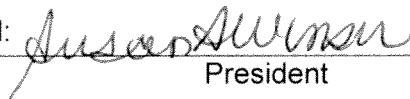


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	ACADEMIC ADVISEMENT	Procedure Number:	4-5-112.1
Institutional Authority:	Vice President of Education and Training		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	4-5-112		

Approved:


President


Vice President of Education and Training

Date

Adopted: 07/01/2004

Date

Revised: 02/22/2010

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

Students

- A. Deans assign academic advisors and forward the lists to Student Services.
- B. For new students, once an application for admission has been completed and approved, Placement tests are scheduled and administered, and results are reported on TSUM (in Datatel) and Web Advisor. For continuing students, this information is already available.
- C. For second semester students and new Health Science students, an appointment is scheduled for advisement with the student's academic advisor. For all other new students, an appointment is scheduled for advisement with a Student Services Counselor. During scheduled advising periods, academic advisors should post sign-up appointment sheets on the doors of their offices.
- D. At the end of the advising session, advisors will complete the Advising Session Report Form *[available on ARC]*, giving one copy to the student and keeping a signed copy in the advisor's advisee file and an electronic copy in the student folder *[available on the Intranet]*.

- E. The advisor/counselor will then release the student for online registration using Web Advisor. [Instructions for doing this on Web Advisor are available on ARC under the "Online Help" button at the top of the page.]
- F. The Advisor will then give a copy of the registration time appointment letter to the student. [This letter is sent to continuing students by Student Services. A generic letter to be given to new students, or to students who have lost theirs, is available on ARC under "Advising Web Registration Letter."]
- G. If a student is advised by someone other than their assigned advisor, a copy of the Advising Session Report should be forwarded to their assigned advisor for his/her records, also.
- H. Following the meeting with their advisor, at the scheduled time, the student registers by computer. Advisors should encourage students to register in the library or in one of the campus computer labs. Advisors should NOT register the student, but should give them the opportunity to take responsibility for their own academic program. If they need help, it is available from the ISM help desk (803-593-9954 ext. 1988 or support@atc.edu) and in the Academic Success Center (Room 770). Advisors may help students who are still struggling with the process to get registered in the appropriate classes after they have sought help in the appropriate venues. Advisors should help the students through the process, however, rather than do the registration for them. Students should be encouraged once they register to print their schedule and to bring a copy to their advisor, which the advisor should then place in their advisee file.