Online Resource Materials: Educational Plan, College Catalog, Student Handbook

**Welcome to Broward College Advising 101.** You will meet your assigned advisor, who will be assisting you through your educational journey, during Orientation. This syllabus will guide you through the advising process and inform you of important steps you must take in order to remain a successful student. By following the steps outlined in this syllabus, you will be able to use the tools and resources available to you online and on campus, identify your career and educational goals, and take the appropriate courses to meet those goals.

**Appointments:** You are required to attend your first appointment with your advisor within the first five weeks of the first term to help identify your career objectives. It is important that you also schedule future appointments with your advisor prior to earning 30 credits for continued discussions about your career goals and academic progress. Your advisor is available for a 30 minute face-to-face or cyber/online appointment. Prior to your appointment, prepare a list of questions and concerns you would like to discuss with your advisor. All appointments are scheduled through myBC. Be assure to arrive on time.

**Description of Academic and Career Advising:** At Broward College, academic and career advising is a process that helps your transition into college by (a) ensuring that your career objective is aligned to your interests and ability, (b) helping you develop your educational plan and (c) aligning your plan to your career objective. In addition, you and your advisor will review your academic performance, and monitor your academic load and course selection to ensure your progress toward graduation.

**Student Learning Outcomes:** Students who participate in academic advising will...

1. Identify their career objective and utilize career resources;
2. Know general education, program and transfer requirements;
3. Create, access, follow and update their educational plan; and
4. Use support services to assist with academic difficulties.

**Advisor Responsibilities:**
Your advisor will ...

1. Be accessible via phone, electronically, and face-to-face;
2. Encourage and guide you to develop and pursue your career and educational goals, and create an academic plan that is consistent with those goals;
3. Provide you with accurate, timely and useful information about academic programs, policies and procedures, and support services;
4. Ensure that within five weeks you have a career objective and educational plan;

5. Teach you how to access, navigate and use BC's student online system (myBC);

6. Listen to your educational concerns and help you develop strategies for academic success;

7. Monitor your academic performance and course load;

8. Assist you with refining your career and educational goals;

9. Advise you during your mandatory “Graduation Ready/Planning” appointment;

10. Provide you with transfer requirements; and


Advising 101

Student Responsibilities: Upon earning 1-30 credits, students are expected to ...

1. Complete the Broward College Work Interest & Skills Assessment;

2. Continue career exploration by completing the “Personality Assessment” in preparation of the first appointment;

3. Attend the first appointment within the first five weeks of the first term;

4. Confirm career and educational goals during the first advising appointment;

5. Declare transfer major and institution within the first term, if applicable;

6. Actively participate in advising by asking questions, taking notes, and by sharing and clarifying goals;

7. Take responsibility and follow through on advisor recommendations;

8. Take primary and increasing responsibility for career and educational goals;

9. Review “Students Rights and Responsibilities” online in the Student Handbook;

10. Review the academic calendar each term and adhere to deadlines;

11. Register on the assigned registration date each term; and

12. Schedule future appointments with the advisor, as needed.

Advising 201

Student Responsibilities: Upon earning 24 credits and prior to graduation, students are expected to ...

1. Schedule a mandatory “Graduation Ready/Planning” appointment upon earning 24-30 credits to review student progress toward graduation;

2. Research degree requirements and write down specific questions prior to the advising appointment;

3. Research transfer university program requirements and deadline dates;

4. Schedule future appointments with the advisor, as needed; and

5. Participate in student success workshops, internships, career fairs, student clubs and other activities related to career goals.