

Highline College Advising: Four Phases and Desired Outcomes

1. Pre-Enrollment Advising

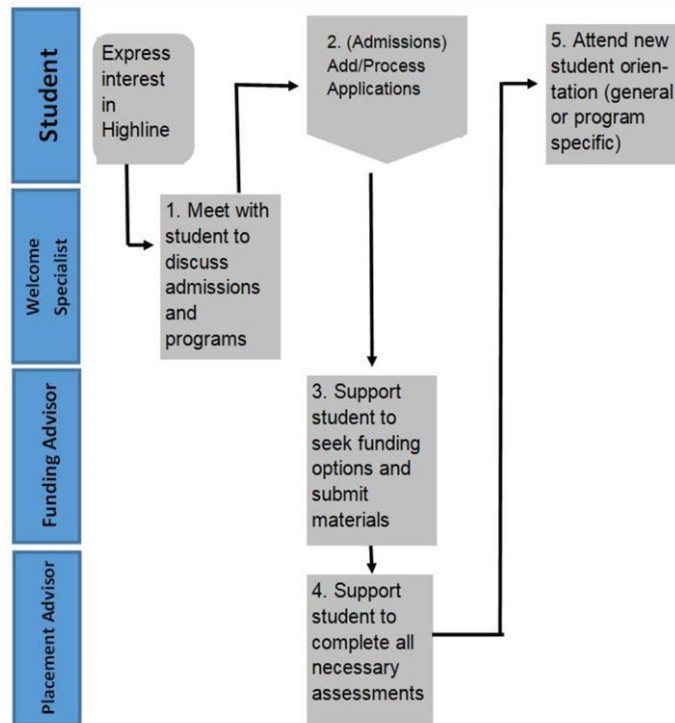
OUTCOMES:

1. Develop an initial relationship with each student
2. Online application process is easy and straightforward
3. Student successfully admitted
4. Capture accurate student data as part of the application process
5. Student has an idea of what they will study and how they will pay for school
6. Student is prepared to successfully register for at least one course
7. Student completes assessments, if necessary
8. Completes evaluation of transcript (PLA, Transfer Credits, etc.)

TIME FRAME: Pre-enrollment → Quarter One

MANDATORY: No (outcomes below still required)

WHO: Staff



2. Pathway Advising

OUTCOMES:

1. Student receives Q1 schedule
2. Create plan for Q2 and Q3
3. For undecided students, provide guidance on the appropriate courses to take first
4. Student completes course registration online
5. Advisor confirms that student knows that academic path they want to take at Highline
6. Students are connected to campus resources that will help them during their student experience
7. Follow up on assessments, as needed
8. Provide entry codes, as needed
9. Complete faculty advisor assignment

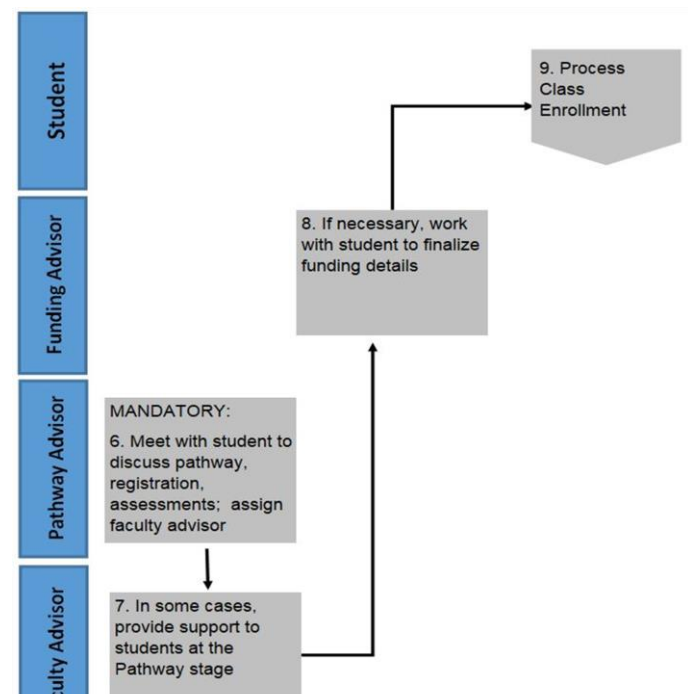
TIME FRAME: Pre-enrollment → Quarter One

MANDATORY: Yes, before registering for first credits. During faculty advising (next phase), faculty advisors ensure above outcomes were met

WHO: Faculty, Staff, Admin (depends on pathway/student)

WHEN ASSIGNED: At admission

WHO ASSIGNS: Admissions Team, based on "Program of Interest" from application. Assignment will be listed in welcome letter.



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3. Faculty Advising

OUTCOMES:

1. All students visit their Faculty Advisor
2. During the first meeting, create a refined academic plan for the student to complete their degree or certificate
3. Confirm student Program of Study before 30 credits
4. Reconnect students with campus resources
5. Support seamless registration each quarter by providing academic guidance and managing blocks
6. Provide ongoing support to students:
 - Service Learning
 - Internships
 - Career Planning
 - Professional Connections
7. Coach students through to graduation from Highline
8. Give students their pathway document

TIME FRAME: Quarter One → Graduation

MANDATORY: Yes, one meeting before they register for classes beyond 30 credits

WHO: Faculty

WHEN ASSIGNED: During initial meeting w/ Pathway advisor

4. Completion & Transfer Advising

OUTCOMES:

1. Student completes Highline requirements
2. If transferring, student receives support completing transfer applications materials
3. If transferring, the student understands how they are going to fund the next phase of education
4. If seeking employment, students receives effective career counseling, resume support, interview practice, and other guidance.

TIME FRAME: Quarter One → Final Year

MANDATORY: Yes, at or before 75 credits

WHO: Ideal state: A distinct role.
Near term: Faculty, Pathway Advisors

WHEN ASSIGNED: n/a

WHO ASSIGNS: n/a

