

**Williamsburg Technical College  
PROCEDURE**

**SECTION D – EDUCATIONAL AFFAIRS**

Title <b>STUDENT ADVISEMENT</b>	Number <b>D-20.1</b>
Division of Responsibility <b>Student Affairs</b>	Approval Date Page <b>1/21/2021 1 of 1</b>
Approval Vice President _____  President _____	Supersedes Procedure No. <b>D-20.1</b> Date <b>8/13/01</b>

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

- I. Test scores for all students may be found in the student database. A student reporting to an advisor without test scores should be referred to Student Affairs. Students may take courses not in their particular programs of study. However, they should be informed that the course(s) may not meet graduation requirements or be used in computing enrollment hours in Financial Aid programs.
- II. It is the responsibility of full-time faculty members and Student Affairs Counselors to participate in the advisement of curriculum students. Each advisor may review tracking models in the student database.
- III. If a course is substituted for graduation, advisors must submit a course substitution form to Student Affairs. Questions concerning Financial Aid benefits should be referred to the Financial Aid Director.
- IV. Advisors, albeit faculty or Student Affairs Counselors, will provide advisement services at the following times: scheduled course advisement days, registration days, the first five class days of each semester, and at scheduled appointment times agreed upon with the student and advisor.