

# **Academic Advising Syllabus**

## ***Be Advised, Be Empowered, Be Successful***



Advisor Name: \_\_\_\_\_

Office Location: \_\_\_\_\_ Office Phone: \_\_\_\_\_

TCL e-mail: \_\_\_\_\_

***The mission of the TCL advising program is to enable students to become self-directed by providing a collaborative environment to facilitate achievement of personal, educational and career goals.***

### **Learning Outcomes for Academic Advising**

**Students who actively participate in academic advising will be able to....**

demonstrate responsibility for academic success by participating actively in the advising process (meeting deadlines, utilizing advising resources, coming prepared to advising sessions, etc.).

identify academic, career and personal goals.

develop, and revise as needed, an ongoing educational plan to achieve identified goals throughout their college career.

demonstrate knowledge of how to obtain and interpret Program Evaluations to enable them to select courses each semester to progress towards fulfillment of their educational plans.

effectively utilize technological resources (e.g., online course schedule and Smart Registration) to assist in schedule building and course registration.

demonstrate an understanding of TCL academic policies and procedures (e.g., registration dates, graduation deadlines, financial aid requirements) and how these policies and procedures impact their educational progress.

**Advising is a shared responsibility between students and advisors; listed below is what is expected of students and what you can expect from your advisor.**

### **Students should**

- Be prepared to discuss and explore your goals and plans with your advisor
- Review the upcoming course offerings and come prepared with some tentative course selections
- Ask questions during the advising session about anything that is not clear
- Be open and willing to consider advice provided; accept responsibility for decisions made
- Schedule and keep advising appointments – plan ahead and schedule in advance of peak times
- Become knowledgeable about campus policies, procedures, deadlines and resources
- Inform your instructors and advisor when something disrupts your ability to attend classes or interferes with your academic performance

### **Advisors will**

- Help students identify and develop academic goals in line with their interests and abilities
- Assist students in understanding curriculum and program requirements and assist with course selections based on their goals
- Support students as they navigate the educational system with responsive listening skills, confidentiality, sensitivity and respect
- Ensure that students are part of the advising process and provided with the opportunity to become more independent and self-directed
- Keep regular office hours and respond to e-mails/calls in a timely manner
- Clarify college policies and procedures as needed; instruct students on where to find college policies and procedures
- Provide referrals to campus resources when needed

## **Follow this checklist to help you to stay on track while navigating through TCL**

### **Prior to my First Semester, I will...**

Attend New Student Orientation.

Set up my TCL WebAdvisor account, TCL e-mail account, Blackboard account and the TCL Text Alert system.

Meet with my Advisor to discuss my goals and determine recommended courses.

Register for courses via Smart Registration in my WebAdvisor account.

Determine how to pay my bill and contact the TCL Financial Aid Office for help with financial aid and the Business Office for payment options.

Obtain my Student ID and Parking Decal.

Contact the ADA Office if accommodations are needed.

### **Each semester, I will...**

Run a program evaluation from my WebAdvisor account to determine my status toward my degree/diploma/certificate.

Review the Course Schedule (via WebAdvisor) and come to my advising appointment prepared with some ideas of courses to take and days/times that would fit my time schedule.

Review and discuss my academic plan/goals with my advisor prior to registering for classes.

Determine how to pay my bill and contact the TCL Financial Aid Office for help with financial aid and the Business Office for payment options.

Review my address, phone number and program of study in WebAdvisor and make any necessary updates.

Contact the ADA Office if accommodations are needed.

### **Ongoing I will.....**

Check my TCL e-mail daily.

Meet with the Career Services Counselor to explore career options if I am undecided about career options.

Contact the ADA Office if accommodations are needed.

### **Before my FINAL semester, I will...**

Run a program evaluation from my WebAdvisor account, register for my final semester classes, and submit an application to graduate (Remember – you must apply to graduate even if you do not plan to participate in the ceremony).