

# First Semester Academic Advising Syllabus

Henderson Community College



First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Date \_\_\_\_\_

### START CENTER HOURS OF OPERATION:

Monday – Friday 8:00 a.m. 4:30 p.m. Located on the second floor of the Sullivan Technology Center.

### Academic Goal (Please check all that apply):

- |                                                                             |                                                         |
|-----------------------------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Completion of Degree                               | <input type="checkbox"/> Completion of 1-3 classes      |
| <input type="checkbox"/> Completion of Certificate in _____                 | <input type="checkbox"/> Completion of Diploma in _____ |
| <input type="checkbox"/> I plan to transfer to a four-year institution      | Institution: _____ Major: _____                         |
| <input type="checkbox"/> I plan to transfer to another two-year institution | Institution: _____ Major: _____                         |

Career you would like to pursue after getting your education: \_\_\_\_\_

### Degree Program of Study (Circle Choice):

- |                                |                                             |                   |
|--------------------------------|---------------------------------------------|-------------------|
| Transfer (A.A/A.S)             | Dental Assisting/Dental Hygiene             | Medical Assisting |
| Agricultural Technology        | Industrial Maintenance Technology           | Nursing           |
| Business Administration        | Information Technology                      | Undecided         |
| Clinical Laboratory Technician | Interdisciplinary Early Childhood Education | Other _____       |

**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](http://kctcs.edu/en/Students/Programs_and_Catalog.aspx)
- Degree Plan [http://henderson.kctcs.edu/Academics/Programs\\_of\\_Study](http://henderson.kctcs.edu/Academics/Programs_of_Study)
- Link to the online course schedule [http://henderson.kctcs.edu/Academics/Class\\_Schedules.aspx](http://henderson.kctcs.edu/Academics/Class_Schedules.aspx)
- Director of Academic Advising and Assessment, Cary Conley, STC 221 or call 270-831-9610
- 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, Andrew Zellers, STC 219 or call 270-831-9627

### Student Learning Outcome for Advising Syllabus

Student will be able to use Student Self Service in PeopleSoft, schedule of classes and the KCTCS Catalogue to:

1. prepare a tentative course schedule prior to meeting with my program advisor
2. meet student academic goal requirements
3. understand financial aid deadlines
4. understand academic deadlines
5. identify the various campus resources that will help students be successful at HCC

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

**New Student Responsibilities:**


**Start Center Advisor Responsibilities:**

Become knowledgeable about college programs, 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 degree program academic advisor to schedule classes for their second semester at HCC.\***

- Understand all pre-admission requirements for selective admissions programs at HCC
- Determine outside commitments and how these will affect their 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 their program advisor

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

Checklist:  the box if you have completed the item.

<b>Academic Programs and Policies</b>	
<input type="checkbox"/>	I have reviewed the various program offerings at HCC.
<input type="checkbox"/>	I have reviewed sections of the KCTCS catalog that describe academic assistance and support, academic and college policies and procedures, and the student code of conduct.
<input type="checkbox"/>	I have reviewed the HCC Student Handbook.
<input type="checkbox"/>	I have activated my HCC PeopleSoft account and have created a password.
<input type="checkbox"/>	I will check my student email account <u>each day</u> for information about student events on campus and clubs and organizations and will select at least one or more event to attend during the semester.
<b>PeopleSoft Student Accounts</b>	
<input type="checkbox"/>	I have checked my Student Self Service in PeopleSoft to make sure all necessary test scores/transcripts have been submitted by the Admissions/Records office or Testing Center.
<input type="checkbox"/>	I have reviewed my address, phone number and major in PeopleSoft and the information is correct.
<input type="checkbox"/>	I know how to check and accept my financial aid award.
<input type="checkbox"/>	I know how to access the Student PeopleSoft tutorials from the HCC Current Students webpage.
<b>Tuition and Class Schedule</b>	
<input type="checkbox"/>	I will outline my ongoing commitments (work, family, and other responsibilities) that may impact my course schedule and study plan prior to registering for each semester.
<input type="checkbox"/>	I know when the deadline is to pay tuition for the current semester.
<input type="checkbox"/>	I know how to tell if a class is offered on campus, at an off-site location like the Herron Center in Morganfield, or online.
<input type="checkbox"/>	I will make an appointment prior to the early registration period to meet with my degree program advisor to review my academic plan so I can be more prepared to plan my course schedule each semester.
<input type="checkbox"/>	I have reviewed the various program offerings at HCC, prepared a tentative class schedule for the upcoming semester and reviewed my financial obligations in Student Self Service in PeopleSoft
<b>Other Areas</b>	
<input type="checkbox"/>	I will watch for my Bank Mobile KCTCS debit card to arrive. After receiving my card I will activate it, select the method I want to receive any refunds, and will retain my card and password for future changes to my account.
<input type="checkbox"/>	I understand how to log into Blackboard to get to my courses.
<input type="checkbox"/>	If I am planning to transfer, I will make contact with the intended college or university and review online transfer information sources. I will visit HCC's Transfer Center in AD 101 for additional information.

**Acknowledgement Statement:** I, \_\_\_\_\_, have read the advising syllabus and understand my responsibilities and expectations as outlined in the Advising Syllabus. \_\_\_\_\_ Date