



STUDENT ADVISING SERVICES POLICY

Student Services & Activities

Policy Number: 3040

1.0 PURPOSE

Academic advising represents a collaborative relationship between students and advisors. This partnership supports students through the development of evocative educational goals, which in turn, support personal interests, values and abilities. While many members of Columbia Basin College's ("CBC" or the "College") faculty and staff may help students make choices and accomplish milestones along their collegiate journey, the College grants formal authority to approve academic programs and assist students in completing degrees to three distinct groups of faculty and staff including full-time instructional faculty counselors, professional exempt completion coaches and professional exempt outreach & retention specialists and professional exempt retention specialists.

CBC intends academic advising as an effective measure with which to provide students with the greatest opportunity to use the full scope of support services available on campus, as well as empower students to appreciate, acknowledge and complete the full experience of being a successful CBC student.

2.0 AUTHORITY & SCOPE

2.1 Authority: N/A

2.2 Scope: All CBC Faculty, Staff and Students.

3.0 DEFINITIONS

3.1 Academic Advising is conceived as a collaborative process in which advisors help students to develop and realize their educational, career and personal goals. Academic advising is informational and explanatory—progressing through developmental and mentoring phases.

3.2 Counseling is a process that helps students overcome personal problems from the past and present that may interfere with their academic success. Counseling in the academic setting deals with wellness, personal growth, career development and helps students mobilize their own resources to resolve problems.

3.3 Counselor is a faculty member as well as a master's degree-level professional trained in counseling.

3.4 Completion Coach is a master's degree-level professional who assists faculty counselors in providing advisement services and assisting students in creating academic plans. Additionally, completion coaches develop and implement student success interventions and call-out programs.

- 3.5 Outreach & Retention Specialist** is a bachelor's degree-level professional who provides educational planning and assistance to CBC students, including individual and group guidance sessions, assisting with academic difficulties and referring students to counseling professionals as appropriate. This professional also assists the College with outreach efforts to help recruit and enroll students at CBC.
- 3.6 Retention Specialist** is a bachelor's degree-level professional who provides educational planning and assistance to CBC students, including individual and group guidance sessions, assisting with academic difficulties and referring students to counseling professionals as appropriate.

4.0 STUDENT ADVISING SERVICES POLICY

4.1 Responsibilities of the Student

Students within the CBC community who seek counseling and advising services will:

- 4.1.1** Recognize the shared responsibility of the counseling/advising relationship and accept their role in their own decisions;
- 4.1.2** Actively participate in identifying personal, academic and career goals;
- 4.1.3** Demonstrate respect for the counseling/advising process by preparing for and attending counseling/advising appointments;
- 4.1.4** Understand policies, procedures, dates and deadlines put forth by the College;
- 4.1.5** Check their CBC email regularly and use other resources on campus as appropriate; and
- 4.1.6** Keep track of their own academic progress and ask questions as needed to assist in their own monitoring.

4.2 Responsibilities of the College

Counselors, completion coaches, outreach and retention specialists and retention specialists employed by the College will:

- 4.2.1** Help all students who request counseling and advising services through the development of academic and career plans toward graduation, transfer and/or employment;
- 4.2.2** Provide information about CBC policies, procedures, majors, degree requirements and important dates and deadlines;
- 4.2.3** Empower students to find solutions, seek answers and become resourceful members of the campus community and beyond;

- 4.2.4 Cultivate a positive, nurturing environment and establish a clear communication plan with all students;
- 4.2.5 Be accessible to all students; and
- 4.2.6 Provide appropriate referrals to all campus and community resources.

4.3 Contacts

- 4.3.1 Counseling & Advising
509-542-5505 or ext. 2503
counseling@columbiabasin.edu
- 4.3.2 Dean for Student Retention & Completion
509-542-4595, or ext. 2595
lschumacher@columbiabasin.edu
- 4.3.3 Vice President for Student Services
509-542-4761, ext. 2761
cholden@columbiabasin.edu

5.0 FORMS & OTHER RESOURCES

Visit the [Counseling & Advising](#) webpage for more information.

6.0 HISTORY & POLICY CONTACT

- 6.1 Originated:** 12/2019
- 6.2 Revised:** 02/2023
- 6.3 Proposal Date:** 12/2019
- 6.4 Policy Review:** N/A
- 6.5 Promulgation Date:** N/A
- 6.6 Responsible Administrator:** Vice President for Student Services