Discipline Advisor Training

“to educate,"

Counseling Dept
Student Services
January 18, 2010
Nadia Swerdlow
Dean, Academic Affairs

Ludi Villegas
Acting Dean, Student Services

Suzanne Ritcheson
Dept Chair, Counseling

Kelly Enos
Dept Vice-Chair, Administration of Justice

Madelline Hernandez
Counselor, Articulation Officer

Discipline Advisor Committee
The Discipline Advisor Program is...

a collaboration between Counseling and Discipline Faculty; partnering as educators in the pursuit of student growth, learning and the promotion of success, by providing support services necessary to facilitate achievement of the student’s goal.
• A general understanding of L.A.M.C.’s degree and certificate requirements
• Provide a safe space for students in which to share, specifically as related to the discipline/major
• Refer students to quality resources, including campus services, programs, and external referrals
• Be attentive to questions, concerns, and points of confusion as related to the discipline/major
• Encourage and support students as they work to attain skills and knowledge necessary for success
• Assist students in making course and major decisions as related to the discipline/major.
• Maintain student confidentiality

Expectations...
Chapter 1: Forms

- Student Survey (Appendix A)
- Flex Credit (http://www.lamission.edu/forms/flex_forms.aspx)
- Log Sheets (Appendix B-C)
- Academic Exceptions (Appendix D)
- Credit by Exam (Appendix E)
Los Angeles Mission College
Discipline Advisor Evaluation

Please take a few minutes to give us feedback. Your input will be used to assist us in improving the Discipline Advising Program.

**Advisor’s name:** ____________________________ **Date:** ______________

1. I was able to make an appointment at a convenient time.  
   - [ ] Yes  
   - [ ] No  
   - [ ] N/A  
   
   I was referred to the Discipline Advisor by: ____________________________

2. Based on my meeting with the Discipline Advisor, I am clear what my next steps are in reaching my educational goals in my field of choice.  
   - [ ] Yes  
   - [ ] No  
   - [ ] N/A  
   
   The Discipline Advisor provided me with clear and concise information regarding information on ASSIST (www.ASSIST.org).

3. The Discipline Advisor provided me with clear and concise coursework needed in my major, to receive an Associate’s Degree.  
   - [ ] Yes  
   - [ ] No  
   - [ ] N/A  
   
   The Discipline Advisor was helpful in discussing career opportunities in my field of choice.

4. I would see this Discipline Advisor again and recommend him/her to others.  
   - [ ] Yes  
   - [ ] No  
   - [ ] N/A  
   
   I felt the Discipline Advisor would keep personal matters confidential.

5. The Discipline Advisor was able to provide me handouts/links for future use.  
   - [ ] Yes  
   - [ ] No  
   - [ ] N/A  

6. The Discipline Advisor provided me with the necessary referrals  
   (please check all that apply):  
   - [ ] Admissions/Records  
   - [ ] Assessment Bookstore  
   - [ ] Business Office  
   - [ ] Counseling  
   - [ ] DSPS  
   - [ ] EOPS  
   - [ ] Financial Aid  
   - [ ] Health Center  
   - [ ] Transfer/Career Center  
   - [ ] Veterans/Int’l Students

10. I have met with an advisor:  
   - [ ] First time  
   - [ ] 2-4 times  
   - [ ] 5-9 times  
   - [ ] 10+ times

Additional comments: ____________________________________________________________

________________________________________________________

(Optional) Name: ____________________________ Contact Number: ____________________

October 2010
## Discipline Advisor Log

**Student Name:**

**ID #:** 88 -

**Major:**

### INITIAL CONTACT

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**Faculty Advisor:**

### FOLLOW UP CONTACTS

(*Contact Type:  A = Appointment  W = Walk-in  Ph = Phone*)

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<tr>
<th>Date</th>
<th>Contact Type*</th>
<th>Advisor Initials</th>
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A petition for exception of academic requirements is processed when a student is requesting:

- course equivalency (where it is NOT clearly comparable)
- substitution (where there is similar content or requirements are met)
- waive & replace (waive and replace a requirement with another course that is not equivalent, but meets the same outcome)
- approval for a specific general education area requirement

The process is typically generated by the Counseling Dept and the student is referred to the appropriate Dept Chair for review of request/documentation. The form MUST have the signatures of the student, the Counselor and the Department Chair, to submit to Admissions & Records.

Once submitted with all supporting documentation attached, the packet is forwarded to the Academic Exceptions Committee for review. Action is recorded and the student is notified of the results (via mail).

Please note: The Petitions Committee meets one time per month from September to June.
### Petition for Exception of Academic Requirements

**Please complete this form to request a course substitution or waiver to meet LAMC certificate or degree requirements.**

**Section I: Personal Information**

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<th>Student Name</th>
<th>Student ID</th>
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<table>
<thead>
<tr>
<th>Address</th>
<th>City, Zip</th>
<th>Telephone</th>
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**Section II: Academic Objective**

**Exception for:**
- Dept Certificate
- Plan A/B
- Liberal Arts (AA only - not transfer)
- GE Certification

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<tr>
<th>Major/Degree/Cert Requested</th>
<th>Expected Date of Completion</th>
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**Section III: Course Exception Information**

*Please submit all supporting documentation (including transcripts*, catalog course description, etc.) with this petition. Each course for which exception is being requested should give a complete explanation of the reason for the request (if additional space is needed, a separate sheet may be attached).*

- Substitute
- Waive/Replace
- Other
- Required LAMC Course
- Alternate Course
- Institution Gs Completed
- Date Completed

**REASON:**

- 

**Section IV: Signatures**

All signatures are required to process this request (signatures do not establish approval). The student will be notified upon final review and approval/denial by the Petitions Committee.

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<th>Dept Chair Signature</th>
<th>Recommended</th>
<th>Not Recommended</th>
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**Section V: PETITION COMMITTEE USE ONLY**

- Approved
- Denied
- Comments

- Action Postponed
- No Action

- Other (please see comments)

**By**

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<th>Copy to Student on</th>
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* Unofficial transcripts may be attached for review of petition. An official copy of all transcripts from other institutions (outside of the LACCD) must be sent directly to the Admissions and Records office (by the institution via U.S. mail ONLY).

Revised July 2009

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**Forms - Academic Exceptions Cont’d**

(Appendix D)
Credit by Exam (CBE) forms are available in the office of Academic Affairs ONLY (for instructors ONLY) and must be checked out by the Department Chair to be assigned a CBE number.

All CBE results MUST be submitted to Academic Affairs within 30 days of exam completion for processing. Original CBE forms (passed or not passed) will be filed in Academic Affairs and a copy filed in Admissions & Records.

A list of current participating disciplines/courses will be available in Academic Affairs.

determine whether credit by exam is available within a discipline.

determine the type of exam to be administered (the exam must assess for equivalent course content knowledge as that of students enrolling and completing the course).
Credit by Examination

Please fill in the following information and contact the Department Chair to begin the process for Credit by Examination.

Student: ____________________________ Date: ____________________________

Telephone: ____________________________ Student ID#: _________ Birth date: ____________

Address:

Number & Street ____________________________ City: ____________________________ Zip: ____________________________

Course (Title & No.): ____________________________ Semester & Year: ____________________________

Please explain basis for request for credit (previous coursework, training, etc) and include all supporting documentation.

Please list ALL credit previously received by Exam (and the college that granted the credit):

The following criteria must be met in order to qualify for granting of credit via Credit by Examination (see 5, Section 55753) -- to be verified by a Counselor or Admissions & Records.

1. Currently enrolled at Los Angeles Mission College.
2. Minimum 12 units completed within the Los Angeles Community College District.
3. All required transcripts MAILED DIRECTLY from the other institution(s) to LAMC -- Admission & Records.
4. Must be in good standing, an overall 2.0 or higher GPA
5. If applicable, the prerequisite course must have been completed.
6. Course for which credit is requested is listed in the current College Catalog.
7. Not currently enrolled in, nor completed the course or a more advanced course than the course for which credit is requested.

The following limitations apply:

- Credit earned by Examination may not be used to meet the unit load requirements demanded of such students as Veterans or to qualify for Social Security benefits or scholarship honors. It will not fulfill graduation residence requirement.
- Challenge examinations will be administered only during a regular semester and only permitted once per course.
- If a student passes the examination, the course shall be posted on student cumulative record as Credit in the grade column. The student's record shall also be annotated “Credit by Examination.” Units shall be entered but shall not be considered in the computation of student's grade point average. A maximum of 15 units may be earned via the Credit by Examination process (Credit by Exam from other institutions is counted toward this maximum).
- The department offering the course in question shall determine to its satisfaction that the student has the educational background and/or experience equivalent to that of students completing the course. The department shall determine the type of examination to be given and the date of the examination.

"Pass/No Pass" grading is granted for CBE. Most universities prefer letter grades for some courses or those taken in prep for the major. It is advised the student verify information with a counselor, the Transfer Center and/or the institution of choice.

My signature ensures that I have read, understand and am in compliance with the above qualifications and limitations.

Student's Signature: ____________________________ Date: ____________________________

LAMC USE ONLY

Data of Exam: ____________________________ [ ] Passed [ ] Failed
Dept Chair Signature: ____________________________ Transcribed by: ____________________________

If exam passed: ____________________________ Section # assigned: ____________________________

Date: ____________________________ Date transcribed: ____________________________

Verified by: [ ] A&R [ ] Counseling

Date: ____________________________

Forms - Credit by Exam
(Appendix E)
The Department Chair shall:

- Request a CBE form from Academic Affairs.
- meet with the student to complete the top portion of the form
- verify qualifying criteria with a representative from Admissions or the Counseling Department.
- establish a date and time to administer the exam* (must be proctored).
- correct the exam* and complete the CBE form (bottom portion), **regardless of the student’s score** (exams are only permitted ONCE per course).
- Submit the completed CBE form to Academic Affairs for processing within 30 days of the exam completion date.
  - Exam failed – Academic Affairs will process and file the original CBE paperwork. Final copies will be forwarded to the Department Chair and Admissions and Records.
  - Exam passed – Academic Affairs will assign a section number, forward the results to Admissions and Records and file the original CBE paperwork in Academic Affairs. Final copies will be forwarded to the Department Chair and Admissions and Records.

*It is the responsibility of the Department Chair to maintain department/discipline files with copies of ORIGINAL student exams (i.e. scantron, blue book, evaluation form, projects, etc) and copies of final processed CBE paperwork.

CBE exams that are checked out and not administered or processed by the end of the current semester will be deemed void.
Chapter 2: Roles & Responsibilities

- Discipline Advisors
- Mentors
- Students
- Counselors
- Student Services Office
- Academic Affairs Office
- Discipline Advising Committee
• Academic advising is NOT about registering students, but rather about **student learning**.

• Help students with their MAJOR preparation, specifically for LAMC terminal Certificates and AA degrees within your own discipline.

• Help expose students to your discipline and the career opportunities/internships available.

• Discipline Advisors must constantly update what they know, for their success and that of their students. *Professional development in your own discipline and in overall college policies and regulations is HIGHLY recommended.*

• Discipline Advisors shall maintain a close relationship with their mentor in the counseling department in order to ensure students are receiving the most up-to-date and accurate information possible.

**Roles & Responsibilities: Discipline Advisors**
Roles & Responsibilities: Mentors

- For purposes of this program, each Discipline Advisor will be coupled with a Counselor as a reference for information related to counseling for general education and transfer issues.

- Briefly defined, mentorship is the establishment of a relationship to foster “a process for the informal transmission of knowledge...and the psychosocial support... as relevant to work, career or professional development” (Bozeman, Feeney, 2007).

- As a Discipline Advisor or as a Counselor, you are a “mentor” to the students you help. In the same respect, you are also “mentors” to each other so that the student is the primary beneficiary of this collaboration of knowledge.

- The main purpose of the mentor is to develop a flexible relationship that responds to the needs of those included while working with the individuals to clarify and/or define goals and provide guidance and encouragement in the pursuit of achievement of those goals.
• It is the responsibility of the student to make the appointment with the advisor and follow through with the information given.

• It is highly recommended that the student stay in contact with their counselor for continued follow up.
Roles & Responsibilities: Counselors

- A resource to students, faculty and staff to collaborate and provide information necessary for academic success.
- They work with students in establishing and pursuing academic goals while relying on discipline faculty to augment information based on expertise.
- The Counseling Department provides academic, career and personal counseling to students.
- Personal Development courses are also offered by the department each semester to supplement and enhance student skills and knowledge necessary for success.
• The Discipline Advising Committee is a sub-committee of the Student Support Services Committee.
• Will work as the main supportive unit for the sub-committee.
• The office will be responsible for the following:
  ◦ work with the Discipline Advising Committee to ensure that all necessary support services are operating
  ◦ work with all student service areas (such as Admissions & Records, EOPS, DSPS, etc) to ensure that all support services necessary for the program are available
  ◦ forward suggestions and/or recommendations as questions or concerns arise
• The Academic Affairs Office will work as a collaborative unit to support the Discipline Advisor subcommittee and the Discipline Advisor Program.

• The office will be responsible for the following:
  ◦ oversee the submission of flex credit by faculty Discipline Advisors
  ◦ Receive Discipline Advisor student survey forms and forward them to the chair of the discipline advising committee.
  ◦ work with the Discipline Advising Committee to ensure that all necessary support services are operating
  ◦ work with faculty to ensure that all program requirements are followed
  ◦ forward suggestions and/or recommendations as questions or concerns arise
Roles & Responsibilities: Discipline Advisor Committee

- The chair of the Discipline Advising committee will be responsible for retrieving the student survey forms from Academic Affairs and presenting them to the committee for review and discussion.

- The committee will use all information (surveys, data/input, questions, concerns, etc.) to continue to improve the program.

- oversee the processes, procedures and training for the program

- help monitor and strengthen the program with assistance from the various collaborating/support systems

- Ensure that all participating discipline advisors are trained each academic year
Chapter 3: Policy & Procedure

- Student Survey
- Discipline Advisor Selection
- Flex Credit
- Grade Changes
- Credit by Exam
- Discipline Advisor Log
- Certificate Programs
- Additional & Concurrent Degree Policy
- Academic Exceptions
- Associate Degrees
- Catalog Rights
- Best Practices
• All handouts given by advisors MUST be approved by the department chair and the Mentor.

• It is never good practice to recommend or not recommend specific course instructors to students.

• All advising form information (including what courses to take, what areas to complete, etc) should be explained ONLY by a Counselor. General Education information (including Associate plans, CSU GE and IGETC) changes regularly. Counselors are continuously trained and updated with new policies, procedures and regulations.

• Transfer Major Preparation should be explained ONLY by a Counselor. Transfer information changes regularly and counselors are continuously trained and updated with new policies, procedures and regulations.

• Review ASSIST (www.assist.org) with students to educate them on the functions of the website.

• Work with the student to answer and explain information related to career opportunities within the major/field.
Chapter 4: Resources

- Advising Forms
  - Plan A
  - Plan B
  - CSU GE Breadth
  - IGETC

- Contacts
  - Discipline Advisors
  - Mentors

- Links

- ON Campus Referrals
  Off Campus Referrals coming soon!
A list of all possible terms that may be referenced to assist in understanding and/or explaining to students.
APPENDIX A
Student Survey

APPENDIX B
Log Sheet – Initial Contact

APPENDIX C
Log Sheet – Follow-up Contacts

APPENDIX D
Academic Exceptions

APPENDIX E
Credit by Exam
• Flex credit is available for ALL trainings and will be arranged individually for each semester you participate.

• Mentors are available to work with disciplines in establishing and updating information to ensure that all postings (handouts, websites, links, etc) are accurate.

• To continue as a Discipline Advisor, each advisor must meet with their mentor once per semester AND attend a training update each Spring for the following academic year (Flex Credit available).