


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 521.1		
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	Last Revision Date:	08-27-2018	
Effective Date:			
Section:	Student Services	Subject:	Advisement Services

PURPOSE

Advisement Services will provide academic/career advisement to all Arizona Western College students to assist them in achieving academic/career goals. Advisement Services provides a team of academic advisors that assist students in their academic and career development, guiding students into, through, and beyond their college experience by teaching students how to discover their career/academic/personal interests, explore their career/academic options, create their individual college experiences, and prepare for their future career.

PROCEDURE

1. Advisement Services will:
 - 1.1 Assist students in the development of a meaningful education/career plan that is compatible with their personal life goals. Create an advising process that is proactive, ongoing, and strategic.
 - 1.2 Provide students with the necessary information, resources and assistance to help them have a successful start and experience at AWC.
 - 1.3 Deliver a variety of academic recovery programs and services that assist and equip students with creative and innovative tools to become more engaged in pursuit of their goals.
 - 1.4 Offer a variety of intrusive advising, tracking and mentoring support services leading to the academic, career and transfer success of students.
 - 1.6 Utilize technology to its fullest to enable students to engage wholly in their own academic and career development.
 - 1.7 Create and provide an environment that enhances each student's experience and provides for the best possible student-centered customer services and at all times.
2. The Director of Career and Advisement will manage the college's academic advisement system.