

Academic Advising Syllabus
Henderson Community College

Student: _____

Advisor: _____

Office Hours: _____

Academic Goal (Please check all that apply):

Completion of Degree
 Completion of Certificate in _____
 I plan to transfer to a four-year institution
 I plan to transfer to another two-year institution

Completion of 1-3 classes
 Completion of Diploma in _____
Institution: _____ Major: _____
Institution: _____ Major: _____

Career you would like to pursue after getting your education: _____

Degree Program of Study (Circle Choice):

Transfer (A.A/A.S)	Dental Assisting/Dental Hygiene	Medical Assisting
Agricultural Technology	Industrial Maintenance Technology	Nursing
Business Administration	Information Technology	Undecided
Clinical Laboratory Technician	Interdisciplinary Early Childhood Education	Other _____

Philosophy of Advising: Henderson Community College academic advising empowers students to become responsible for their own academic success. Faculty advisors are committed to providing accurate and comprehensive academic advising. Working together, students and advisors develop one-on-one relationships and share responsibility to assist students to make choices and define goals; guide students through administrative processes; connect students to campus services and resources; and encourage the intellectual growth of students.

Advising Mission Statement: The HCC advising process will result in the students' ability to CLARIFY, DEFINE, EVALUATE, and ATTAIN their academic, career and personal goals.

Advising Resources:

- Academic Planner found in PeopleSoft Student Self-Service
- College Catalog (<http://legacy.kctcs.edu/catalog/>)
- Degree Plan (http://henderson.kctcs.edu/Academics/Programs_of_Study)
- Printed schedule of courses. Located in all campus buildings.
- **Link to the online course schedule** - http://henderson.kctcs.edu/Academics/Class_Schedules.aspx
- Director of Academic Advising and Assessment (STC 210) or call 270-831-9610

Student Learning Outcome for Advising Syllabus:

- Student will demonstrate individual responsibilities by preparing a tentative course schedule prior to advising sessions, utilizing class schedules to identify courses that meet their academic goal requirements.

Assistance with Issues Involving Disabilities:

Henderson Community College is dedicated to providing equal opportunity and access for every student. If you feel you need accommodations for a learning or physical disability, it is important that you make your advisor aware of these accommodations. In some cases, your advisor may refer you to the Disability Services Coordinator for assistance in STC 225 or call 270-831-9783. The Disability Services Coordinator provides a broad range of supportive services in an effort to ensure that the individual needs of each student are met. In addition, the coordinator functions as an advocate for students with disabilities on the HCC campus. Through active involvement with all areas of the College, the coordinator is able to monitor conditions relevant to students with disabilities and to provide help with decisions affecting their quality of life.

Effective advising requires a partnership between the advisor and the student with shared responsibilities.

Student Responsibilities:	Advisor Responsibilities:
Become knowledgeable about college programs, policies, and procedures	Communicate the college's curriculum, requirements, policies, and procedures
Clarify personal values and goals	Encourage and guide students to define and develop realistic educational goals
Participate proactively in the decision-making process by arriving prepared to advising appointments	Assist students with advising consistent with their abilities and interests
Prepare a list of questions or concerns before each advising visit	Listen carefully to questions and concerns
Follow through on suggested actions, resources, or referrals	Monitor advisee progress
Accept responsibility for academic decisions and performance	Assist with clarifying any questions or confusion advisee may have about academic decisions

Pre-Advising Assignment: (Students should complete the following before seeing their advisor to schedule classes.)*

- Complete relevant items on advising checklist
- Determine outside commitments and how these will affect class schedule
- Prepare a list of potential courses to take
- Bring a list of questions to discuss with advisor

*This checklist will be repeated for each term of enrollment.

Acknowledgement Statement:

I have read the advising syllabus and understand my responsibilities and expectations as outlined in the syllabus.

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Checklist:  the box if you have completed the item.

Prior to the start of the semester...	
<input type="checkbox"/>	I have activated my Peoplesoft and email accounts and updated/changed my password.
<input type="checkbox"/>	I have received my KCTCS debit card from Higher One, activated my card and selected the method I want to receive any refunds and will retain my card and password for future changes to my account.
<input type="checkbox"/>	I have prepared a tentative class schedule for the upcoming semester and reviewed my financial obligations in Student Self Service in PeopleSoft.
<input type="checkbox"/>	I know when the deadline is to pay tuition for the semester.
<input type="checkbox"/>	I have checked my Student Self Service in PeopleSoft to make sure all necessary test scores/transcripts have been submitted by the Admissions/Records office or Testing Center.
<input type="checkbox"/>	I understand how to log into Blackboard to get to my courses.
<input type="checkbox"/>	I have reviewed sections of the college catalog that describe academic assistance and support, academic and college policies and procedures and the student code of conduct.
<input type="checkbox"/>	I have reviewed my address, phone number and major in Peoplesoft and the information is correct.
<input type="checkbox"/>	I will outline my ongoing commitments (work, family, and other responsibilities) that may impact my course schedule and study plan.
<input type="checkbox"/>	I know how to tell if a class is offered on campus, at an off-site location like the Herron Tech Center in Morganfield, or completely online through Kentucky Virtual University.
During the semester....	
<input type="checkbox"/>	I will check my email account once or more per week for information about student events on campus and clubs and organizations and will select at least one or more event to attend during the semester.
<input type="checkbox"/>	I will make an appointment prior to open registration to meet with my advisor to review my academic plan so I can be more prepared to plan my course schedule for next semester.
<input type="checkbox"/>	If I am planning to transfer, I will make contact with the intended college or university and review online transfer information sources
<input type="checkbox"/>	I will outline my ongoing commitments (work, family, and other responsibilities) that may impact my subsequent course schedule and study plan.