

Comprehensive Advisement Plan—Humanities/Learning Support Division **South Georgia College**

The plan will consist of the following components:

1. Introduction of the Division.
2. The Core Curriculum.
3. The goal of the plan.
4. Degree requirements for each major offered within the Division.
5. A program map for each major offered within the Division.
6. The advisor role/responsibility.
7. The student role/responsibility.
8. The training plan.
9. The assessment plan.

Introduction of the Division

The division of Humanities and Learning Support offers the Associate of Arts degree with seven different majors: Communications, English, Foreign Language, General Studies, Journalism, Philosophy and Theater. The philosophy of the Division of Humanities/Learning Support is that all students benefit from the broadest possible exposure to the great heritage of world civilization and culture. Thus, the Division offers courses in art, music, and theater appreciation; English composition; French and Spanish, speech communication; world literature; American and British literature, philosophy and humanities. The Division also offers course in practical work in journalism and creative writing. All learning support programs are housed in the Division. The Regents' Testing Program and the Study Abroad Program are also administered by the Division.

The Core Curriculum

In accord with the policies of the Board of Regents of the University System of Georgia, the College has established a Core Curriculum which offers students a broad general education covering essential skills; institutional options; humanities/fine arts; science, mathematics, and technology; and the social sciences. In addition, students are given the opportunity to begin study in a selected major area of concentration. The Core Curriculum was established to provide the same general education for students throughout the system of public education in Georgia and to facilitate transfer between the various units of the University System of Georgia. Courses in the Core Curriculum apply to the freshman and sophomore years, and successfully completed Core courses will transfer with full credit to any other University System of Georgia institution. Students who earn the Associate of Arts degree of Associate of Science degree will have fully completed Core requirements. To complete all Core Curriculum requirements, the student must complete 64-65 semester credit hours as follows:

	<u>Hours</u>
AREA A: Essential Skills	9
AREA B: Institutional Options	4-5
AREA C: Humanities/Fine Arts	6
AREA D: Science, Mathematics, Technology	10-11
AREA E: Social Sciences	12
AREA F: Courses Related to the Program of Study	18
Physical Education Requirements	<u>4</u>
TOTAL	64-65

It is the student's responsibility to discuss academic plans and desired course selections thoroughly with his or her assigned faculty advisor in order to determine exactly which courses should

be taken. All students are to consult with their faculty advisor in planning their course selections prior to registration for each semester. This various academic programs appropriate to the different major fields have been approved for University System institutions and should be followed if the student plans to transfer to a senior college or university within the University System of Georgia. Students who change their major may have to complete additional hours of coursework beyond those required for completion of the program. A student who experiences difficulties in transferring credit to a University System of Georgia institution should contact the transfer ombudsperson at South Georgia College who is the Vice President for Academic Affairs.

Students who plan to transfer to a college or university other than a University System institution should refer to the catalog of the senior college to which they intend to transfer. In some of the major academic areas, certain courses may not be taught at this institution. Again, students are urged to consult with their assigned faculty advisor to determine the extent of the applicable course offerings at South Georgia College.

The Goal of the Plan

The goal of this advisement plan is to have each student properly and timely advised before each semester. Proper advisement means that all courses taken meet the requirements of a student's selected program of study. Timely advisement means that the selected program of study can be completed within two years, unless other arrangements are made in consultation between the student and the advisor.

Degree requirements for each major offered within the Division.

The degree requirements for each of the seven majors offered within the Division are found in the current College catalog, which may be assessed from the College web page at www.sgc.edu. They may also be found on the Humanities/Learning Support website under the Course Descriptions link.

A program map for each major offered within the Division.

A program map has been developed for each of the seven majors offered within the Division. Each major lists specific courses which are recommended to be taken during each semester. If the student prefers to follow a different map, this should be done with consultation of the advisor. The advisor is required to note any differences from the program map.

The program maps for the seven majors in this Division may be found on the Humanities/Learning Support website under the Program Maps link.

The advisor role/responsibility.

The role and responsibility of the advisor is to help the student select an appropriate program for the student's educational goals. To help maintain records, each advisor will maintain an advisement file for each student. The advisor, in consultation with the student, should follow the program map in selecting courses for each semester. If the program map is not followed, then the advisor needs to note this on the student's advisement file. The advisor also needs to inform the student of any course prerequisites, Learning Support requirements, and Regents' Testing requirements. Before the last semester of a student's enrollment at the College, the advisor shall perform a graduation check in consultation with the student, and a copy of the graduation check will be placed in the student's advisement file. The advisor shall also be available for advisement sessions when required by the College administration.

The student role/responsibility.

The role and responsibility of the student is to select a tentative program of study before the first meeting with the advisor. The student should keep the advisement appointment time and share any particular personal situations with the advisor in helping to select a program of study or a time table for taking courses. The student should keep the advisor informed of any changes in a program of study. Copies of the program map will be provided to the student.

The training plan.

Each advisor will undergo a training session with the Division chair or designee at least once each year. The preferred training time will be during the week before the start of each fall semester. Other training sessions may be required by the Division chair throughout the year. All aspects of the advisement process will be covered during this training session, which will include a copy of the Division's comprehensive advisement plan. New faculty will have a one-on-one training session, conducted by the Division chair or a designee.

The assessment plan.

At the end of each spring semester, each faculty member will compile a report of student advisement. The report will include all students advised, the progress made by each student through their program of study over the last academic year, and a listing of problems/concerns dealing with the advisement process. The Division chair will analyze these reports and implement any changes necessary before the start of the next fall semester.