

5.1.2. OFTC Academic Advisement Procedure

Oconee Fall Line Technical College (OFTC) is committed to intrusive academic advising that provides transparent information as a shared responsibility where the advisor and student are equally invested in academic excellence and steady progress toward graduation.

Advisement is a process by which OFTC helps each enrolled student realize his/her potential. It includes the programs and services found in a variety of offices and centers, such as Academic Affairs offices, Student Affairs offices, the Career Services Center, and the Tutoring Centers. This procedure refers specifically to academic advisement services, including the following:

- Providing assistance in selecting a program of study.
- Providing recommendations for course sequence for the selected program of study.
- Providing information about general education and graduation requirements.
- Providing information about career options and the value of a program of study.
- Providing assistance with registration and course scheduling.

OFTC Responsibilities

1. From resource allocation to service delivery, advisement is a campus-wide responsibility. The faculty, administration, and staff of OFTC share in the responsibility to provide accurate and effective advisement to students.
2. OFTC shall maintain an updated catalog, student handbook, program web pages, and a degree audit system. The Admissions and Records Offices as well as full-time faculty advisors provide advice on Technical College System of Georgia (TCSG) policies and college-wide procedures as well as referral to appropriate services.
3. The Vice President of Academic Affairs, in cooperation with the Vice President of Student Affairs and the Offices of Admissions and Registrar, shall provide periodic updated information on academic policies and procedures including, but not limited to, rules and policies related to the General Education Program, graduation requirements, appeal processes, and grading policies.
4. OFTC shall provide students with timely evaluation of academic work accomplished prior to attendance at OFTC and timely evaluation of program of study requirements prior to student's anticipated graduation date.
5. OFTC shall provide students with timely notice of academic probation and suspension status.

Academic Affairs Departmental Responsibilities

1. The responsibility for ensuring the availability of academic advisement rests with each Academic Affairs Dean and the Vice President of Academic Affairs.

2. The Vice President of Academic Affairs and each Academic Affairs Dean, in consultation with the college faculty, shall select an advisement configuration consistent with student needs and program requirements.
3. The Vice President of Academic Affairs and the Academic Affairs Deans shall be responsible for providing the resources and faculty incentives necessary for the maintenance of an effective and efficient advisement network.
4. Student advisement (examples include meeting individually with students to provide information about course requirements and student progress and career guidance) is part of the regular workload of every full-time faculty member. Deans and/or division chairs may, however, recognize differential advising responsibilities by appropriate assignment of duties.
5. Divisions shall provide information about their major(s)/programs to students in an explicit way which may include: catalog, a program handbook, program webpage, and updated information in DegreeWorks.

Student Responsibilities

1. Students have responsibility to familiarize themselves with program requirements and TCSG/OFTC policies and procedures and take advantage of opportunities for academic advisement provided by the various OFTC offices and programs.
2. All students should confer with an advisor on a regular basis. Specifically, all students must receive academic advisement prior to registration for each semester. New students should participate in the New Student Orientation.

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Revised: