



Flight Advising Success Team

Flight Advising Syllabus

Academic Advising to Arrive at Your Destination

SOWELA's *Flight Plan Purpose:* To assist students with developing and refining an academic plan that is compatible with their educational and career goals to successfully arrive at their final career destination.

STUDENT LEARNING OUTCOMES:

- The student will actively participate in the advising process.
- The student will meet with an academic advisor prior to registering for courses.
- The student will register for courses prior to the late registration period.

ACADEMIC ADVISOR ROLE/EXPECTATIONS:

- Encourage, teach and help students to develop a realistic academic plan consistent with educational, personal, and professional goals.
- Inform students about college policies and procedures.
- Inform students about resources and opportunities on campus.
- Provide transfer information and guidance as needed.
- Be knowledgeable about programs and graduation requirements.

STUDENT ROLE/EXPECTATIONS:

- Carefully consider your academic and career goals, and share this information with your academic advisor.
- Review your major and degree requirements.
- Ask questions! Prepare a list of questions before meeting with your academic advisor. If you are unclear about what class to take or about college policies and procedures, your advisor can help you

to understand.

- Create an academic advising file. Make notes, and keep all copies of academic documents and planners in a file. Bring the file with you to your advising sessions.
- Contact your academic advisor about any academic difficulties that may affect your academic progress such as low test scores, and missed classes. Your advisor will be able to provide you with options, referrals, or resources that can help.
- Pay attention to important dates and deadlines: registration, drop dates, payment deadlines, and program application deadlines. <https://www.sowela.edu/programs/academic-calendar/>
- Academic advisors can provide the student with advice and options, but it is the student who will make his/her own decisions.
- **Prior to dropping or changing a course, consult with your program/major academic advisor to prevent unintended consequences related to degree completion. Consult the One Stop Student Center concerning your financial aid awards.**

SOWELA Flight Plan Checklist:

Prior to the start of your first semester at SOWELA:

- Complete the SOWELA admission's application at [Steps to Enroll](#).
- Submit your Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov complete all requirements, and review/respond to financial aid requests for information.
- Learn about [important financial aid policies](#)
- Fill out the [SOWELA scholarship application](#)
- Find out more about the [SOWELA programs](#)
- Schedule the Accuplacer placement exam if needed through the [Testing Center](#)
- Complete the [Online Orientation](#)
- Create your [LoLA](#) account. This account will be used to review your class schedule, financial aid, and payment information. Check your email for instructions on setting up your LoLA account.

- Visit the [SOWELA Bookstore](#) website and find out when to buy or rent textbook(s) for the term.
- Use your class schedule and the [campus map](#) to locate where your classes will be held.
- Set up your [SOWELA email](#) to receive important messages from the college.
- Set up your [Canvas Account](#) to view course-related information.
- Secure your parking tag and student ID, by bringing your current vehicle registration, valid driver's license, to the One Stop Office located in the Sycamore Student Center (building #7) on the [campus map](#). The parking fee is included in your tuition and fees.
- Find out about [Veterans Benefits](#)
- Learn more about [Student Services](#)
- Review [Transfer Credit Information and Instructions](#)
- Print out the [academic calendar](#) and stay vigilant about important dates.

During the first year at SOWELA:

- Develop and refine your academic plan with your [academic advisor](#).
- Find out about [Student Life](#) and other student support services.

Each semester at SOWELA:

- Review requirements for your program of study with your academic advisor.
- Be aware of all important dates and deadlines. The [academic calendar](#) provides dates and deadlines for advising, registration, payment, withdrawals, midterms, finals, and holidays.
- Secure and maintain funding resources to pay for tuition, fees, and other needs by posted payment deadlines.
- Talk with the instructor(s) of your class(es) if you are concerned or have questions about your progress.

Yearly at SOWELA:

- Fill out the [SOWELA scholarship application](#)
- Submit your Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov, complete all

requirements, and review/respond to financial aid requests for information.

- Secure parking tag and student ID.
- Utilize the [Career Planning & Placement](#) services.

Final Term:

- Submit an application for graduation at the time of registration for the last semester in which the candidate completes [degree requirements for graduation](#).
- Clear all outstanding debts to SOWELA

SOWELA Student Resources and Support Services

Career Guidance

<https://www.sowela.edu/career-planning-placement>

337-421-6951 | Charleston Building, Career Planning Center | joseph.lavergne@sowela.edu

Personal and life counseling services

<https://www.sowela.edu/personal-life-counseling>

337-421-6971 | Charleston Building, Student Success Center | counseling@sowela.edu

Student Organizations

<https://www.sowela.edu/student-organizations>

SGA located in Sycamore Student Center |

Library

<https://www.sowela.edu/resources/Library>

337-421-6530 | Arts and Humanities Building | sowelalibrary@sowela.edu

Intramurals

<https://www.sowela.edu/intramurals>

337-421-6947 | Charleston Building, Student Success Center | stephanie.strode@sowela.edu

Mentoring Program

<https://www.sowela.edu/ELT-mentor-program>

337-421-6969 | Sycamore Student Center | dedria.walton@sowela.edu

Student Ambassador Program

<https://www.sowela.edu/represent>

337-421-6973 | randall.guidry@sowela.edu

Tutoring

<https://www.sowela.edu/tutoring>

337-421-6947 | Charleston Building, Student Success Center |

Enrollment Services One Stop Center

<https://www.sowela.edu/howtoenroll>

337-421-6550 | Sycamore Student Center | onestop@sowela.edu

Academic Calendar

<https://www.sowela.edu/academic-calendar>

SOWELA app

https://www.sowela.edu/sowela_app

College Catalog and student handbook

<https://www.sowela.edu/catalog>

Disability services

<https://www.sowela.edu/disability-services>

337-421-6565 | Charleston Building, Student Success Center | ods@sowela.edu

Disability Statement:

The Office of Student Support Services serves as an advocate for students with documented disabilities to ensure equal access to the College. Various support services have been established to assist students according to their documented needs. Every effort is made to help students make a smooth transition to college and to succeed throughout their college experience. Students with disabilities are encouraged to contact the Office of Student Support Services prior to the beginning of each semester.

SOWELA Technical Community College does not discriminate on the basis of race, color, national origin, gender, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Title: Compliance Officer, Address: 3820 Senator J. Bennett Johnston Ave, Lake Charles, LA70616 Telephone No: 337-421-6565 or 800-256-0483 Email:: complianceofficer@sowela.edu