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## ASUN Operating Procedure – Professional Advising Process

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### Operating Procedure Synopsis

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*Title: Professional Advising Process*

*Approval Date:*

*Revised: n/a*

*Responsible Officer: Jacqueline Faulkner*

*Responsible Operating Procedure Manager: Ashley Buchman*

*Responsible Department: Retention and Student Success*

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#### A. Purpose

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This operating procedure is designed to guide professional advising at ASUN. Professional advising generally occurs at New Student Orientations and when academic advisors are unavailable.

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#### B. Definitions

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Advising: "Advising is a process in which advisor and advisee enter a dynamic relationship respectful of the student's concerns. Ideally, the advisor serves as teacher and guide in an interactive partnership aimed at enhancing the student's self-awareness and fulfillment." O'Banion, T. (1972).

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#### C. Scope

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This operating procedure is applicable to those staff members who assist students with course registration.

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#### D. Statement of Authority

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???Articulation of the delegation of authority for enforcement of the operating procedure is defined in this section.

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#### E. Procedures

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Student completes an ASUN application.

Student completes all of the necessary steps for registration. The following items are needed to complete the registration process at ASUN: Immunizations, Scores, and Transcripts.

Student signs up to attend a New Student Orientation session or schedules an appointment to meet with a professional advisor.

First-Time Entering Students:

For first-time entering students, the professional advisor looks up the advisee's ACT/Compass Scores.

The professional advisor should ask the student what degree they are seeking at ASUN. The professional advisor also should ask the student what their career goals are so the student can be counseled on the

appropriate academic path to meet that goal. If the student wants to seek an Associate Degree, they need to have at least an ACT Composite: 15 or Compass Reading: 62.

The professional advisor should ask the student about their activities and responsibilities outside of school. The answer will determine the number and type of courses a student should enroll in for the semester. For placement into English and Math courses, please consult the “Test Score Placement Chart”. Students should be enrolled in a College and Life Skills course during their first semester at ASUN. If the schedule does not permit for the student to take the College and Life Skills Course during the first semester, they should take it the following semester. The professional advisor and student work together to find courses to make a schedule.

Once the schedule is complete, a copy is printed for the student. The student can take the copy of the schedule to get a student ID made.

The professional advisor fills in the degree plan with the scheduled courses. The professional advisor and the student sign and date the degree plan. The professional advisor submits the degree plan to the admissions office and makes the student a copy for their personal records.

Note: For eligible students, financial aid will pay for students enrolled less-than-half-time, half-time, three-quarter time, and full-time.

#### Transfer Students:

For transfer students, the professional advisor looks in Campus Connect to see if any academic work from previous institutions has been transferred to their ASUN transcript. The professional advisor should ask the student what degree they are seeking at ASUN. If they are seeking an Associate Degree, they need to have at least an ACT Composite: 15 or Compass Reading: 62.

The professional advisor should ask the student about their activities and responsibilities outside of school. The answer will determine the number and type of courses a student should enroll in for the semester. For placement into English and Math courses, please consult the “Test Score Placement Chart”. Students should be enrolled in a College and Life Skills course during their first semester at ASUN. If the schedule does not permit for the student to take the College and Life Skills Course during the first semester, they should take it the following semester. The professional advisor and student work together to find courses to make a schedule.

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#### **F. Responsible Officer**

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Jacqueline Faulkner, Vice Chancellor of Student Affairs

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## G. Related Information

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Degree Plans- <http://www.asun.edu/programs/>