

Policy: **Mandatory Registration Advisement**  
Responsible for Policy: Academic & Student Affairs

Policy Number: \_\_\_\_\_  
Most recent approval date: January 2, 2019

### **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 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 the 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

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### **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.

**APPROVE THE MANDATORY REGISTRATION ADVISEMENT POLICY**

**WHEREAS**, the Finger Lakes Community College Community is charged with reviewing and updating policies and procedures on a regular basis; and

**WHEREAS**, Finger Lakes Community College endorsed the Academic Success Network model which requires students to see an advisor prior to registrations for subsequent terms; and

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees hereby approves the adoption of the Mandatory Registration Advisement Policy.

Approved by the FLCC Board of Trustees at the meeting on January 2, 2019

\_\_\_\_\_  
Date

\_\_\_\_\_  
Geoffrey Astles, Board Chair

\_\_\_\_\_  
Barbara R. Hamlin, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on January 2, 2019, and entered in the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have hereunto set my hand this 2<sup>st</sup> day of January 2019.

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Janet Carabell, Assistant Secretary of the Board