MONTGOMERY COLLEGE ACADEMIC ADVISING SYLLABUS

Office: Rockville-CB215, Germantown-SA172, Takoma Park/Silver Spring-ST122

Phone: 240-567-5063 (Rockville), 240-567-7734 (Germantown),

240-567-1480 (Takoma Park/Silver Spring)

Office Hours: See the Counseling website for hours

http://cms.montgomerycollege.edu/counseling

Texts: College Catalog, Student Insider's Guide, Student Code of Conduct

What is Academic Advising?

Academic advising is an educational *process* that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning. (National Academic Advising Association, 2004)

Academic Advising Mission

The primary mission of academic advising at Montgomery College is to assist students in developing an educational plan that meets their needs and long-term goals.

Counselor/Faculty Advisor Responsibilities

We will...

- Assist you in defining your academic, career, transfer, and personal goals, and work with you in creating an educational plan that is consistent with those goals.
- Encourage and guide you as you define and develop realistic educational and career goals.
- Help you understand the curriculum, graduation requirements, and college policies and procedures.
- Provide you with information about the available academic support resources and services on campus.
- Assist you in understanding the purposes and goals of higher education and its effects on your life and personal goals.
- Answer your questions through scheduled appointments, walk-ins, and email.

Advisee Responsibilities

We expect you to...

- Learn about College programs, policies and procedures.
- Schedule and attend advising appointments before you register for classes each semester. (February-April for Summer/Fall; October-December for Winter/Spring).
- Be involved in the advising process by being *prepared* to discuss your goals and educational plans during our meetings.
- Use advising tools, such as the Course Catalog, Academic Calendar and MYMC.
- Ask questions if you do not understand an issue or have a specific concern.
- Keep a personal record of your progress toward meeting your goals by having an organized way for you to find important documents easily.
- Read your Montgomery College email. This is the official method of communication for the institution.
- Take responsibility for making your own decisions based on available information and guidance.
- Follow-up on referrals to other services and information resources.

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ACADEMIC ADVISING OUTCOMES

Your Counselor/Faculty Advisor is available to help you stay on track and reach your goals.

Credit Guideline	You should be able to	Recommended action step(s)	Your reward will be
First-Year/ New Students	 Begin to understand your responsibilities as a college student, and the College's regulations and procedures. Locate and use campus support resources. Establish a connection with a Counselor/Faculty Advisor. 	 ✓ Complete an advising program (MAP/eMAP, IMAP). ✓ Speak with a Counselor ✓ Enroll in an FYE Seminar (e.g., DS107 or DS104). ✓ Obtain and review the Student Insider's Guide. ✓ Explore campus resources. 	Getting off to the right start!
By about 15 credits	 Identify your interests, skills, and values to assist you in formulating goals. Make a tentative educational plan. 	 ✓ Make an appointment with a Counselor/Faculty Advisor. ✓ Create a tentative educational plan. ✓ Enroll in DS102 and/or DS103. 	Knowing how to get around the campus to find what you need.
By about 30 credits	 Identify a major that is compatible with your interests, skills and values. Review and modify your educational plan, as needed. If appropriate, access information to help you plan for transfer to a four-year college/university. 	 ✓ Declare a major with Admissions and Records . ✓ Make an appointment with a Counselor/Faculty Advisor to go over your educational plan. ✓ If appropriate, attend Transfer Day and review the Montgomery College Transfer web site. 	Beginning to take steps to reach your educational goals.
By about 45 credits	Define an exit plan from Montgomery College (graduation, employment or transfer).	 ✓ Schedule an appointment with Counselor/Faculty Advisor for a degree audit. ✓ Apply for graduation with Admissions and Records. ✓ Apply to transfer institutions by deadlines. ✓ Visit Student Employment Services. 	Being well on your way in reaching your goals!
By about 60 credits	 Make the transition out of Montgomery College. 	✓ Take steps toward your transitional goal (graduation, employment or transfer).	Having satisfaction in completing goals at Montgomery College.

Remember: We will collaborate with you by providing information, resources and feedback. However, you are ultimately responsible for planning your individual program and meeting academic requirements & deadlines.