

Policy Source: Gwinnett Tech	Owner: Executive Director of Enrollment Support	Effective: 1/02
Division: Academic Affairs & Student Affairs	Reviewed: 7/01/2004, 2/2010, 09/2015, 3/2019, 2/2023 Revised: 2/2023	

#### **6.2.4 GT Academic Advisement**

Academic Advisement is available to all Gwinnett Technical College students. Students are assigned to their academic division's Enrollment Support Team and an academic program advisor upon acceptance to a program of study. Enrollment Teams partner with academic program advisors to provide students with program-specific, timely academic advisement. Students can visit their Enrollment Support Team in the One-Stop area in Building 100 for academic advisement by appointment (in-person, phone, or WebEx) or on limited walk-in basis. Academic advisement is also available at the Alpharetta-North Fulton campus (A-building) by appointment (in-person, phone, or WebEx) and limited walk-in basis.

#### **Academic Advisement - Procedure**

Gwinnett Technical College students should meet with their Enrollment Team in the Enrollment Support Center each semester prior to registration. Enrollment advisors and program directors work together to use Degree Works audits and education plans to assist a student with understanding appropriate course sequencing so that they are able to complete their program requirements most efficiently.

Students can visit their Enrollment Support Team in Building 100. The Enrollment Support Center is located in the One-Stop area and is open Monday through Thursday between the hours of 8:00am and 6:00pm and on Fridays between the hours of 8:00am and 4:00pm. Students can also contact their Enrollment Support Team by email or phone to have their advisement questions answered. Appointments are available by request. The Enrollment Support Team is also available during the same days and times at the Alpharetta-North Fulton campus.

Although advisors assist students in academic planning, each student is responsible for meeting all graduation requirements as published in the catalog.