



Presidencia

EXECUTIVE ORDER ACA 07-07

November 15, 2007

**DEANS
DEPARTMENT DIRECTORS**

ACADEMIC ADVISING POLICY AND PROCEDURES

The Academic Advising is the process through which a full time faculty, committed to the philosophy, vision and mission of the institution, works as a guide counselor for students during their academic career in one of the Institution programs.

Policy

All students officially enrolled in the institution, receive guidance on issues related to academic advising: academic progress and internal or external academic alternative, to complete their academic goal. In accordance with paragraph 2.13, Article 2 of the Faculty Norms, academic advising will be offered in collaboration with the faculty.

Procedure

The Academic Department is responsible for:

1. Identify the student by program area.
2. Distribute students per teacher, according to the program and course load.
3. Notify the professor amount of assigned students.
4. Notify the student's academic advisor name and office hours.

Academic Advisor Roles

1. Study the student record assigned for academic advising.
 - a. If a student has a (GPA) Average less than 2.00 will not take over 12crs. per semester. Will be referred to the Guidance and Counseling Program.
 - b. Check the year of admission to utilize the corresponding catalog of courses.
 - c. Identify concentration, elective courses and requirements.
 - d. Conduct an analysis of the record. Not approved or incomplete Courses.
2. Cite the student to develop a course sequential of the program from he/she was assigned.
3. Orient the student about the sequence of courses and the order they should be enrolled.
4. Orient the student regarding particular needs which require assistance or support and where they can request it.

5. Inform students of programmed scheduled deadlines in the calendar and orient them of the procedure to follow to register their course programs, withdraws or changes, and financial aid.
6. *The counselor should keep record of students served, in each academic session and the kind of help offered.*
7. Ensure that all students take the course DEE 100 at the beginning of their academic courses or before.
8. Guide the student to take in time their specialty or department electives courses.

Student Responsibility

1. First take courses requirements and then continue advancing a coordinated path.
2. Repeat all courses with F or specialty courses where they have obtained D.
3. Remove incomplete courses not completed within the specified term, before receiving a grade of F or losing the right to claim.
4. Take continuation courses the next semester after taken prerequisites.
5. New students that during the August-December semester are taking courses 100 (English, Spanish, Mathematics) enroll them in courses 105.
6. If the student wishes to change concentration or Department, realize the dates in the calendar for this procedure.
7. **All students** must go first to their department to collect the director's signature on the course selection sheet on the date on which they were cited for enrollment.

Validity:

This policy is in effect immediately and repeals any previous guidelines, rules, policies or procedures conflicting with what is provided herein.

Approved:



Nilda Nadal Carreras
President