

Shared Roles and Responsibilities	
<ul style="list-style-type: none"> • Verify the students program of study • Assist students in the continual monitoring and evaluation of their educational progress, through degree/certificate planning and registration 	<ul style="list-style-type: none"> • Provide referrals to institutional resources to assist with academic success • Assist in preparing, editing, and proofing annual catalog, quarterly schedule, and department promotional materials
Specific Roles and Responsibilities	
Professional Advisors (SASS, Harmony & Wilsonville)	Identified Faculty Advisors
<ul style="list-style-type: none"> • Maintain and develop a broad base of knowledge relevant to college programs, career development tools and services, policies, services, and personnel. • Provide detailed information about educational options, requirements, policies, procedures, and petitions (i.e. Catalog, ISP, Student Handbook & Portal) • Assist students to clarify their academic and career interests, values and goals; through career coaching and exploration (e.g. conduct and review career assessments, work history, placement exams, and college transcripts) • Provide thorough knowledge of degree/certificate and general education requirements to graduate • Maintain current standards of university transfer procedures • Coordinate transfer and career fairs and group student advising sessions • Serve as a resource to internal and external stakeholders regarding educational offerings, degree requirements, career information, and community resources • Monitor and guide student through the Academic Standing procedures 	<ul style="list-style-type: none"> • Provide general information about educational options, requirements, policies, procedures and petitions (i.e. Catalog, ISP, Student Handbook & Portal) • Describe in detail assigned program/subject learning outcomes and career opportunities • Assist student to clarify their values, goals, and strengths in relation to their academic and career plan (program/subject specific) • Share knowledge of subject area career paths and trends, program outcomes and industry regulations • Specific degree/certificate and general education requirements to graduate from CCC