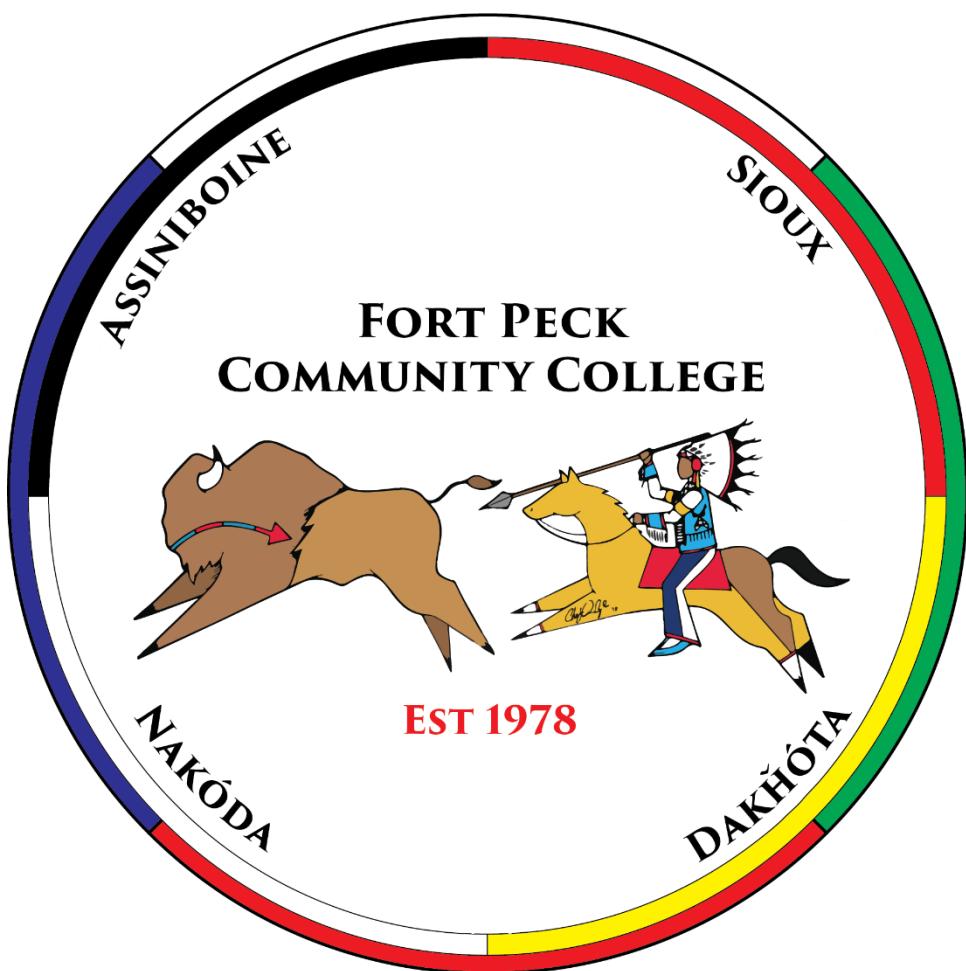


## Advising Plan



August 2021

Advising is a critical ingredient in students' transition to success in college. FPCC is committed to providing every student with meaningful academic advising. The overall outcome for advising is for students to understand the program of study selected and the requirements associated with it, select courses each semester that fulfill their education plan and graduate with their intended degree.

### **Advisor Role**

At Fort Peck Community College **advisors**, also known as **faculty, TRIO and Enrollment Advisor** will serve as advisors are committed to:

- Understanding policies and procedures for advising
- Providing students with proper guidance to developing educational goals
- Respecting students and their individual needs and interests
- Provide students with a draft action plan to completing their program of study.
- Provide accurate information about resources.
- Assist students in identifying career opportunities.
- Reinforce student responsibility for academic decisions and behaviors.
- Familiarize student with the FPCC catalog.

In addition, faculty participate in professional development related to advising. Each year, a session on academic advising is presented during faculty in-service. Advisors are given copies of Advising Worksheets at this time. If new instructors are present, senior faculty and the Academic Vice President will demonstrate how to determine the courses the students need for their certificate and degree program, how to interpret the ASSET Placement Test scores for reading and writing, and mathematics, and how to read and interpret Student Transcripts. Advisors are reminded of the Grade Point Average (GPA) that students must maintain to be eligible for Financial Aid and to maintain good standing at FPCC. See Exhibit File 2.D.5 for the FPCC Advising Handbook.

### **Student Role**

At Fort Peck Community college, **advisees**, also known as **new and returning** students are committed to:

- Adhere to academic policies, responsibilities, and performance require to completed college level coursework.
- Spend time and effort to identify and clarify personal values, abilities, interests, and goals.
- Communicate and share ideas in the academic planning process.
- Contact and make appointments with advisors when required or in need of assistance. The college catalog has phone numbers and office locations. Office hours are posted outside faculty offices.
- Notify the advisor about changes in appointments, career or major plans or course schedules.
- Plan in advance for advising sessions: bring necessary materials such as transcripts, placement scores, FPCC catalog, proposed class schedule and questions.

- Follow through on actions identified in each academic advising session.
- Accept final responsibility for all decisions.
- Request a change in advisor, if necessary (change of major), by completing a major/advisor form at the Registrar's Office.

### **Advising Process**

All students will be assigned to the Enrollment advisor at Fort Peck Community College. The enrollment advisor will determine where the student is in their educational plan. There will be three types of advising models at Fort Peck Community College.

- **New Students:** If eligible for TRIO, all new are assigned to the Trio department, who will serve as the advisor for the duration of their academic career. If new students are not eligible for Trio, first year students are assigned to the Enrollment Advisor for their first year. Upon successful completion of their first year, students will be assigned to the faculty advisor aligned with their program of study.
- **Returning students-** If eligible for TRIO, returning students will remain assigned to the Trio department. Returning students not eligible for Trio, or who have changed their program of study are assigned to the Enrollment Advisor. **Returning students** on track to graduate are assigned to a faculty advisor most closely aligned to their field of study.
- **Dual Credit and Early College:** Dual credit and early college students work with their high school counselor and the FPCC registrar to determine the best education plan of study for the student.
- **Non-Degree Students**-Non-Degree seeking students are not assigned an advisor.

Students may change their advisor after the first semester by contacting the Registrar.

