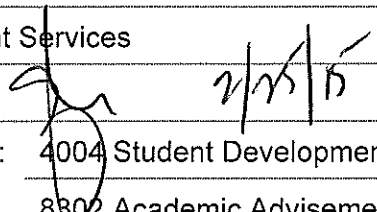




# Northern Marianas College Procedure

Procedure No.: 4004.3 Procedure Title: Academic Advisement  
Issuing Date: \_\_\_\_\_ Adoption Date: July 2004 Effective Date: 10.14.2013  
Office of Origin: Office of the Dean of Student Services  
Procedure Approval Authority: President   
Board Policy No. associate with this procedure: 4004 Student Development  
This Procedure Supercedes/Replaces: 8302 Academic Advisement

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*The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.*

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Northern Marianas College (NMC) shall maintain an academic advisement program to meet the needs of students who require guidance with the College's programs and to prepare faculty and other personnel for advising duties.

Every student at NMC shall be assigned an academic advisor who will work with the student throughout his/her college career. Students are assigned advisors in accordance with the policies and procedures stated in the College Catalog and as established by the Dean of Student Development and by the Counseling Programs and Services department.

Academic advisement at NMC is coordinated through Counseling Programs and Services. The coordinator, working closely with other departments and appropriate committees, disseminates information, trains advisors, and facilitates the assessment and improvement of advising services at the College.