise students.

3. The student is responsible for seeking out his/her advisor and following directions of the academic advisement process.

C. Procedures

1. A student accepted to Gaston College is assigned to an academic advisor.

2. The student may request a conference with his/her academic advisor at anytime; however, students should try to arrange conferences during the office hours of the advisor.

3. Academic advisors are always available for assigned hours during registration periods. Yet, students should never feel they have to wait for advice until a registration period. If an appointment cannot be arranged at the convenience of both the student and advisor at a time other than registration periods, the student may receive advisement through the Divisional Dean.

D. Background

1. Distribution of this procedure is to document a partially ongoing procedure already in effect since 1970.

2. The President will identify and assign to the appropriate administrative units the responsibility of development, maintenance, and/or implementation of
all college policies. For example, proposed new policies pertaining to academic matters will normally be referred to the Academic Council and Faculty Senate prior to submission to the Executive Committee. No policies will be developed, maintained, and/or implemented without prior approval by the President and the Board of Trustees.