



NO. 5049 ADVISEMENT PROCEDURES

1. ACADEMIC ADVISING SERVICES

Students may engage in academic advising services online via secure live chat and OCCC email, request an appointment with an academic advisor or visit the office as a walk-in student.

- 1.1. Academic Advisors assist students in interpretation of assessment testing results, prior learning and transfer coursework unofficial evaluation, selecting a major, career exploration, transfer processes, academic planning, course selection appropriate to students' career goals, preparing for selective admissions programs, and program evaluations to review progress toward degree obtainment.
- 1.2. Students may also meet with a Peer Advisor for assistance utilizing the career exploration software, college account access, learning management software, and with building a schedule and registering for courses.

2. DUAL ADVISEMENT MODEL: ACADEMIC AND FACULTY ADVISORS

Oklahoma City Community College has a dual advisement model.

- 2.1. Responsibility for academic advisement of students is coordinated by professional advisors within the Division of Enrollment and Student Services. The Director of Academic Advising is accountable for supervising.
- 2.2. The Instructional Deans are accountable for faculty advisement and departmental assignment of a faculty advisor.
- 2.3. Academic Advisors assist students in general advisement related issues as listed in section 1.1. Faculty Advisors provide major specific information, field-related contacts, and coordination of major course sequencing.
- 2.4. Regardless of choice of major, all students are encouraged to make use of the combined resources in the Office of Academic Advising and with their assigned Faculty Advisor.

3. ACADEMIC ADVISOR AUTHORIZATIONS

Academic Advisor Authorization is required for enrollment for the following reasons:

- 3.1. Student credentials, academic history, placement scores, transfer credit and other advance placement scores require evaluation in order to authorize placement into courses.
- 3.2. Requests for exceeding the normal academic workload of 12 – 16 credit hours for a 16 week instructional session as outlined in the college catalog.
- 3.3. Requests for enrolling in a repeated course beyond three attempts. This applies to any course attempted whether it was audited, completed unsuccessfully or

successfully, or withdrawn from after the drop and add period. The Academic Advisor will review the student's academic history and discuss barriers to success, recommend appropriate resources, alternative plans, and will make recommendations to the Director of Academic Advising regarding authorization for the student to enroll in the course for the fourth or more times.

3.4. The Director of Academic Advising, or designee, authorizes course substitutions for the life skills requirement for A.S. or A.A.S degrees.

4. **STUDENT REFERRALS FROM ACADEMIC ADVISEMENT**

Students may be referred to the Academic Division, Instructor, or Faculty Advisor for authorization to enroll in courses that are over seat capacity, late adding a course, approval for major electives associated with degree, or if an alternate assessment is required to determine course placement.

Effective: June 1, 1996

Revised: May 1, 2015