



Advising Syllabus

Advisor _____ Student _____
Office _____ Office Hours _____
E-mail _____ Phone _____

Advisement Mission Statement:

The academic advising process at Jamestown Community College assists students in developing and implementing educational plans that are compatible with their life goals and which lead to student success and completion. Advisement provides a connecting and caring experience for students while emphasizing the importance of student responsibility in the process.

Expected Student Learning Outcomes:

Through academic advisement experiences at Jamestown Community College, students will:

- Identify the meaning of course requisites and how to determine them
- Identify the meaning and implications of imputed credit
- Recognize where to access degree requirements
- Recognize where to access transfer information
- Monitor academic progress through college information systems
- Recognize that course selection can have an impact on financial aid eligibility

Advisor Responsibilities:

It must be emphasized that advising is a joint responsibility of faculty and students. The advisor's task is to guide the student toward accepting responsibility for mature academic decision making. Keeping this in mind, we can state that **advisors will:**

- Promote student growth and development through discussion and clarification of educational, career, and life goals
- Assist students in making decisions and developing short-term and long-term plans to meet their objectives, including selection of coursework
- Clarify institutional policies and procedures
- Help students to evaluate and monitor their academic progress and its impact on achievement of goals
- Reinforce student self-direction and self-sufficiency
- Direct students to educational, institutional, and community resources (e.g. internship, study abroad, honors, service-learning, research opportunities, other community support services) as necessary

Student Responsibilities:

Students have a large responsibility in the advisement process and should take the initiative in seeking advisement and working with their advisors. In order to do this effectively, **students are expected to:**

- Learn the name and office hours of their academic advisor
- Schedule appointments early in each advisement period and be prepared for the meeting
- Become familiar with graduation and program requirements using information from the college catalog and degree works. It is ultimately the student's responsibility to know these requirements and monitor his/her progress towards fulfilling them
- Consult with their advisor concerning changes in their approved schedule (during drop/add, after being closed out of a class, etc)
- Consult with their advisor when they are in academic difficulty or considering withdrawing from college
- Be prompt for appointments and notify advisor if there is a need to reschedule
- Seek assistance with decisions to be made rather than expecting the advisor to make them
- Follow through with appropriate action after the advising session
- Be aware that there are financial aid policies which govern their aid and seek advice when needed