# Big Bend Community College

## Academic and Program Advising Syllabus

***Mission Statement: Advising is a teaching and learning experience that provides students with resources and timely accurate information to develop and attain their educational goals.***

### General Education Outcomes:

* Students will be able to communicate clearly and effectively
* Students will be able to solve problems by gathering, interpreting, combining and/or applying information from multiple sources
* Students will be able to recognize or articulate personal/interpersonal aspects of, or connections between diverse cultural, social, or political contexts.

### Student Learning Outcomes:

#### Taking an active role in advising will better prepare students to:

* Be knowledgeable on how to navigate the college system (understand college policies, procedures and deadlines)
* Engage in campus resources, seek support when obstacles appear and learn how to advocate for my own academic success
* Create my educational plan (understand what classes I need to earn my certificate or degree and determine my graduation target date)
* Make effective decisions concerning my degree/program and career goals

### Student Role/Expectations:

* Be involved (ask questions) in the advising process by being prepared to discuss my goals and educational plans when meeting with my advisor quarterly
* Understand my degree/program requirements (GPA, courses and credits required)
* It is my responsibility to schedule my quarterly advising appointments and arrive on time
* Pay attention to important dates and deadlines; registration, drop dates, payment deadlines, financial aid, scholarships, program applications, graduation, and transfer
* Practice organizational skills by maintaining my advising materials
* Prior to dropping or changing a grade option, talk with my advisor so I understand the consequences related to my academic progress and/or financial aid/scholarship award and degree completion

### Advisor Role/Expectations:

* Provide and inform students of advising availability particularly during peak advising times
* Create an environment that promotes respect for diversity, trust and open communication with students that supports student responsibility for their college experience and academic success
* Assist students with understanding their educational certificate/degree plan including transfer and/or career information
* Provide students with accurate and timely information regarding courses, programs, policies, procedures and graduation requirements
* Provide students with appropriate referrals when additional support is needed
* Maintain accurate records of student academic progress

*9/2017*