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DIN: 2010-2-02
Name of Process: Advising Process for Initial Registration of Newly Enrolling Learners

Purpose

To ensure a system for assigning advisors and getting the advisee folders to the right advisor is in place

Scope

This applies to all incoming learners

Definitions

The following is a list of key definitions:

Term/Phrase	Definition
Enrolling learner	New learner coming into the system
Returning learner	Learner who has been enrolled at the college before
Program advisor contact	One faculty member in the program who initially is assigned all advisors prior to splitting them up at registration
Advising folder	Blue folder created for each newly enrolling learner. This folder contains the following: Copy of assessment printout, salmon sheet indicating appropriate College Readiness courses as indicated by assessment scores. Copy of transfer of credits form, high school transcript, copy of any college transcript

Process

The table below describes responsibilities for this process:

Stage	Who	Description
1	Admissions Clerk	Creates blue advising folder for each accepted and enrolling learner. Labels the folder with the learner's name and program and semester started. Gives the folders for a program to the Program Faculty Advisor Contact person PRIOR TO the registration session for distribution among the faculty in the program.
2	Enrichment Center Director	At time Accuplacer is administered, prints the record for each learner, reviews results, circles College Readiness Courses that learner needs to take. If the LEC director would recommend that the learner retake the assessment, indicates that on the sheet.(TAKES PLACE OF SALMON SHEET?) Gives to Admissions Clerk for placing in advising folders.
3	Program Faculty Advisor Contact	Distributes the folders to program faculty prior to the registration session. Prints "overall advisee" list for him/herself, showing all advisees. Indicates on the list which advisor was assigned to which learner and gives list to Registrar who changes the advisor name in ISRS for the learners.

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3	Program Advisors	Advises newly enrolling learners at the orientation session. If a learner comes who doesn't have an advising folder at all, takes that learner to Counselor? Admissions? (they're often busy with new people coming in –HOW DO WE WANT TO HANDLE THOSE?) for troubleshooting (may be that the learner had designated a different major, hadn't finished the application process). Assists newly enrolling learners with course selection for registration.
4	Counselor	Trouble shoots for any newly enrolling learner who doesn't have a folder, an advisor, may not remember major, etc.
5	Advisor	Keeps folders for own advisees until the person is no longer enrolled—(i.e., no longer shows up on advisor's enrolled learner/advising list printed at the beginning of each semester.— either graduates or has a semester of non-attendance). If advisee changes majors and the advisor KNOWS this (doesn't always), first advisor passes the folder to the Program Faculty Advisor Contact person of the new program who assigns the advisee to an advisor.
6	Program Faculty Advisor Contact	Distributes folder to new advisor. Informs Registrar who changes the Advisor on the learner record in ISRS (?)
7	Registrar	Makes advisor changes to learner records when needed. End dates records for learners who graduate/leave the college/etc.
8	Advisors	At beginning of each semester, prints own Advising List. Prints Advising Report for each learner on the list. Review to see if any are people who changed from a different major (will show on the advising report.). Secure the blue folder from that first advisor. Files the report with the blue folder in their possession. Culls advising folders still in possession for those not on the enrolled learner/advising list as follows: If the learner graduated the previous semester (and didn't return for another program eg- graduated with certificate but is now continuing for a diploma), deposit in shredder. Don't cull folders for graduates at end of semester till we know they didn't return the next semester for another program award—like diploma after receiving certificate. If there are learners for which the advisor has blue folders but the learner isn't on the list and hasn't yet graduated, return the blue advising folder to central repository for keeping for two semesters in case the learner has only stopped out. If other kind of discrepancy on list, bring to Registrar for troubleshooting.
9	Registrar	Troubleshoots advising list discrepancies.
10	Advising Clerk responsible for Advising Folders	Keeps the advising folder repository, keeping folders for two semesters, then depositing in shredder container. (Mark drawer with semester –eg fall 05). Retrieve folders for learners who return and give to new advisor.

Supporting references

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Listed below are college documents that support this process:

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