

ROLES AND RESPONSIBILITIES OF THOSE PROVIDING ACADEMIC SUPPORT FOR STUDENT SUCCESS

Pre-enrollment – College Level

Academic Referral Advisors

- Providing 1:1 consultations to discuss College program options, admission requirements and application procedures
- Providing support through the application process
- Liaison with Chairs and Coordinators regarding special applicants

For prospective Algonquin students, internationally trained immigrants, current Academic Upgrading students, current LINC and ESL students, and community agencies

Counsellors in Counselling Services

- 2-hr Information Sessions
- 2-hr Career Planning Sessions

For prospective students

Ongoing Support for Enrolled Students – Faculty Level

Faculty Student Success Specialists

- Providing a friendly first point of contact for all students in the SSS's Faculty
- Promoting and implementing student success initiatives
- Liaising with program and College staff to assist students with admissions, records and programs of study
- Linking to information about all programs and services in the Faculty
- Available for referrals
- Identifying and tracking students at risk
- Participating on academic advising teams
- Participating in orientation activities

For all full-time students in a Faculty or School

Ongoing Support for Enrolled Students – College Level

Mobile Learning Centre Staff

- Connecting students to e-Library resources
- Encouraging and modeling the use of mobile devices (student may borrow devices)
- Linking to the LRC for help with locating resources and doing research

For any full- or part-time student in any program

Mobile Learning Centre Coaches

- Coaching for students requiring extra help in English, math and/or computer skills
- Computer coaching

For any full- or part-time student in any program

Student Success Specialist (for College)

- Providing a friendly first point of contact for new students to the College
- Answering general inquiries and making referrals
- Helping with registration and other College procedures
- Liaising with other departments and services to assist students
- Developing, promoting and assisting in student success initiatives

For any full- or part-time student in any program

Counsellors in the Centre for Students with Disabilities (CSD)

- Confidential, 1:1 consultations
- Academic and test room accommodation
- Educational support services
- Adaptive technology assessment and training
- Alternative-to-print materials
- Individualized learning strategies
- Psycho-educational assessment referrals
- Transition planning for HS students
- Consultations on issues of disability, academic integrity, accommodations and conduct awareness
- Classroom and individual teaching/learning strategy suggestions

For Algonquin College students with disabilities

Counsellors in Counselling Services

- 1:1 supportive counselling
- Emergency crisis intervention
- Career development and testing
- Career pathing and settlement support for newcomers
- Peer tutoring
- Study skills workshops
- Support for mature students, GLBTQ students and students who are parents
- Aboriginal cultural programming and support via the Mamidosewin Centre
- In-class workshops on study skills and team building
- Group conflict resolution workshops
- Consultation/support

For any full- or part-time student in any program

International Student Advisors

- 1:1 consultations
- International student orientation / workshops
- Advising on immigration issues
- Health insurance
- Community and College integration
- Consultation/support

For temporary residents in Canada (i.e. students on visitor visas, study permits)

Ongoing Support for Enrolled Students – Program Level

Program Coordinators

- Assisting with advanced standing, course exemptions and articulation
- Advising students about course load, approving add/drop
- Academic advising (see academic advisor)
- Providing academic leadership and performing program-related administration
- Clarifying program procedures and policies

For registered students in a designated academic program (some assignments by level)

Academic Advisors

- Helping students make decisions and overcome challenges to reaching academic and career goals
- Providing a personal link to the academic program and the field of study
- Clarifying College and program procedures and policies
- Making referrals
- Available for referrals
- Assisting in identifying, tracking and providing referrals for students at risk

For assigned students in a designated level/academic program

Academic Coaches

- Providing 1:1 or small group coaching
- Practicing basic skills needed to succeed in program courses
- Assisting students with time management and study skills
- Role modeling a successful student/graduate in field
- Available for referrals

For students in a designated academic program or group of programs. One coach designated for international students in any program (Note: not all programs have coaches)