



# Policies and Procedures

---

**TITLE: ACADEMIC ADVISING**

**EFFECTIVE DATE: 10/01/90**

**POLICY NO: 1-19**

**REVISED DATE: 05/07/97**

**VCCS POLICY NO: [6.4.0.1](#)**

I. Purpose:

To describe the college's policy with regard to academic advising for curricular students, non-curricular students, and change of curriculum.

II. Definition: N/A

III. Policy:

Curricular Students

All students who have applied for a specific curriculum leading to a degree or certificate shall be assigned an academic advisor. The advisor shall be a faculty member familiar with the student's program who is expected to assist in planning a course of study and help the student through an academic career at the college.

Curricular students shall be encouraged to consult with their academic advisor each semester, as needed.

Non-Curricular Students

Non-curricular students shall be encouraged to see a counselor when first enrolling at the college to assist in planning a course of study.

Prerequisites and Corequisites

All students shall be responsible for determining and meeting the prerequisites and corequisites for any course taken as specified in the College Catalog.

Change of Curriculum

The student who desires to change the curriculum of study shall be required to consult with a counselor to complete the official Change of Curriculum form. In the case of a change to a curriculum in the Division of Engineering and Applied Science, the student will obtain approval from that division. The form shall then be submitted to Admissions and Records for processing.

TITLE: ACADEMIC ADVISING

EFFECTIVE DATE: 10/01/90

POLICY NO: 1-19

REVISED DATE: 05/07/97

IV. Procedures: N/A

V. Other Information: N/A