Learning Support Instructor’s Advising
Timeline for In-Class Advisement Sessions

1st Week of Classes

- Discuss the mandatory LC course attendance policy as written in your syllabus (English and Reading Classes Only)
- Define Learning Support “attempts” (refer to the Comprehensive Course Guide — CCG)
- Discuss the withdrawal process and the implications of withdrawing from Learning Support while enrolled in collegiate courses (refer to the Comprehensive Course Guide — CCG)
- If a student can exit (complete) this LS area after this course, discuss the requirements for exiting (refer to the Comprehensive Course Guide — CCG)

For scripts on points to cover, visit
www.gpc.edu/~gpcadvtr/LS_InClassAdvising.htm

http://www.gpc.edu/~gpcis

Updated: July 2010
Learning Support Instructor’s Advising
Timeline for In-Class Advisement Sessions

4th/5th Week of Classes

- Give students feedback regarding current standing in the course as they may request your assistance in determining whether or not a withdrawal may be in their best interest
- Give all students information regarding ways to improve course performance (Tips for Success Sheet)
- Discuss the withdrawal process and the implications of withdrawing from Learning Support while enrolled in collegiate courses (refer to the Comprehensive Course Guide — CCG)
- For students whose progress is not satisfactory, strongly recommend that they meet with you or an advisor prior to midterm ____________________(date)

For scripts on points to cover, visit
www.gpc.edu/~gpcadvtr/LS_InClassAdvising.htm

http://www.gpc.edu/~gpcls

Updated: July 2010
Learning Support Instructor's Advising Timeline for In-Class Advisement Sessions

8th/9th Week of Classes

- Discuss the next course in the sequence and other courses students may want to take next semester (Refer students to Allowable College Courses handout on LS Website)
- If a student can exit this LS area after this course, discuss the requirements for exiting (Comprehensive Course Guide)
- Discuss the appeal process for those who may need it after this course
- Have students sign the Advisement Acknowledgement Document. Return this completed form to the Department Chair no later than the end of the 9th week of classes.
- Remind students that Advisement Holds will be removed within a week and that they should web register for next semester as indicated on their time-cards that come by email to their GPC Email address. Students who desire a one-on-one advising session may make an appointment with an advisor in the Advising, Counseling and Retention Services.

For scripts on points to cover, visit http://www.gpc.edu/~gpcls

Updated: July 2010