

ADVISING AND REGISTRATION

All students enrolling at Dalton State College are required to meet with an academic advisor for academic advising and registration. The advising relationship continues with professional advisors and/or faculty advisors through graduation. Faculty advisors should provide a caring, encouraging environment that begins with being accessible and practicing empathetic listening. Advisors have a key role in retention by helping students recognize their potential and meet the challenges of higher education.

Detailed information about the advising process can be found in the DSC Academic Advising libguide: <http://libguides.daltonstate.edu/advising>.

Assignment of Faculty Advisors

- Faculty advisors are assigned by the administrative assistant from each academic department. When possible, the faculty advisor will be selected from within the academic discipline of the student's major. If not possible, the faculty advisor will teach classes within a closely related field.

Faculty Advisor Training

- The Center for Student Success and Advising Support provides training for new faculty, usually during spring semester or on an as-needed basis. Refresher trainings and updates pertaining to advising are also provided throughout the year.

Guidelines

- Performance of advising responsibilities as assigned is a Standard Faculty Responsibility as described in the [Faculty Evaluation Manual](#).
- Accounts on GUI BANNER with appropriate security levels are provided to the deans, assistant/associate deans, department chairs, and administrative assistants.
- Three weeks after regular registration, students not enrolled for the past two full terms (not to include summer) are deactivated by OCIS from the advisor lists.

Change of Major

- Students can change their major using the dynamic form from the [Registrar's Web page](#). Click [here](#) for the Dynamic Form.
- The administrative assistant for the school/department of the student's new major updates the advisor. Students should check the Roadrunner Portal for advisor information.

All students at Dalton State College are encouraged to meet with their advisors throughout the semester to register. Advisors must grant students "Permission to Register" via BANNER before the student is able to register. Students with any learning support requirements must register through their advisors.

Once a student has been successfully advised and registered, the student pays all fees at the Bursar's Office or online through the Roadrunner Portal/Student and Financial Aid Menu. Those who complete the registration process are entered on the class rosters for the next academic term. Late registration occurs during the first two or three days of classes, and students who register late are assessed a late registration fee. If tuition and fees are not paid or the payment is not collectible, the student's registration is cancelled, and the student is purged from the class roll. The student may re-enroll in the purged classes only if there is space available and no later than the end of the drop/add period. Students having financial difficulties should contact the Financial Aid Office. Dalton State College has access to a wide variety of assistance programs.