
Type:	A – Educational (Board)	Last Approved: Sept. 27, 2005
Executive Responsibility:	Executive Director, Student Services	Next Review:
Administrative Responsibility:		Policy: 32.07

STATEMENT:PROCEDURE:

1. The ~~Vice-President~~Executive Director, Student Services, is responsible for the coordination of the institutional advising program.
2. A representative Advising Council, chaired by the ~~Vice-President~~Executive Director, Student Services, will meet regularly in order to maintain high standards of professional advising practice. The Advising Council will create professional development activities and communication systems for those who advise at ~~Malaspina University College~~Vancouver Island University.
3. It is the responsibility of Advisors to assist students toward the attainment of ~~Malaspina University College~~Vancouver Island University's institutional advising goals, which include but are not limited to:
 - clarification of life and career goals
 - development of suitable educational plans
 - selection of appropriate courses and other educational experiences
 - interpretation of institutional requirements
 - increasing student awareness of educational resources available
 - evaluation of student progress toward established goals
 - development of decision making skills
 - reinforcement of student self direction
 - referral to and use of other institutional and community support services, where appropriate
 - collecting and distributing student data regarding student needs, preferences, and performance for use in institutional policy making
- ~~4. Persons involved in the provision of advising services to students will maintain the highest standards of ethical behaviours as outlined in Policy 32.03 Code Of Ethics ^[g1] For Student Services Personnel.~~
45. Advising personnel may face unique ethical situations in the course of their duties which include but are not limited to:
 - the application of the BC Freedom of Information/Protection of Privacy Act

THIS PROCEDURE IS CURRENTLY UNDER REVIEW

- the recognition of referral responsibilities when issues exceed the limits of an Advisor's training, expertise and competence
- the accurate presentation and representation of course and program information

| 56. ~~Malaspina University College~~Vancouver Island University will systematically and regularly evaluate its advising program.

| 67. Formal advising services at ~~Malaspina University College~~Vancouver Island University are shared between a central advising team, Program Chairs and Coordinators, and Degree Advisors.

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