

**Southwest Tennessee Community College**

**Faculty  
Academic Advising  
Handbook**

**2013-2015**

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## **Mission**

The mission of Southwest Tennessee Community College is to provide the citizens of Shelby and Fayette counties and the surrounding Mid-South region with a high quality and affordable post-secondary education that prepares them for associate degrees, future educational opportunities, and successful employment.

As a comprehensive, open-access, culturally diverse, public two-year college, Southwest is committed to meeting the educational needs of individual students, communities, and employers through credit and non-credit instruction using both distance learning technology and traditional campus-based classes. Southwest promotes student success in a supportive teaching and learning environment designed to raise educational levels, promote work-readiness skills, enhance career advancement, prepare for university transfer, and enrich personal lives.

## **Academic Advising Mission**

The mission of Academic Advising is to provide the faculty of Southwest Tennessee Community College with academic training, advising tools and develop peer mentoring to enhance faculty academic advising skills.

## **Academic Advising**

Southwest is dedicated to student learning and academic success. To encourage and foster student commitment to, and involvement in the learning process, the College provides a comprehensive program of developmental academic advisement. Students are advised by Faculty Advisors in academic departments and by Academic Advisors in the Advising centers.

To ensure students are on the correct, shortest paths to graduation, Southwest requires all degree-seeking students to be advised every semester.

Advisors provide guidance, direction and information for the students' academic experience. However, students have the ultimate responsibility for correct course selection and non-duplication of course work.

Description of specific advising procedures is available on the College website.

## Internet Resources

Southwest Tennessee Community College maintains a Home Page on the Internet where information about the College and its academic programs and policies is available. The Academic Calendar that contains dates important to registration, admissions, and special events is an important Web resource for faculty and students. Visit SOUTHWEST homepages for the latest information. <http://www.southwest.tn.edu>

## Academic Advising Information

1. New/Undecided students will see advisors in the Advising and Counseling Department.
2. New students who have declared a major will be assigned a faculty advisor in that department at the end of their first semester of enrollment.
3. Returning/Continuing students who have selected a specific academic program and have been accepted into that program are assigned to a faculty advisor in that program.
4. The students are required to meet with their faculty advisors each semester.
5. Academic advisors are required to utilize the online advising program, AdvisorTrac, for documentation of advising sessions. This program is accessed through My Southwest. <https://advisortrac.southwest.tn.edu/TracWeb40/default.html>
6. An academic advising manual to guide advisors may be accessed at <http://www.southwest.tn.edu/documents/counseling>
7. Advisors will maintain confidential information discussed in advising sessions.
8. Advisors will help students define and develop realistic educational career goals.
9. Advisors will assist students with monitoring progress toward educational/career goals.
10. Advisors will provide students with program or degree requirements.
11. Advisors will answer general academic questions.
12. Advisors will provide information on registering for classes.
13. Advisors will refer students to Advising and Counseling for personal counseling <http://www.southwest.tn.edu/counseling>

## Academic Advising/Counseling Services

### Macon Campus

Farris Building, Room 2140  
Phone: 333-4594  
Fax: 333-4458

### Union Campus

M Building, Room 110  
Phone: 333-5122  
Fax: 333-5711

## Faculty Self Service on My Southwest

**Term Selection:** This link allows you to choose the Academic Term for the other selections on the menu. The term selected on this link will determine the information shown on the Advisee Listing and other records links, such as Student Information, Student Address and Phones, Student Schedule, Academic Transcript, Degree Evaluation, Test Scores, and Holds.

**ID Selection:** This link is used to determine which student's records you will be accessing. Student records can be searched by either Banner I.D. or first and/or last names. The selection of student on this link will determine the information shown on the other records links, such as Student Information, Student Address and Phones, Student Schedule, Academic Transcript, Degree Evaluation, Active Registrations, Registration History, Test Scores, and Holds.

**Student Information:** This link provides information such as first and last term attended, the student's catalog year, their primary advisor, and their program, college, and major.

**Student Address and Phones:** This link provides the contact information on record in BANNER.

**Student E-mail Address:** This link provides the student's Southwest Tennessee e-mail and any personal e-mail addresses he or she has on record in BANNER.

**Student Schedule:** This link provides access to the student's schedule for the semester selected above, under Term Selection.

**Academic Transcript:** This link provides access to the student's Academic Transcript.

**Degree Evaluation:** This link provides access to an evaluation of the student's Academic Transcript compared to the requirements of the program in which the student is enrolled. This completes the evaluation using the requirements for the student's program in the catalog year indicated on the Student Information page.

**Active Registrations:** This link provides information on the courses in which the student is presently enrolled. This information includes name, section, credit hours, campus, and instructor for the enrolled courses.

**Registration History:** This link provides a history of the courses in which the student has registered. It includes courses the student has dropped, withdrew from, and complete.

**Advisee Listing:** This link provides a list of one's advisees. It includes the name, Banner I.D. number as well as links to the Student Information, Holds, Test Scores, Transcript, and Degree Evaluation pages for each advisee. The menu includes a link for faculty to e-mail your student advisees individually and/or as a mass e-mail.

**View Test Scores:** This link provides access to the student overall test score, such as his/her ACT score. However, if a detailed breakdown of an ACT test score is needed, it can be accessed through BANNER.

**View Holds:** This link shows the financial and academic holds on the selected student's records and ability to register. Note that not all holds are shown on this page, due to the confidential nature of some holds.

## Academic Policies

- Academic Probation/Suspension <https://deit.southwest.tn.edu/facultyadvising>
- Confidentiality of Student Records – Family Education Right and Privacy Act (FERPA)
- Early Intervention <http://www.southwest.tn.edu/documents/counseling>
- Graduation <http://www.southwest.tn.edu/graduation>
- Satisfactory Academic Progress (SAP) <https://deit.southwest.tn.edu/facultyadvising>

## Faculty Academic Support and Training

- Center of Emphasis <https://deit.southwest.tn.edu/coe>
- Distance Education <https://deit.southwest.tn.edu>
- Center for Faculty Development <https://deit.southwest.tn.edu/cfd>
- Faculty Advising <https://deit.southwest.tn.edu/facultyadvising>