Academic Advising Syllabus for Associate in Arts

Henderson Community College

First Name _____Last Name _____ Date _____

Advisor Name and Contact Information:

Tony Strawn, LIB 203A; phone: 270-831-9769; email: tony.strawn@kctcs.edu

Division Assistant: Cheryl McKendree, ADM 211; phone: 270-831-9684; email: cheryl.mckendree@kctcs.edu

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://kctcs.edu/en/Students/Programs and Catalog.aspx
- Degree Plan http://henderson.kctcs.edu/Academics/Programs_of_Study
- Link to the online course schedule http://henderson.kctcs.edu/Academics/Class_Schedules.aspx
- Cary Conley, Director of Academic Advising and Assessment, STC 210 or call 270-831-9610
- Lindsey Greer, Start Center Advisor, STC 222 or call 270-831-9772
- Brittany Ross, Start Center Advisor, STC 224 or call 270-831-9607
- Larry Tutt, Disability Services Coordinator, STC 225 or call 270-831-9783
- Angie Watson, Career Services Coordinator, STC 213 or call 270-831-9671
- Cassandra Wilson, Veteran's Services Coordinator, STC 227 or call 270-831-9685
- Lorie Maltby, Transfer Coordinator, ADM 118 or call 270-831-9828

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	
Deadline	**Academic Goals**
	I have reviewed and understand the specific academic requirements for this program, such as minimum grades for particular classes, minimum ACT/COMPASS scores, and the 2.0 GPA graduation requirement.
	I have reviewed and understand the specific course requirements for this program, based upon the academic plan.
	I have reviewed and understand the selective admissions policy for this program, if required.
	I will register and attend any required pre-admission conferences for selective admissions programs.
Career Exploration Goals	
	I will complete the career exploration tool offered by Career Services and explore various careers.
	I will consider conducting at least one informational interview or job shadow a professional in my area of interest.
	I will choose a career and a major and complete the necessary Change Form, if needed.
Goal-Based Academic Agreement Goals	
	I will complete a Goal-Based Academic Agreement and outline my courses for subsequent semesters.
Advising Goals	
	I will make an appointment with my advisor to register for the next semester.
	I will 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.
Academic Support Goals	
	I will attend tutoring at the Start Center, Writing Center, or with a professor, if needed.
Program Specific Goals	

16 – 30 credit hours	
Deadline	**Academic Goals**
	I will apply to the selective admissions program of my choice, if required to do so.
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 utilize 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 advisor to register for the next semester.
	I will 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 utilize the Transfer Center and other resources to explore transferring to a four-year institution, if needed.
	I will register for CollegeFish.Org in order to explore transfer opportunities.
Academic Support Goals	
	I will attend tutoring at the Start Center, Writing Center, or with a professor, if needed.
Program Specific Goals	
31 – 45 credit hours	
Deadline	**Career Exploration Goals**
	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 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 advisor to register for the next semester.
	I will 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 continue to explore transfer and scholarship opportunities using CollegeFish.Org.
	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.
Program Specific Goals	
46 – 71 credit hours or graduation/transfer	
Deadline	**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 continue to explore transfer and scholarship opportunities using CollegeFish.Org.
	I will finalize plans to transfer to a four-year institution and will utilize both the Transfer Center as well as a transfer contact from the school of my choice, if I plan to transfer instead of entering the workforce.
Academic Support Goals	
	I will attend tutoring at the Start Center, Writing Center, or with a professor, if needed.
Program Specific Goals	

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