

# Jefferson Community College

## Advising Syllabus

### **Academic Advisement Statement of Philosophy**

Jefferson Community College academic advising empowers students to become responsible for their own academic success. Faculty advisors are committed to providing accurate and comprehensive academic advising. Working together, students and advisors develop one-on-one relationships and share responsibility to assist students to make choices and define goals, guide students through administrative processes, connect students to campus services and resources, and encourage the intellectual growth of students.

### **Mission Statement**

Jefferson Community College will provide students with access to well-informed academic advisors who will assist them as they explore, develop and implement realistic educational, career, and life goals and plans.

### **Vision Statement**

Jefferson Community College will strive to deliver an academic advising program that is committed to excellence and that seeks to foster and support student success.

### **Goals of Academic Advising**

The College will:

- empower students, advisors, and staff to actively participate in the academic advising process
- provide students with accessible, knowledgeable, and informed advisors
- ensure timely access to advisement and registration functions
- guide students in the establishment of realistic educational, career and life goals and plans
- make available important and accurate information regarding educational opportunities, requirements, policies and procedures
- empower advisors and students to use online tools to register for courses and monitor progress towards goal completion
- provide students instruction on campus and advising communication tools
- promote an environment in which students are satisfied that academic advising contributed to their success

### **Student Learning Outcomes**

Students who participate in academic advising will be able to:

- Contact their assigned academic advisor in a timely fashion
- Access and use all campus and advisor communications tools
- Develop a plan for achieving their educational goals
- Perform and interpret their degree audit
- Utilize campus registration tools to search and register for courses
- Access important information regarding advisement and registration policies, procedures and dates
- Access support services available on campus to assist them in achieving their goals
- Research transfer and/or career opportunities available after Jefferson

### **Student Responsibilities**

- Actively participate in the academic advisement and registration process with your assigned advisor in a timely fashion each semester
- With assistance from your academic advisor, develop a plan that reflects realistic and attainable educational and career goals
- Research transfer and employment opportunities that are compatible with your educational, career and life goals.
- Utilize the online degree audit to monitor progress towards degree completion
- Become knowledgeable about programs, policies and procedures and important deadlines
- Access campus communication tools, including the MyJCC portal and CannonMail regularly
- Seek and utilize available resources that will enhance your educational experience at Jefferson
- Research courses that best prepare you for successful transfer and employment
- Accept responsibility for your decisions and actions

### **Advisor Responsibilities**

- Be a knowledgeable and informed advisor
- Help advisees define realistic academic and personal goals when planning their educational program
- Listen carefully to advisees' concerns and questions and provide support and encouragement
- Communicate program and graduation requirements and monitor each student's progress towards completion
- Keep advisees informed about advisement and registration opportunities and procedures
- Be aware of and refer students to campus programs and services as necessary
- Assist with the selection of classes based on program requirements and the advisee's goals and skills
- Help students learn to use the degree audit to monitor progress towards completion.
- Reinforce that the student is ultimately responsible for successfully attaining their educational goals
- Advisors need to be available to advisees throughout the entire academic year whether it is in person, via email or via telephone
- Respond to advisees in a timely manner

## Student Advising and Registration Checklist

### Prior to the start of my first semester, I will:

- Apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA)
- Access the MyJCC Portal and activate my CannonMail account
- Obtain my JCC Student ID Card
- Pay my tuition bill and purchase required books and supplies. (Contact the Financial Aid Office or the Cashier's Office for help with financial aid and payment options.)
- Attend a New Student Orientation Session

### Each semester I will:

- Review my address, phone number, and program of study in MyJCC and make any needed updates.
- Review the course requirements for my program and run an online degree audit to determine my status toward my degree or certificate completion.
- Review my academic plan/goals, prepare a list of possible courses for the upcoming semester and meet with my faculty advisor.
- Contact my assigned advisor at least one week prior to the opening of registration to schedule an appointment
- Meet with my advisor to discuss any concerns, review progress towards educational and career goals, and select appropriate courses for the upcoming term.
- Register via MyJCC using the PIN (obtained from your advisor)

### Ongoing I will:

- Check my CannonMail and read Student Bulletin and Blackboard announcements.
- Meet with a counselor in Career Services Office to explore career options if I am undecided about my major.
- Seek assistance from a transfer counselor in the CLC if planning to transfer after JCC

### Prior to my final semester, I will:

- Run a degree audit and make an appointment with my faculty advisor to review the audit report.
- Apply for graduation

**Resources/Materials:** Advising Blackboard site, How to Register via SOAR Tutorial, DegreeWorks Tutorial, JCC College Catalog, and Curriculum Worksheet

**Agreement Statement:** I have read the Academic Advising Syllabus and understand my responsibilities and expectations as outlined in this document. I agree to refer to this syllabus every semester and contact my advisor for advising appointments.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_