

CPTC Procedure: Academic Advisement

Academic Advisors are responsible for advising and registering newly admitted students and students who are returning to CPTC after not enrolling in classes for two or more academic terms except for students preparing for the Associate of Science Nursing program. Students preparing for the Associate of Science Nursing program will be advised by the Academic Advisor. All Full-time program faculty members are responsible for advising and registering students who are currently enrolled in Coastal Pines Technical College (CPTC) courses. The Dean for Academic Affairs Secondary Initiatives and the High School Coordinators are responsible for coordinating, advising, and registering high school dual enrollment students. New, current, and returning students are assigned to advisors based on the student's academic program. Advisors focus on assisting students in completing their required program curriculum in a timely manner and earn their academic award. Principles of effective academic advising is aggressive advising of currently enrolled students, block scheduling of program curricula and availability of accelerated learning support courses for students who may be underprepared for college-level courses.

1. Current Student Registration. Faculty or the ASN Program Advisor is responsible for advising and registering currently enrolled students prior to the end of each academic term. The academic calendar shows the start date of registration for currently enrolled students which covers the final six weeks of the term, proceeding the term of enrollment. For example, advising and registration for currently enrolled students for Summer 2023 Semester starts on March 6 and ends on May 15, the day before the first day of Summer 2023 term.
2. New Student Registration: The Academic Calendar shows the start date for new student registration. Academic Advisors will advise and register new students until the beginning of the upcoming term. Academic Advisors will remind new students to complete the online New Student Orientations and support any student who needs assistance.
3. New Student Orientation. All new students should complete the online New Student Orientation. The online orientation is continuously available online to all students. Students may view the orientation multiple times. The New Student Orientation provides Information essential to a smooth transition to college and information concerning official means of communication with faculty and staff.
4. Faculty/Advisors. Faculty/Advisors are responsible for contacting and advising each student in their programs, prior to the end of the academic term. Faculty/Advisors may utilize Degree Works to assist in student advisement.

Responsibility:

The Vice President for Academic Affairs has the overall responsibility of ensuring this procedure is implemented.

Adopted: June 2, 2014

Reviewed: February 12, 2024