

## Advising Policy

### Purpose:

The purpose of Fond du Lac Tribal and Community Colleges advising policy is to provide a structured and supportive framework that ensures all students receive the guidance and resources necessary to achieve their academic, personal, and career goals. This policy aims to foster an inclusive and respectful advising environment that supports student success and development.

### Policy Language:

1. **Support Student Success:** Assist students in developing educational plans that align with their goals, interests, and abilities.
2. **Enhance Academic Achievement:** Provide timely and accurate information about academic programs, policies, and procedures.
3. **Facilitate Career Planning:** Help students explore career options and develop strategies for achieving their career aspirations.
4. **Encourage Personal Development:** Support students in developing skills and strategies for personal growth and lifelong learning.

### Advising Structure

1. **Advising Team:** The advising team will consist of professional advisors, faculty advisors, and counselors who are trained to provide comprehensive support to students.
2. **Advisor Assignment:** Each student will be assigned a primary advisor upon enrollment. This advisor will be the main point of contact for academic and career advising.
3. **Specialized Advisors:** In addition to primary advisors, students will have access to specialized advisors/counselors/ program coordinators for specific programs or needs, such as transfer advising, career services, and support for students with disabilities.

## Advising Process

1. **Initial Advising Session:** New students will participate in an initial advising session to discuss their academic and career goals, review program requirements, and develop an educational plan.
2. **Ongoing Advising:** Students are encouraged to meet with their advisors regularly to review their progress, update their educational plans, and address any academic or personal concerns.
3. **Academic Monitoring:** Advisors will monitor students' academic performance and provide interventions and support as needed to ensure student success.
4. **Career Advising:** Counselors may assist students in exploring career options, developing resumes, preparing for interviews, and connecting with potential employers.

## Responsibilities

1. **Advisor Responsibilities:**
  - a. Provide accurate and timely information about academic programs, policies, and procedures.
  - b. Assist students in developing and updating their educational plans.
  - c. Monitor students' academic progress and provide support and interventions as needed.
  - d. Maintain confidentiality and professionalism in all advising interactions.
2. **Student Responsibilities:**
  - a. Actively participate in the advising process and seek guidance when needed.
  - b. Be aware of and adhere to academic policies and deadlines.
  - c. Take responsibility for their educational and career planning.
  - d. Communicate openly and honestly with their advisors.

## Evaluation and Improvement

1. **Feedback Mechanism:** The college will implement a feedback mechanism to gather input from students on the effectiveness of the advising process.
2. **Continuous Improvement:** The advising policy and practices will be reviewed regularly to ensure they meet the evolving needs of students and incorporate best practices in academic advising.

This advising policy aims to create a supportive and inclusive environment that empowers students to achieve their academic and career goals while fostering personal growth and development.

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**Date Policy was Originally Adopted:**  
**Responsible Division/Author:**  
**Revision Date(s):**