

Academic Advising Syllabus

Your Advisor's Name: _____ Advisor's Number & Email: _____

Your Program: _____ Department Location & Phone #: _____

SOWELA Technical Community College Mission: To empower students in transfer, career and technical education to excel as globally competitive citizens through state of the art learning experiences.

Objective of Academic Advising: Academic advisors will guide and support you in successfully pursuing your educational goals at SOWELA Technical Community College.

Student Learning Outcomes: In order to be successful as a student, you should be able to:

1. Navigate STCC website, check your student email, and Joule.
2. Understand the requirements of your program of study.
3. Create, maintain, and follow through on your academic plan.
4. Identify at least two STCC staff members who can help you learn about and utilize appropriate resources on campus.
5. Investigate campus involvement, including student clubs, organizations, and activities.
6. Be familiar with and adhere to college policies, procedures, and the Student Code of Conduct.

Expectations for Students: As a student, you are expected to

1. Schedule and keep advising appointments each semester.
2. Be prepared for advising planning sessions with your faculty advisor by researching degree requirements, pre-requisites, as well as transfer information.
3. Actively participate in advising by asking questions and by sharing and clarifying goals.
4. Follow through on advising recommendations in a timely manner.

Expectations for Faculty Advisors: As an advisor, I will

1. Be knowledgeable about programs and graduation requirements, policies, and procedures.
2. Encourage and guide students to develop and pursue their goals.
3. Refer students to appropriate campus resources.
4. Be accessible via phone, email, and/or by appointment and will respond to students in a timely manner.
5. Follow through on actions promised to students.

Materials Needed: College catalog, Internet, Student email and Joule access, Portfolio Folder/Binder

Resources:

Office	Location	Phone Number
Bookstore	Across from Admin. Bldg.	(337) 439-4767
Library	Computer Technology Bldg.	(337) 491-2044
Math Lab	Metals Bldg. & Library	(337) 491-2673

Student Government Association	Modular Bldg. A-10	(337) 491-2732
Student Support Services <ul style="list-style-type: none"> • Career Services • Disability Services • Counseling 	Admin. Bldg. Office 1126	(337) 491-2664
Registrar Office <ul style="list-style-type: none"> • Name Change • Add/Drop Class • In-School Verification • Withdrawal for Institution 	Admin. Bldg. Front Desk	(337) 491-2698
Testing Center	Admin. Bldg. Admissions	(337) 491-2698

*If you have a disability or acquire one, you may be entitled to receive individualized services and/or accommodations intended to assure you have an equal opportunity to participate in and benefit from the program.

Checklist:

Prior to the Start of my First Semester...

- I have activated my STCC student email account and changed my password.
- I have registered for classes and printed my class schedule for the upcoming semester and stored the information in a safe location.
- I have logged into Joule and reviewed the information under the various tabs.
- I have reviewed the sections in the college catalog and located on the STCC website academic assistance and support services, academic and college policies and procedures, and the Student Code of Conduct.
- I have accessed the "Student Life" Quick Link on the STCC website to investigate how I might become involved on campus.
- I have activated my Higher One card and selected my refund option (if applicable).

Each Semester...

- I have reviewed my address, phone number, and program of study with the Office of the Registrar and Financial Aid to ensure that my information is correct.
- I have reviewed the requirements for my program as outlined in my catalog of record.
- I have developed with my advisor my academic planning worksheet and will update it each semester.
- If I am planning to transfer, I have made contact with my intended four year college or universities.

Ongoing...

- I check my STCC student email at least twice a week.
- I routinely check my STCC student email and review bulletin boards for information about student events on campus and clubs and organizations.

Yearly...

- I have reviewed and completed all financial aid requirements if applicable.
- I have completed an academic planning worksheet.

Prior to my Final Semester...

- I have completed a degree evaluation with my Department, registered for my final semester, and submitted my **Application for Graduation** to the **Office of the Registrar**