

Academic Advising Syllabus York Technical College

Academic Advising Defined:

Academic advising at York Technical College is a shared relationship between you and your advisor that will help you have a successful experience at the college. Your academic advisor will assist you in developing and adapting an educational plan that matches your life goals from the time you are accepted into a program through graduation.

The Role of the York Technical College Academic Advisor:

An academic advisor provides academic counseling and advice to students enrolled at York Technical College. Your advisor will explain policies, procedures, and program requirements as they assist you in reaching your academic goals. Your advisor will review and interpret your placement test scores, review and explain pre-requisites and co-requisites, review courses you have completed toward your academic program, assist you in course selection, review important dates such as payment deadlines, help you develop a graduation plan, review and discuss academic progress and challenges, re-assess program and career goals as appropriate and provide referrals to appropriate campus resources as needed.

Goals of Academic Advising at York Technical College:

The fundamental goal of academic advising at York Technical College is to **maximize student success** by developing students who are appropriately prepared to actively participate in meetings with their advisor and who are able to access and use the resources necessary to enable self-advocacy in achieving their educational goals.

Responsibilities of the Advisor:

The advisor is responsible to assist in achieving your academic goals by:

- notifying and being available to advisees during scheduled times for academic advising appointments each semester using D2L or other resources.
- reviewing and assessing placement test scores, pre-requisites and/or co-requisites to recommend appropriate courses based on this information.
- using technical support materials – WebAdvisor, D2L, etc to facilitate the advising process.
- assisting students in developing an educational plan consistent with life goals and objectives.
- providing accurate information about institutional policies, procedures, and programs.
- increasing student awareness of college resources available and making referrals to support services where applicable, i.e. financial resources.
- using discretion in dealing with confidential student information.

Responsibilities of the Advisee (the Student):

You are ultimately responsible for making decisions about your life goals and educational plans. You should assist your advisor by:

- finding out who your advisor is and becoming familiar with his/her office hours.
- making an appointment, being prepared for your advising appointment by bringing all appropriate advising materials, and promptly attending regular appointments with your advisor during his/her scheduled office hours.
- promptly responding to all communications from your advisor.
- contacting your advisor promptly should you need to reschedule your advising appointment.
- working with your academic advisor to develop your educational plan.
- keeping copies of all materials pertinent to your education, including your placement test scores, degree audit (program evaluation), course substitution forms, catalogs, etc.
- following your advisor's recommendations when referred to appropriate campus resources that will assist you in achieving your academic, personal, and career goals.
- learning how to access and use technical support materials – WebAdvisor, D2L, etc.
- taking personal responsibility for your learning, being realistic in your academic and personal goals, and sharing these with your advisor as applicable.
- making arrangements to pay for your educational expenses before the payment deadline.
- using WebAdvisor to schedule and register for your classes.

Through participation in the advising process, you will demonstrate the ability to:

1. Develop a realistic educational plan through discussion of long and short range plans/goals and develop a plan of action to achieve them.
2. Create an individualized schedule for each semester to include time for class attendance and preparation along with work and personal commitments, as applicable.
3. Research your program of study and determine your ability to meet requirements for admission and completion.

Advising Resources for the Advisee (the Student):

- D2L Student E-Mail Account – your academic advisor will share important academic information using your D2L student e-mail account. Please check it regularly.
- D2L Advising Program – you will find important information under the “Advisee” tab in your D2L account. Your academic advisor may direct you to this information when you have questions. Please become familiar with this information.
- Web-Advisor Account – your academic advisor will assist you in your course selection. You will use your WebAdvisor account to select and register for your courses.
- CID Number – you will need your seven digit student identification number when you visit your advisor's office.

Checklist (for the Student): Preparing for an Advising Meeting

- ____ I contacted my advisor to schedule an appointment.
- ____ I know my student CID number.
- ____ I have printed my program evaluation found in WebAdvisor to use in planning for the next semester.
- ____ I have completed and printed My Academic Plan (MAP) found in D2L for the upcoming semester.
- ____ I have located and understand instructions on how to use WebAdvisor (found in D2L) to schedule my courses.
- ____ I have made arrangements to pay for my educational expenses before the **payment deadline**.