

Policy Statement

Academic advising consists of guiding students in a variety of academic areas including, but not limited to major selection, course placement, course selection, course registration, program planning, and other activities. Academic Advisors must be familiar with and able to convey to student the many and varied institutional and academic policies outlined in writing.

Policy Details

1. Advisors, Academic Administrators, and Faculty, where appropriate, shall serve as Academic Advisors.
 - a. Staff in the Division of Student Affairs and Enrollment Services will be identified to serve in the role of academic advisor for all new and continuing students.
 - b. In accordance with the Terra Faculty Association contract, full time faculty responsibilities may include advising and assisting students with registration and coursework in degree programs and certificates.
 - c. Where special needs exist, students will be referred to the college's Academic Service Center.
 - d. Students will be notified of their specific Academic Advisor as part of the admissions process.
 - e. In the event that a student changes majors or is reassigned to a new advisor, an email will be sent to the student's Terra State email account identifying the new advisor.
 - f. Students may find their academic advisor by accessing Banner Self Service and Engagement by Watermark. Students should regularly check to verify who their advisor is.
 - g. It is the responsibility of the student to seek appropriate academic advising.

Procedures

1. How to identify your Academic Advisor.
 - a. Banner Self Service
 - i. Navigate to <https://my.terra.edu>.
 - ii. Click on links in the yellow navigation bar at the top of the page.
 - iii. Click on Banner Self Service and Log In using your Terra username and password.
 - iv. Click on the Student Tab in Banner Self Service.
 - v. Click on the Student Records link.
 - vi. Click on View Student Information.
 - b. Student Success and Engagement by Watermark
 - i. Navigate to <https://my.terra.edu>.
 - ii. Click on links in the yellow navigation bar at the top of the page.
 - iii. Click on Watermark Student Success and Log In using your Terra username and password.
 - iv. Click on the Home link at the top.
 - v. Your Academic Advisor and your Success Coach will be found in the "Your Success Team" box.

Resources

1. **Advising at Terra State**
 Phone: 419-559-2345
 Email: advising@terra.edu
 Website: https://www.terra.edu/degrees_programs/academic_services/academic_advising/index.php
2. **TSCC College Catalog -**
https://www.terra.edu/degrees_programs/academic_services/academic_advising/index.php
3. **Staying on Track to Graduate -**
https://www.terra.edu/degrees_programs/academic_services/academic_advising/staying_on_track_to_graduate.php
4. **Disability Services | Academic Accommodations -**
https://www.terra.edu/degrees_programs/academic_services/disability_services/index.php

Approval History

<i>Date</i>	Policy/Procedure or Entire Document	Notes (Types of Actions)	**Approved by
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12/7/2022	Updated Template	Updated to new template	Tim Shaal
	Policy Statement	Add a policy statement	
1/19/2023	Policy	Approved by CASA with Edits	William Taylor, CASA Co-Chair

**Full name of CASA Committee Chair, signatory, or designee

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