

OZARKS TECHNICAL COMMUNITY COLLEGE

OTA 3.4

Advising

A. Purpose

To maintain compliance with Standard A.3.7 set forth by the Accreditation Council for Occupational Therapy Education (ACOTE)

B. OTC Policy Connection

Student Support Services (no policy)

C. OTA Program Procedure

Each student who enters OTC will be connected with a College Navigator through the Student Success teams. This navigator will be the student's point of contact for personalized support services so that they may "define, plan, and achieve their life, career, and educational goals (Student Success, 2023). The college navigator will work closely with the student in matters of career advising, support resources, financial aid, and course registration for general education courses.

Once a student is selected for the Occupational Therapy Assistant Program, the student will have two advisors—the Program Director and the original College Navigator. The OTA Program Director will advise students regarding OTA retention and progression in the OTA Program, as needed. The Program Director will also work closely with the College Navigator and the student to provide seamless advising for financial aid questions, support services, and course registration troubleshooting as the student continues in the OTA Program.

All OTA faculty will make themselves available for specific course work advising while the student is enrolled in their course. Individual faculty will do their own advising regarding course assignments, tests, and midterm grade reports/coaching forms. Faculty and/or students who need additional support may reach out to the Program Director at any time for one-on-one assistance.

Advising related to disciplinary issues will be addressed with the faculty (as needed) and the Program Director present and the OTA department may work alongside other departments within the college to address issues or provide supports to students, including but not limited to, Disability Support Services, Center for Academic Innovation (Canvas), Tutoring Center, or the Counseling Center.

A student may reach out to any faculty of their choosing if resources are needed, and that faculty member will contact the College Navigator to connect students with assistance. All OTA faculty may also directly contact OTC Cares or the College Foundation to request resources or support for students.

Reviewed 9-15-22

Set for next review 9-15-24

