

## SCCC Academic Advising Syllabus

**Advisor Office Hours:** Check posting of [office hours](#) outside Academic Advisor office door

**Mission Statement:** Our mission is to assist students in developing an educational plan consistent with their life goals. Advising assists students in evaluating their progress, making decisions based on accurate information, understanding policies and procedures, and understanding all support services available through the institution. Academic Advisors also aid, and provide their expertise, in academic policies, programs, and class schedule development.

**Open door policy:** We understand that you are not always able to schedule an appointment especially when “life happens”. We have an open door policy: if we are not with a student, you are welcome to come in! Please know, however, that without an appointment we cannot guarantee that we will be able to give you as much time as you would like.

**Text/Materials:**                   SCCC website: <http://www.SCCC.edu/>  
  
  SCCC Catalog and Schedule  
  
  myCampusportal:  
  <https://mycampus.SCCC.edu/web/mycampus/home>

**Purpose:** To assist SCCC/ATS students in maneuvering through the college experience successfully.

### **Student Outcomes:**

- The student will be able to successfully navigate enrollment process.
- The student will be able to articulate academic requirements for the student’s chosen degree.
- The student will be able to articulate personal, educational, and career goals.
- The student will be able to identify and successfully navigate appropriate campus resources.
- The student will be able to employ techniques, strategies and policies to achieve academic success.
- The student will be able to gain perspective and awareness of cultural systems, events, and themselves.
- The student will be able to apply career skills (e.g. resume writing, networking) to gain opportunities (e.g. internships, jobs) during and following their SCCC experience.

## **ADVISING EXPECTATIONS**

### **What you can expect of your advisor:**

- The advisor will maintain student confidentiality and create a respectful, safe, and welcoming environment to explore ideas and interests.
- The advisor will understand and clarify SCCC policies, regulations, programs, and procedures.
- The advisor will offer advice on selecting courses in order to assist students in developing an academic plan that satisfies degree requirements and complements the student's strengths based on their results from the Strengths Quest Survey and their personal/professional interests.
- The advisor will assist students throughout the transfer process.
- The advisor will provide students with information and proper referrals to available resources and services on campus.
- The advisor will assist students in acquiring the necessary skills to assume responsibility for their educational plans and achievements.
- The advisor will demonstrate how to use advising tools such as myCampusPortal.
- The advisor will be a student advocate.

### **What your advisor expects of you:**

- The student will take the initiative to contact his/her advisor.
- The student should meet with his/her advisor three times within the first 8 weeks of class.
- The student will come prepared for each advising session with any questions or concerns.
- The student will be an active participant while creating his/her individual academic plan.
- The student will be engaged during advising appointments
- The student will consider educational goals and analyze how those goals may be connected to the Strengths Quest Survey results; the student will also provide the advisor with accurate information regarding individual interests and abilities.
- The student will become knowledgeable about SCCC policies and procedures.
- The student will observe academic deadlines.
- The student will accept responsibility for his/her decisions and/or indecisions.