

Academic Advising Second Tier Syllabus for Desired Degree

Henderson Community College



First Name _____ Last Name _____ Date _____

Advisor Name and Contact Information:

Division Assistant:

Academic Goal (Please check all that apply):

Completion of Degree Completion of Certificate in _____

Completion of Diploma

I plan to transfer to a four-year institution Institution: _____ Major: _____

I plan to transfer to another two-year institution Institution: _____ Major: _____

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

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://www.kctcs.edu/Degrees_Training/Catalog
- Degree Plan http://henderson.kctcs.edu/Academics/Programs_of_Study.aspx
- Link to the online course schedule http://henderson.kctcs.edu/Academics/Class_Schedules.aspx
- Registrar, Chad Phillips, STC 215 or call 270-831-9614
- Assistant Registrar, Tammie Zuber, STC 235 or call 270-831-9716
- Disability Services Coordinator, Larry Tutt, STC 225 or call 270-831-9783
- Career Services Coordinator, Angie Watson, STC 213 or call 270-831-9671
- Veteran's Services Coordinator, Andy Zellers, STC 219 or call 270-831-9627
- Transfer Coordinator, Lorie Maltby, ADM 107 or call 270-831-9828
- GO KCTCS Student Call Center (Open 24/7) – Assistance with Financial Aid, Student Accounts, Admissions and Records – 855-464-2244
- GO KCTCS Student Call Center Website – students can live chat, request a call back or use tutorials https://henderson-kctcs.edusupportcenter.com/sims/helpcenter/layoutOne/SelfHelpHome.seam?inst_name=kctcs_henderson&cid=35323

Student Learning Outcomes for Advising Syllabus - Student will be able to:

1. develop an educational plan for successfully achieving their goals; select courses each semester to progress toward fulfilling that educational plan (GBAA)
2. demonstrate the characteristics of a prepared advisee
3. demonstrate the use of campus resources and services to assist them in achieving their academic, personal, and career goals
4. graduate in a timely manner based on the individual educational plan
5. follow through when referred to appropriate campus resources
6. develop a transfer plan if interested in a four-year degree

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

Student Responsibilities:

Academic Advisor Responsibilities:

Become knowledgeable about your college program as well as college 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/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 academic advisor to schedule classes for each semester at HCC.*

- Understand all pre-admission requirements for selective admissions programs at HCC
- Determine outside commitments and how these will affect your class scheduling
- Prepare a list of potential courses based on the degree requirements to take to the advising appointment
- Prepare and bring a list of questions to discuss with program advisor

*This checklist should be completed before each term of enrollment.

Checklist: the box if you have completed the item.

0 – 15 credit hours	
Academic Goals	
<input type="checkbox"/>	I have reviewed and understand the specific academic requirements for my program, such as minimum grades for particular classes, minimum ACT/COMPASS scores, and the 2.0 GPA graduation requirement.
<input type="checkbox"/>	I have reviewed and understand the specific course requirements for my program, based on the academic plan.
<input type="checkbox"/>	I have reviewed and understand the selective admissions policy for my academic program.
<input type="checkbox"/>	I have attended, or scheduled to attend, a current pre-admissions conference if my academic program requires it.
Career Exploration Goals	
<input type="checkbox"/>	I will complete the career exploration tool offered by Career Services and explore various careers.
<input type="checkbox"/>	I will consider conducting at least one informational interview or job shadow a professional in my area of interest.
<input type="checkbox"/>	I will choose a career and a major and complete the necessary Change Form, if needed.
Goal-Based Academic Agreement Goals	
<input type="checkbox"/>	I will complete a Goal-Based Academic Agreement and outline my courses for subsequent semesters.
Advising Goals	
<input type="checkbox"/>	I will make an appointment with my academic advisor to register for next semester.
<input type="checkbox"/>	I will be sure to bring a tentative schedule with me to my advising appointment each semester.
<input type="checkbox"/>	I will visit with my academic advisor at least once each semester, outside of the registration meeting, to discuss my progress during the semester.
<input type="checkbox"/>	I will begin looking into transfer to a two- or four-year school, depending on my major and career goals.
Academic Support Goals	
<input type="checkbox"/>	I will attend tutoring at the Start Center, Writing Center, or with a professor, if needed.
Financial Aid/Loan Repayment/Scholarship Goals	
<input type="checkbox"/>	I am aware of Financial Aid deadlines. Fall – July 15, Spring - December 1, Summer – April 1. I am aware I must complete a FAFSA application each year I attend college.
<input type="checkbox"/>	I am aware of HCC Scholarship deadlines. Fall – March 15 and Spring – November 15. Applications are available online and in the Start Center.
<input type="checkbox"/>	I am aware if I have taken out loans to pay for my college education I will start repaying those loans six months after my last date of college attendance or graduation. After 30 days of not making a payment I will be in a delinquent status, and after nine months of non-payment I will have defaulted on my loans and could face wage and tax return garnishment. I will contact the HCC Financial Aid Office at 270-831-9627 if I have any questions regarding loan repayment both now and once I enter loan repayment.
Program Specific Goals	
<input type="checkbox"/>	
<input type="checkbox"/>	

16 – 30 credit hours	
Academic Goals	
	I will apply to the selective admissions program of my choice, if required to do so.
	I have attended, or schedule to attend, a pre-admissions conference if a program requires it for admissions.
Career Exploration Goals	
	I will explore HCC clubs or events in which I might participate, to be included on my resume.
	I will explore volunteering for a college or civic activity or charity event, to be included on my resume.
	I will use Career Services and the online resources they provide for assistance in developing a first draft resume.
Goal-Based Academic Agreement Goals	
	I will update my Goal-Based Academic Agreement to ensure timely graduation.
Advising Goals	
	I will make an appointment with my academic advisor to register for next semester.
	I will be sure to bring a tentative schedule with me to my advising appointment each semester.
	I will visit with my academic advisor at least once each semester, outside of the registration meeting, to discuss my progress during the semester.
Transfer Goals	
	I will talk to my academic advisor about transfer to a four-year school based on my major and career goals.
	I will use the Transfer Center and other available resources (e.g., college websites, KnowHow2Go, CollegeFish.Org, etc.) to research transfer schools and scholarships.
	I will take advantage of available transfer activities and opportunities (e.g., transfer college fairs).
Academic Support Goals	
	I will attend tutoring at the Start Center, Writing Center, or with a professor, if needed.
Financial Aid/Loan Repayment/Scholarship Goals	
	I am aware of Financial Aid deadlines. Fall – July 15, Spring - December 1, Summer – April 1. I am aware I must complete a FAFSA application each year I attend college.
	I am aware of HCC Scholarship deadlines. Fall – March 15 and Spring – November 15. Applications are available online and in the Start Center.
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Program Specific Goals	

31 – 45 credit hours	
Career Exploration Goals	
	I will continue to participate in an HCC club or group and volunteer for a college or civic activity or charity event. I understand that participation in these activities is a resume-builder.
	I will update my resume with activities and new skills learned and identify individuals who can speak of my skills and be a positive reference for future employment opportunities and then use this information to prepare a first draft reference document.
	I will research internship and co-op opportunities that will enable me to gain valuable experience within my field.
Goal-Based Academic Agreement Goals	
	I will update my Goal-Based Academic Agreement to ensure timely graduation.
Advising Goals	
	I will make an appointment with my academic advisor to register for next semester.
	I will be sure to bring a tentative schedule with me to my advising appointment each semester.
	I will visit with my academic advisor at least once each semester, outside of the registration meeting, to discuss my progress during the semester and toward completing my degree.
Transfer Goals	
	I will continue to explore transfer and scholarship opportunities and meet with a transfer advisor.
	I will take advantage of available transfer activities and opportunities (e.g., transfer college fairs).
	I will select a transfer institution and contact an advisor from that institution to prepare for eventual transfer.

Academic Support Goals	
	I will attend tutoring at the Start Center, Writing Center, or with a professor, if needed.
Financial Aid/Loan Repayment/Scholarship Goals	
	I am aware of Financial Aid deadlines. Fall – July 15, Spring - December 1, Summer – April 1. I am aware I must complete a FAFSA application each year I attend college.
	I am aware of HCC Scholarship deadlines. Fall – March 15 and Spring – November 15. Applications are available online and in the Start Center.
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Program Specific Goals	

46 – 71 credit hours or graduation/transfer	
Career Exploration Goals	
	I will actively pursue internship and co-op opportunities within my field.
	I will continue to participate in an HCC club or event and volunteer for a college or civic activity or charity event. I understand that participation in these activities is a resume-builder.
	I will collaborate with Career Services to create a final cover letter, final resume, and final references document to utilize for job searches after graduation.
	I will utilize Career Services’ resources as needed to assist in locating companies who hire employees with my skills set.
Advising Goals	
	When I am ready to graduate I will complete an Application for a Credential with the assistance of my academic advisor.
	I will complete the graduation survey and turn it into the admissions office with my graduation application.
Transfer Goals	
	I will meet with a transfer advisor either at HCC or my transfer institution to review final steps to transfer.
	If possible, I will schedule a meeting and campus tour of the institution where I intend to transfer.
	I will finalize plans to transfer: I will apply for graduation from HCC, complete all application and scholarship forms, and request my transcripts be sent to my transfer institution.
Academic Support Goals	
	I will attend tutoring at the Start Center, Writing Center, or with a professor, if needed.
Financial Aid/Loan Repayment/Scholarship Goals	
	I am aware of Financial Aid deadlines. Fall – July 15, Spring - December 1, Summer – April 1. I am aware I must complete a FAFSA application each year I attend college.
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Program Specific Goals	

Acknowledgement Statement: I, _____, have read the Advising Syllabus and understand my responsibilities and expectations as outlined in this Academic Advising Syllabus. Date _____