



Academic Advising

All students are assigned to an academic advisor as soon as they enrol in a BTVI certificate, diploma or associate degree programme. Academic advisors help to ensure that students are aware of the policies, procedures and processes they must follow to complete programme requirements and graduate from BTVI.

Students need not wait for the advisement period to meet with their academic advisors; academic advisors assist students throughout their time at BTVI.

STEP 1

- Access the BTVI student web portal at <https://www.btvi.edu.bs/help/> to become familiar with your programme of study and degree audit.
- Meet with your academic advisor to
 - discuss your academic and career goals.
 - devise a plan of action to complete your programme requirements and graduate on time.
 - identify any disabilities you may have and the support services and learning accommodations you may need to request through the Office of Student Affairs at learningsupport@btvi.edu.bs.

STEP 2

- Meet with your academic advisor **before you register for classes** to
 - review your programme of study.
 - identify the courses being offered and the courses you need to take.
 - identify pre-requisite and co-requisite course requirements.

STEP 3

- Meet regularly with your academic advisor to:
 - discuss your progress.
 - discuss any difficulties or challenges which may be having a negative effect on the successful completion of your programme requirements.
- Meet with your academic advisor if are considering changing your programme of study.
- Meet with your academic advisor if you are nearing the end of your period of candidacy and need to request an extension.