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Policy Name: Mandatory Registration Advisement

Policy Number: None

Functional Area(s) Responsible: Academic & Student Affairs

Owner(s) of Policy: Academic & Student Affairs

Most Recent BOT Approval Date: 1/2/2019

Most Recent Review Date: Spring 2023

Most Recent Review/Revision Type: none minor/non-substantive substantive/extensive

Policy Statement:

All matriculated students will be required to meet with an advisor prior to registering for the subsequent semester. New matriculated students, prior to the start of their first term, will be required to meet with an advisor for any schedule adjustments.

Reason(s) for Policy:

Although students are ultimately responsible for understanding their own degree requirements, Finger Lakes Community College is committed to a shared advising system (known as the Academic Success Network - ASN) in which advisors serve as primary points of contact for registration, schedule or goal changes on a student's path to completion. All staff within the ASN support students in outlining and attaining their academic, professional, and personal learning goals.

Applicability of Policy:

All faculty, staff, prospective and accepted students should be familiar with this policy.

Definitions:

None

Related Documents:

- FLCC Course Drop and Withdrawal Policy
- FLCC Grading Policy

Procedures:

New Student Registration (first time registration):

Any new matriculated student to FLCC will have a registration hold placed on his/her account prior to the initial registration. Upon successfully completing their registration activities with an approved advisor, the hold will be lifted until the registration for coursework is finalized via the Student Information System (SIS). At the conclusion of successfully registering, the hold will be returned. If a student needs to adjust their schedule (add, drop, withdrawal) s/he will need to meet* with an appropriate advisor. The advisor who works with the student will enter notes on the advising session into the retention software system. If the term is immediately preceded by a day in which the College is closed for business, the hold will be lifted, and students notified, so that they may do last minute schedule adjustments accordingly without seeking permission.

New Student Advisor(s) Assignment:

Upon successfully completing an initial registration, the matriculated student will then be assigned program advisor and a member of the Academic Advising, Career and Transfer Services Office (AACTS) through a process managed by the Student Records Office. If the student changes majors prior to the start of the semester, the advisor from AACTS and program advisor may be adjusted. Any specialized advisor associated with a particular cohort (e.g., athletes, EOP, etc.) will be assigned to those students via the student retention system software.

Returning Student Registration:

Matriculated students will be required to meet* with an appropriate advisor in order to register for the subsequent semester. The advisor who works with the student will enter notes on the advising session into the retention software system. At the conclusion of the meeting with the student, the advisor will lift the hold in the Student Information System allowing the student access to register and adjust their course schedule at their convenience.

*Meet is defined as in person, in a group, electronically or by telephone.

Forms/Online Processes:

None

Appendix:

None