

Procedure Manual



Title: Academic and Career Advising	Number: A6Hx2-5.12
Policy Number: 6Hx2-5.12	Page: 1 of 3

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
- Academic 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 their assigned academic advisor in order to avoid long waits.

In-Person Advising Appointments: Any student may schedule an appointment to meet face-to-face with their assigned academic advisor by logging in to the Student Services Management System from the Broward College homepage and clicking the Advising link, then Advising Appointments.

Online Advising Appointments: Any students may schedule an appointment for an online advising session by visiting the Broward College Advising and Academic Planning homepage and selecting Online Learning.

Interpretation of Test Scores for Academic Course Placement

First-time in College students will be required to attend a mandatory advising and registration session prior to attempting to register for classes. After reviewing the placement test score results, advisors shall advise students in the selection of courses. Students should refer to College 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 academic 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 College.

Tutoring and Academic Resources

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

Academic Planning

Recommending Officer's Signature <i>Janice Stubbs</i>	Date: 9/9/19	President's Signature 	Date: 9/9/19
---	------------------------	---	------------------------

Procedure Manual



Title: Academic and Career Advising	Number: A6Hx2-5.12
Policy Number: 6Hx2-5.12	Page: 2 of 3

Students can seek academic advising at any campus or center for all degree-seeking and certificate programs. Students should request an advising appointment for an online or in-person advising appointment. Advisors can create an academic 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 academic 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 academic plan risk getting to exceed 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 their assigned academic advisor and 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 College Policy and Procedure 6Hx2-5.28.

Transfer Students

Transfer students who have been academically dismissed from any previous attended institution(s), are required to meet with an academic advisor prior to registering for classes.

Course Substitution and Waiver Process

Students see an academic advisor to request a course substitution or waiver for a specific course in accordance with College Policy 6Hx2-4.01. Students with self-identified disabilities must see an advisor in Accessibility Resources in accordance with College 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.

Recommending Officer's Signature <i>Janice Stubbs</i>	Date: 9/9/19	President's Signature 	Date: 9/9/19
---	------------------------	---	------------------------

Procedure Manual



Title: Academic and Career Advising	Number: A6Hx2-5.12
Policy Number: 6Hx2-5.12	Page: 3 of 3

Recommending Officer's Signature <i>Janice Stubbs</i>	Date: 9/9/19	President's Signature 	Date: 9/9/19
---	------------------------	---	------------------------