

## *Policy Statement*

Terra State Community College (TSCC) is committed to providing advising services that provide guidance and direction on various aspects of the student experience while attending the college. The goal of advising services is to promote student success.

## *Policy Details*

The college shall provide advising services for students which include but are not limited to the following areas:

1. Exploring education goals
2. College admission process
3. Planning program of study
4. Class scheduling
5. Fulfilling degree and certificate requirements
6. Transfer opportunities
7. Career exploration and placement

## *Procedures*

Before meeting with an advisor, students should complete the Admissions process. This includes submitting an admission application, submitting all transcripts, meeting with an Admissions Advisor, setting up a Terra account, discussing financial aid options, orientation, and placement testing.

**Academic Enrollment Advisors** are assigned to students at the time of their enrollment at the college. Students may find their advisor on Banner Self-Service.

**New Students** will have an advising hold placed on their accounts at the time of first enrollment. New students must meet with an Academic Enrollment Advisor to register for the first semester of coursework. New students may not register without first meeting with an Academic Enrollment Advisor who assist, the student in creating an academic plan for their program of study. The Academic Enrollment Advisor will remove the advising hold allowing the student to register.

**Continuing Students** will not have an advising hold placed on their account. Continuing students are not required to meet with an academic advisor each semester. However, it is highly recommended that all students meet with an Academic Enrollment Advisor prior to registration for each academic term. Meeting with an Academic Enrollment Advisor can help assure that adequate and timely progress is being made toward degree completion, and may help prevent issues that would delay graduation and the completion of educational goals.

For more information about advising services, please email [advising@terra.edu](mailto:advising@terra.edu) or call 419-559-2345.

## *Resources*

1. **Admissions Application** - <https://terra-uga.edu.185r.net/application/login/>
2. **Banner Self-Service** - <https://selfservice.terra.edu/ssomanager/c/SSB>
3. **Student Success & Engagement (Watermark)** - <https://terra.avisoapp.com/>
4. **Transferology**: <https://transferology.com/index.htm>

Definitions

<b>Term</b>	<b>Definition</b>
<i>Education Goals</i>	Milestones or markers that show achievement toward the students desired outcomes. These can include major declaration, course completion, graduation, and job placement, among others.
<i>College Admission</i>	Acceptance and matriculation into a program of study at Terra State Community College or at other colleges or universities for students who intend to transfer.
<i>Program of Study</i>	A sequence of courses that provide the requisite skills and knowledge for students in a particular career, and which lead to a credential or degree at the postsecondary level.
<i>Transfer Opportunities</i>	Programs, initiatives, pathways, and partnerships between institutions of higher education that allow students to move coursework to or from a college or university for continued education.
<i>Career Exploration</i>	The process of exploring career options.

Approval History

<i>Date</i>	Policy/Procedure or Entire Document	Notes (Types of Actions)	**Approved by
9/28/2005	Entire Document	Issued	Unknown
11/15/2022	Policy Statement	Add a policy statement	Tim Shaal
	Resources	Add a list of advising related resources	
	Procedures	Add the procedures section	
	Definitions	Add policy definitions	
1/19/2023	Policy	Approved by CASA with Edits	William Taylor, CASA Co-Chair

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

**Effective Date:** 1/20/2023

**Next Review Date:** 1/20/2026