



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 establish a plan to achieve their academic goals.
- The student will persist toward their academic goals.

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 <https://www.sowela.edu/admissions/enrollment/>
- ☐ Submit your Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/> to complete all requirements, and review/respond to financial aid requests for information.
- ☐ Learn about important financial aid policies at <https://www.sowela.edu/admissions/financial-aid/>
- ☐ Fill out the SOWELA scholarship application at <https://www.sowela.edu/admissions/financial-aid/scholarships/>
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- ☐ Find out more about the SOWELA programs at <https://www.sowela.edu/programs/>
- ☐ Schedule the ACCUPLACER placement exam if needed through <https://www.sowela.edu/admissions/testing/>
- ☐ Schedule for on ground Orientation at <https://www.sowela.edu/student/advising/orientation/>
- ☐ Create your LOLA account <https://my.lctcs.edu/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 at <https://sowelabookstore.com/home> and find out when to buy or rent textbook(s) for the term.
- ☐ Use your class schedule and reference the location of your classes at the <https://www.sowela.edu/about/campus/>.
- ☐ Set up your SOWELA email to receive important messages from the college <https://www.sowela.edu/student/tech/>
- ☐ Set up your Canvas Account to view course-related information <https://www.sowela.edu/student/tech/>
- ☐ Secure your parking tag and student ID, by bringing your current vehicle registration, valid driver's license, to any SOWELA campus or site. The parking fee is included in your tuition and fees.
- ☐ Find out about Veterans Benefits: <https://www.sowela.edu/admissions/veterans/>
- ☐ Learn more about Student Services at <https://www.sowela.edu/student/services/>
- ☐ Review Transfer Credit Information and Instructions at <https://www.sowela.edu/admissions/registrar/>
- ☐ Print out the academic calendar <https://www.sowela.edu/calendar/> and stay vigilant about important dates.

During the first year at SOWELA:

- ☐ Develop and refine your academic plan with your academic advisor <https://www.sowela.edu/student/advising/>
- ☐ Find out about Student Organizations at <https://www.sowela.edu/student/organizations/>

Each semester at SOWELA:

- ☐ Review requirements for your program of study with your academic advisor.
- ☐ Be aware of all important dates and deadlines. The <https://www.sowela.edu/programs/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 Scholarship application <https://www.sowela.edu/admissions/financial-aid/scholarships/>
- ☐ Submit your FAFSA at <https://studentaid.gov/>, complete requirements, and review/respond to financial aid requests for information.
- ☐ Secure parking tag and student ID.
- ☐ Utilize the Career Planning & Placement services at <https://www.sowela.edu/student/career-services/>

Final Term:

- ☐ Submit an application for graduation at the time of registration for last semester in which the candidate completes degree requirements for graduation. More information can be found at <https://www.sowela.edu/student/graduation/>
- ☐ Clear all outstanding debts to SOWELA and visiting <https://www.sowela.edu/admissions/student-accounts/>

SOWELA Student Resources and Services

Career Services <https://www.sowela.edu/student/career-services/>

337-421-6951 | Magnolia Building, Student Success Center | joseph.lavergne@sowela.edu

Library <https://www.sowela.edu/student/library/>

Lake Charles Campus 337-421-6530 | Lamar Salte 337-537-3135 ext. 2200 | Morgan Smith 337-824-4811 ext. 4656 | Oakdale 318-335-3944 ext. 4557 | sowela.library@sowela.edu

Enrollment Services One Stop Center 337-421-6550 | Sycamore Student Center | onestop@sowela.edu

SOWELA App https://www.sowela.edu/sowela_app

Student Technology <https://www.sowela.edu/student/tech/>

College Catalog and Student Handbook <https://www.sowela.edu/catalog>

Counseling Services: Student Counseling provides free and confidential service to all students. Our purpose is to help students cope with everyday stressors, mental health issues, dilemmas in their personal development, and/or with difficult events in their lives. Our goal is to help make all SOWELA students successful in ways that further their growth and make their experiences more positive. Email counseling@sowela.edu for questions and more information and visit <https://www.sowela.edu/student/services/counseling/>

Accessibility Services: Accessibility Services function as an advocate for students with documented disabilities to ensure equal access. 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 strongly encouraged to contact Student Services at least 45 days prior to the beginning of each semester. Please email ods@sowela.edu to schedule an appointment once you have submitted your initial intake form online at <https://www.sowela.edu/student/services/accessibility/>

Student Life/Organizations: Student Life involves face-to-face and virtual activities. In addition, we have several student organizations that students can join to get involved. For more information on how to get involved or events happening on campus, email studentservices@sowela.edu or visit <https://www.sowela.edu/student/organizations/>

Tiger Love Community Services: Student Services Staff can assist students seeking government or community resources. These services are free. To request help for these benefits, complete the request form: <https://www.sowela.edu/student/services/tiger-love/>

Tutoring Services: Tutoring services are currently being offered in two formats. A complete tutoring schedule is listed online at <https://www.sowela.edu/student-life/student-services/tutor/>. In addition, SOWELA has partnered with TutorMe to provide online tutoring services in several academic areas beyond that of our traditional face-to-face tutoring services. A student can access TutorMe through CANVAS.

Food Pantry: The food pantry provides food assistance and other resources that enhance the community's overall well-being. Students, faculty, and staff can visit to access food and toiletry items in a free and confidential way. To request food or personal products, complete the request form: <https://www.sowela.edu/student/services/food/>

All student services are also available at our Morgan Smith, Lamar Salter and Oakdale Instructional sites. For more information, please contact **studentservices@sowela.edu** or the Instructional Site Coordinator for more information.

Campus Security: Safety and security is a top priority at SOWELA Technical Community College. The goal of campus security is to provide a safe and secure environment that is conducive to learning and is consistent with the educational goals of this diverse institution, while building community partnerships that build trust, mutual respect, and cooperation. For more information, please visit <https://www.sowela.edu/student/security/>

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 (s) have been designated to handle inquiries regarding the non-discrimination policies: **Title IX Officer: Candy Parker, candy.parker@sowela.edu (337) 421-6510 or (800) 256-0483 and ADA Officer: Maegan Lewis, maegan.lewis@sowela.edu (337) 421-6952 or 800) 256-0483. Address: 3820 Senator J. Bennett Johnston Ave, Lake Charles, LA 70615**