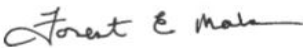



**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	ACADEMIC ADVISEMENT	Policy Number:	4-5-112.1
Institutional Authority:	Chief Academic Officer		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	4-5-112		

Approved:		
	President	Chief Academic Officer

Date Adopted:	07/01/2004
Date Revised:	09/25/2023

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

Academic advising for students is provided as follows:

- A. Upon admission or re-admission to the College, students are assigned, based on an alphabetical system, to a staff Enrollment Advisor for initial advising. Course placement decisions are based on an assessment of multiple measures.

Students do not have to take a placement test. All students can begin the English pathway in ENG 101 with co-requisites RDG 100 and ENG 012. All students can begin the Mathematics pathway with MAT 101.

An Enrollment Advisor will issue an exemption for transitional courses (RDG 100, ENG 012) or placement into a higher-level math (MAT 102, MAT 110) if the student has any of the following:

- High school GPA and coursework.
    - The student must have graduated from high school within the last five years with an unweighted GPA of 2.7 or higher. OR
    - A minimum GED score of 165 for Reasoning Through Language Arts and Mathematical Reasoning (beginning with the 2016 GED.)
  - Use of PSAT scores
    - The student must have PSAT scores from within the past three years that meet the following scale: 500 or higher on verbal; 500 or higher on math
    - These scores allow the student to receive non-course equivalency for RWR 032 and MAT 102.
  - Placement testing
    - Placement test scores are valid for three years.
    - Advisors apply score requirements for course placement as determined by the faculty.
  - Previous college coursework
    - Transfer and readmit students will be placed according to previous college coursework. (A grade of "C" or higher in a college-level English and Math course from an accredited or approved institution.)
    - Earned an associate's, bachelor's degree, or higher from an accredited institution.
- B. All full-time faculty members provide academic advising as part of their job duties. Deans are responsible for assigning faculty advisors. Faculty advisors usually provide advising services for students in their second or subsequent semester.
- C. During advisement and registration periods, all Advisors should reach out to advisees to encourage students to schedule appointments for advisement with the Advisor. During scheduled advisement and registration periods, Faculty Advisors must post sign-up appointment sheets/links to online calendar on their office doors.

For all new students, an appointment is to be scheduled with an Enrollment Advisor in the Enrollment Services Center.

- D. Advisors will develop and maintain academic plans in Self-Service, provide a copy of the Academic Map from the MyATC Portal, and help students create a course schedule that aligns with their academic goals, program of study requirements, and interests. They will explain the requirements for the chosen program and help students understand the curriculum, prerequisites, and progression through the program.
- E. Advisors will provide information about Support Services, such as tutoring services, academic workshops, and other resources available on campus.

- a. If a student faces challenges that require specialized support (such as counseling, disability services, or health services), they make appropriate referrals.
- F. Advisors will help students with adding or dropping courses within the designated period, ensuring that the changes align with their academic plan.
- G. Advisors will help students set realistic academic and personal goals for the semester and provide strategies for achieving them.
- H. Advisors will explain important academic policies such as grading systems, academic standing, withdrawal procedures, and deadlines.
- I. Once Advisors have met with students and planned them for registration, the Advisor will release the student for registration in Student Planning.
- J. All Advisors are required to do the following:
  - a. Provide notes in the student's Student Planning to document the advisement session to ensure consistent communications with the student among advisors. The notes should detail the advising sessions, course plans, and academic progress.
  - b. Ensure students who are advised register for courses with on-site assistance. Send registration reminders to case load.
  - c. Review reports to monitor and track enrollment progression of case load.