

Advising Syllabus

Your advisor: John Doe, Student Affairs Specialist
BS. Psychology, Online College of Las Vegas
MS. Higher Education Leadership, Mail Order College of Orlando
jdoe@broward.edu, 954-201-6666
(sample) Students- for Advising alerts follow me on Twitter: @BCSAdvismntJohn

Resource Materials: Educational Plan, College Catalog, Student Handbook

Welcome to Broward College Advising 101. My name is _____ and I will be your advisor assisting you through your educational journey. This syllabus will guide you through the advising process and inform you of important steps that you must take in order to remain a successful student. Taking the steps as outlined in this syllabus will allow you to effectively use the tools and resources available to you online through myBC 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 me within the first 5 weeks of your first term to help you identify your career objective. It is important that you also schedule future appointments with me prior to earning 30 credits for continued discussions about your career goals and your academic progress. I am 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 me. All appointments are scheduled through myBC. 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.
4. Use support services to assist with academic difficulties.

Advisor Responsibilities:

As your advisor, I 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 5 weeks you have a career objective and educational plan if you work with me.
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. Upon reaching 30 college credits advise you during your mandatory "Graduation Ready/Planning" appointment.
10. Provide you with transfer requirements.
11. Guide your progress towards graduation.

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Student Responsibilities: Upon earning 1-30 credits, I am expected to...

- Complete my first Broward College Work Interest & Skills Assessment.
- Continue career exploration by completing the focus "Personality Assessment" in preparation of first appointment.
- Attend my first appointment within the first 5 weeks of my first term.
- Confirm my career and educational goals during my first advising appointment.
- Declare my transfer major and institution within my first term, if applicable.
- Actively participate in advising by asking questions, taking notes, and by sharing and clarifying my goals.
- Take responsibility and follow through on my advisor's recommendations.
- Take primary and increasing responsibility for my career and educational goals.
- Review "Students Rights and Responsibilities" online in the Student Handbook
- Review the academic calendar each term and adhere to deadlines.
- Register on my assigned Registration Date each term.
- Schedule future appointments with my advisor as needed.

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Student Responsibilities: Upon earning 24 credits and prior to graduation, I am expected to...

1. Schedule a mandatory "Graduation Ready/Planning" appointment upon earning 24-30 credits to review my progress toward graduation.
2. Research degree requirements and write down specific questions prior to my advising appointment.
3. Research transfer university program requirements and deadline dates.
4. Schedule future appointments with my advisor as needed.
5. Participate in student success workshops, internships, career fairs, student clubs, and other activities related to my career goals.