

WGTC 6.4

Academic Advising

Students admitted to West Georgia Technical College are assigned to the Advising Center for academic advisement. The only exceptions will be Transient and Special Status Students who will be assigned to the Registrar for advisement assistance, high school students who are assigned to a High School Coordinator, and Commercial Truck Driving students who are assigned to program faculty.

Once a student completes approximately 50 percent of academic program progression and completes any needed Learning Support classes, the student will be reassigned to the appropriate faculty advisor for that program. The only exceptions are Healthcare Professional, Healthcare Management, and Healthcare Assistant students. These students will be assigned to the Advising Center until they change their program or are accepted into a degree or diploma healthcare program. Technical Specialist students will remain under the advising services of the Advising Center until they transfer or change programs. Changes of program status after assignment to a program faculty advisor will also result in advisor reassignment. Enrolled credit students may access Self Service Banner Web at any time to identify whether they are assigned to the Advising Center or have been transferred to their program faculty advisor.

The role of an academic advisor is to assist students in the development of meaningful educational plans that are compatible with their life goals. The ultimate responsibility for making informed decisions about life goals and educational plans rests with the individual student; however, the academic advisor can assist by providing detailed program course complete requirements, working with students to identify and assess alternatives, and providing guidance for additional opportunities for academic completion and success.

An academic advisor's responsibilities include helping students to design a program of study, interpreting catalog program information and degree completion requirements, and helping students understand academic alternatives. Advisors also monitor academic progress and recommend appropriate resources to answer questions or solve problems related to academic and career matters. They are also valuable sources of information about College policies, procedures, resources, and programs.

Policy Source: West Georgia Technical College	Policy Manager: Vice President, Academic Affairs	Effective: 3/2009
Division: Academic Affairs	Reviewed: 9/2021 Revised: 9/2021	