

Procedure Manual



Title: Advising, Career Services and Other Student Resources	Number: A6Hx2-5.12
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Advisors are available on campus and online to assist and or facilitate action for students with the following functions.

- Interpretation of test scores and questions regarding being exempt from taking placement tests
- Unofficial transcript evaluations
- Tutoring and academic resources
- Educational planning
- Academic success plans
- Career planning and exploration
- Academic Standards Petitions
- Course substitution and waiver Process
- Support resources

Scheduling an Appointment with an Advisor

Students are strongly encouraged to schedule an appointment with an advisor in order to avoid long waits.

In-Person Advising Appointments: Any student may schedule an appointment to meet face-to-face with an advisor by logging in to myBC from the BC homepage and clicking the Advising link, then Advising Appointments.

Online Advising Appointments: Any students may schedule an appointment for an online advisement session by visiting the Broward College [Advising and Educational Planning homepage](#) and selecting [Online Learning](#).

During peak periods, starting three weeks prior to each term, students can only see an advisor on a walk-in basis. Students are therefore encouraged to schedule an appointment prior to peak times to avoid long waits.

Interpretation of Test Scores for Academic Course Placement

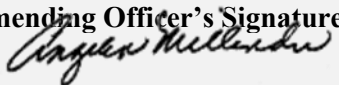

First-time in College students will be required to attend a mandatory advisement and registration session prior to attempting to register for classes. After reviewing placement test score results, advisors shall advise students in the selection of courses. Students should refer to BC Policy and Procedure 6Hx2-5.14 regarding placement testing for additional information.

Unofficial Evaluation of Previous College Course Work

Advisor and counselors perform a review of unofficial college transcripts and can create an educational plan (see below) for students using that information. The official transcript evaluation is considered the official record of any transfer coursework that will be evaluated for equivalency and accepted by the College toward a degree program at Broward.

Tutoring and Academic Resources

Students may access in-person and online tutoring through the Learning Resources Centers at each campus.

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Educational Planning

Students can seek advisement at any campus or center for all degree-seeking and certificate programs. Students should request an advisement appointment for an online or in-person advisement appointment. Advisors can create an educational plan outlining term-by-term courses needed to be taken in order to complete a degree in a certain time period. Students should follow the plan provided and should not make changes to the plan or take courses that are not part of that plan. Students who do not follow their educational plan risk getting exceeding their maximum timeframe to complete a degree program, causing a student to become ineligible to receive Federal and State student aid and can cause a higher tuition rate when the student transfers to another State university in Florida.

Academic Success Plans

Students who are experiencing difficulties completing their courses successfully should meet with a student success coordinator or advisor who can create an academic success plan to help students to improve their grade point average (GPA) and refer students to academic resources to help them to succeed.

Career Planning and Exploration

Students who are interested in career guidance may access career center services either [online](#) or by visiting a campus career center. At the Career Center, students will have access at no cost to online career assessment tests and personality inventories. After the assessments are completed, students should schedule an appointment with an advisor who will discuss inventory results and assist students in selecting appropriate careers and majors based on student interests, skills, and abilities.

Academic Standards Petitions

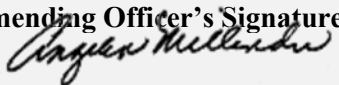

Students must meet with an advisor to submit an Academic Standards Petition in accordance with BC Policy and Procedure 6Hx2-5.28.

Course Substitution and Waiver Process

Students see an academic advisor to request a course substitution or waiver for a specific course in accordance with BC Policy 6Hx2-4.01. Students with self-identified disabilities must see an advisor in Disability Services in accordance with BC Policy 6Hx2.4.09.

Support Resources

Students in need of mental health counseling do not need a referral and may access such services directly by contacting the College's contracted mental health provider. Contact information is readily available on the web and in college publications, or students may obtain this information from an academic advisor.

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