



COAHOMA COMMUNITY COLLEGE

Division of Student Engagement

Advisor Commitment Form

Individuals who agree to serve as advisors of registered student organizations must sign this form and submit it to the Office of Student Engagement before they can be considered official advisors of the organizations. All organizations and advisors who are registered and approved by the Office of Student Engagement must adhere to the following policies and procedures:

- A. Student organizations are required to have two (2) advisors. One of the advisors must be a full-time staff or faculty member employed at Coahoma Community College. This faculty/staff advisor is considered the primary advisor. Secondary advisors can be either full-time faculty/staff members of the college or individuals outside of the college. The college grants student organization advisors the authority to make certain decisions or to take certain actions, within their stated responsibilities as advisors. In some instances, the college reserves the right to intercede if necessary (for instance, signing contracts, unresolved issues, and issues that involve hazing).
- B. Advisors to student organizations are determined by the organizations; however, the advisors to the two undergraduate classes, the Student Government Association, and the Student Ambassadors are administratively appointed by the Director of Student Engagement.
- C. Advisors are responsible for ensuring the organization's compliance with the policies and procedures of the college by reinforcing institutional policies and applicable state laws and warning the organization if what they are planning or doing is wrong, inappropriate, illegal or risky, and offering alternative suggestions. For example, if a planned activity may constitute "hazing", the advisor has an obligation to take appropriate steps to ensure that the activity is not undertaken, including informing the Coordinator of Student Activities and CCC Police Department if necessary. The advisor must also report potentially unsafe facilities and warn participants of risks that may be associated with certain activities.
- D. Other major responsibilities of an advisor are as follows:
 - a. An advisor is expected to be present at each meeting of the organization he/she serves and to be present at all on and off-campus activities sponsored by the organization, to monitor the activities, to provide guidance and support, and to assume leadership in the event of an emergency.
 - b. An advisor to an organization is expected to guide the organization by being available when the organization needs advice or support, being aware of the activities of the organization, and ensuring that all meetings and activities



COAHOMA COMMUNITY COLLEGE

Division of Student Engagement

- contribute in spirit and expression to the wholesome development of the student and to the best interest of the college.
- c. An advisor is responsible for assisting an organization in understanding and observing good practices relative to program planning, budgeting, keeping records, parliamentary procedures, business procedures, proper use of college facilities and work cooperatively with related offices.
 - d. An advisor to a student organization who signs a “Facility Request Form” and “Student Activity Form” for an activity assumes responsibility for seeing that the sponsoring organization plans, conducts, and, where appropriate, follows-up with the activity in keeping with the regulations and standards set by the college.
 - e. An advisor ensures that the organization follows the Student Activities and General Assembly requirements including submission of an annual report, attending mandatory Risk Management and Anti-Hazing programming and General Assembly meetings, and sponsoring the required amount and types of activities.
 - f. When handling problems and internal conflicts the advisor should provide timely, constructive criticism of the organization relative to intended or ongoing activities and member interactions within the organization; be willing to contact the Assistant Director of Student Engagement to discuss organizational problems or issues of interest to CCC; and upholding the best interest of the institution at all times.
- E. Student organizations must give the following considerations to their advisors:
- a. The student leaders of the organization are expected to consult advisors well in advance of all activities and obtain their approval before plans are finalized. Advisors may refuse to approve any activity that they believe is not consistent with the university mission, policy, or procedure, or is not in the best interest of the organization and/or its members.
 - b. The organization is expected to keep the advisor informed of all organization business. It is an expectation that primary advisors are to be present at meetings and activities and organizations are responsible for giving the advisor sufficient notice about meetings and activities to ensure their advisors’ attendance.
 - c. Students are expected to recognize the major responsibilities of an advisor and coordinate all activities of the organization with the advisors.
- F. The Office of Student Engagement reserves the right to remove an advisor from his or her role with a student organization should circumstances require such action.
- a. Grounds for removal of an advisor include but may not be limited to:
 - Inappropriate behavior and/or language



COAHOMA COMMUNITY COLLEGE

Division of Student Engagement

- Behavior that violates College policy and/or procedure
 - Direct knowledge of hazing incidents and/or failure to report such incidents
 - Direct knowledge of, advocacy for, and/or participation in illegal activities and/or behavior
 - Behavior resulting in unreasonable and/or unnecessary risk for students
- b. Student organizations may have the right to remove an advisor from his or her role with the group. Should a student organization believe it is in the best interest of the organization to remove an advisor, specific steps should be taken as listed in the Registered Student Organizations Manual.
- G. Involvement by Non-CCC Students, Faculty, or Staff
- a. Under limited circumstances the Office of Student Engagement, in consultation with a given student organization, may determine that outside involvement by members of the extended Service Area community (i.e., those not already serving in official advising capacities) will serve to enhance Coahoma Community College mission and the mission of the organization. Student organizations desiring such involvement by outside individuals must seek written approval by the Office of Student Engagement and comply with any conditions specified by the office including, but not limited to, the signing of release forms and acknowledgment of Coahoma Community College Student Organization Policies and Procedures.
 - b. Under no circumstances may an outside individual be an officer, voting member, or have any other membership status/authority within the organization as Coahoma Community College student organizations are to be run/governed by CCC students only. The Office of Student Engagement will hold the student organization responsible for all conduct occurring at its meetings or events, whether by members or outside individuals.
 - c. Outside individuals are expected to adhere to all College policies and procedures and are not to perform roles designated for student organization advisors. The Office of Student Engagement may remove any outside individual for behavior that does not align with the mission of the College or the organization.

Office of Student Engagement

Zee A. Barron Student Union, Clarksdale, MS 38614

662-621-4146

www.coahomacc.edu/studentlife



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Name of Organization: _____

I agree to uphold the policies and procedures of the Mississippi State Board for Community and Junior Colleges, Coahoma Community College, and the Office of Student Engagement as well as all responsibilities listed in the “Advisor Commitment Form” regarding my position as advisor of the aforementioned student organization. I understand that failure to do so can result in my removal from the role as advisor.

Primary Advisor’s Name

Position on Campus

Primary Advisor’s Signature

Date

Secondary Advisor’s Name

Secondary Advisor’s Signature

Date

Return to the Office of Student Engagement– Zee A. Barron Student Union, 2nd Floor, or scan form to the Assistant Director of Student Engagement.

For Office Use Only

Date Received: _____

Assistant Director of Student Engagement: _____

Director of Student Engagement: _____