The Role of the Academic Advisor

> In the grad program at HCOS, students are connected with an Academic Advisor based on the region where they live. These advisors work alongside students and families throughout their time in the grad program to help plan, support and guide students to successfully complete grade 12.

Academic Advisors are typically available during regular school hours to connect with students and families. They are willing and able to communicate in a variety of ways, including email, phone calls or Zoom chats. Below is a brief outline of what your advisor can help you with, and what things are outside of their responsibilities.

HCOS Academic Advisors are Responsible for:

Applications and intake	AA's formally accept students into the HCOS grad program once they complete the application form. This process also includes orientation and helping students get set up upon entering HCOS in grades 10-12, or for Crew in Grades 8 and 9.
Knowing Students	AA's want to get to know students in order to understand a student's strengths and challenges. This helps them tailor a specific path to graduation for each student. • In some cases this may also include connecting students with supports through Learning Support or Inclusive Education departments when appropriate
Academic Advising and Course Selection	This is the the main job of our Academic Advisors and it includes: • Monitoring overall student progress • Reporting of external credits • Changing and withdrawing courses throughout the year • Matching course selection with post secondary goals
Grad Planner	AA's update and maintain the grad planner tool in Encom. This represents a student's current plan and path to graduation.

Share Relevant HCOS Community Information	AA's will communicate general information as it is made available. Throughout the year this may include: • Scholarship information communicated to HCOS • Graduation event information • Local HCOS community events by region
Student Record Transfers	AA's will facilitate the transfer of student records and information to new schools when students leave HCOS. • This includes submitting requests to deactivate student accounts or instructing families on how to move to BCOS to finish courses in progress

HCOS Academic Advisors may also:

Give advice, share ideas, brainstorm options	AA's may give advice on or suggest potential careers or areas of study that line up with student interests and abilities. This will vary among AA's as each of them have different life experiences and areas of expertise.
Discuss Provincial Assessment preparation	AA's can provide guidance to help plan, register, and prepare for Provincial Assessments • Session registration is completed through the Provincial Assessment Coordinator. • AA's are not involved in Provincial Assessments beyond discussing recommended sessions for students to write assessments in, alerting students to the registration windows, and providing resources students can use to prepare for assessments.
Write Reference Letters	With enough time and information provided, AA's are willing to write reference letters for scholarships and post secondary applications. • If your AA feels there is another individual better suited to write the reference letter, they may suggest you contact that person for a stronger reference.

HCOS Academic Advisors do not:

Act on behalf of a course instructor or teacher	AA's will not respond to or interpret course specific questions or instructions (interpret teacher emails etc). • If you have questions about a specific course, they will direct you to contact the course teacher for more information.

Complete application forms for students	Post Secondary Applications • Academic Advisors will work with families to help students plan for the appropriate course or program prerequisites IF families bring that information to their Academic Advisor. • Academic Advisors do not research post secondary programs or institutions to determine entrance requirements, course prerequisites, application deadlines, etc for students. This is the responsibility of the student/family. • Academic Advisors do not complete post secondary applications for students. This is the responsibility of the family/student. Scholarship Applications • Academic Advisors do not research scholarship information and/or apply for scholarships for students. This is the responsibility of the student/family.
Provide regular, daily support for students	AA’s do not monitor student work, activity, or engagement of students in their courses (or with teachers) on a daily basis to report to parents. It is the responsibility of the parent to maintain the ongoing, regular oversight of their student as they work through their grade 10-12 courses. • Students may access the Student Success Centre at any time if they need extra help with specific assignments, planning, or time management. • AA's will check on students at set times during the school year and alert students/families if significant concerns are noted.
Set up IE Assessments or Services	This is the responsibility of the IE department and they will contact you directly once the referral process is completed.

Revision #8
Created 23 November 2022 16:57:23 by Trish Vandop
Updated 20 October 2026 23:14:01 by Kathryn Schultz