MONTGOMERY COLLEGE - ACADEMIC ADVISING SYLLABUS

Academic Advising Mission
The Academic Advising Program supports the mission of the College by empowering students to develop, implement and reassess their educational plans so they are consistent with personal academic, career and life goals.

What is Academic Advising?
Academic advising is viewed as a collaborative process. Ultimately students bear the responsibility for achieving their educational goals and setting a course for a lifetime of learning. However, the Academic Advising Program is designed to assist students in establishing goals, minimizing barriers, and encouraging self-sufficiency now and into the future. With this in mind, students will not get “prescribed” answers, but will be encouraged to design and adapt plans which reflect their emerging interests, knowledge and goals. Students will be encouraged to make informed academic decisions and consider potential consequences of their decisions.

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.
- Be available to respond to your questions through scheduled appointments and email.

Advisee Responsibilities
We expect you to…
- Be consistent and try to establish a relationship with a specific counselor and/or faculty advisor.
- Seek out academic advising proactively and 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 and other recommended by your advisor.
- Learn about College programs, policies and procedures by reviewing the advising texts listed above.
- 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. You may choose to enable email forwarding to your personal email.
- Take responsibility for making your own decisions based on available information and guidance.
- Follow-up on referrals to other services and information resources.
Benchmarks – Pathway to Completion

The College will provide you with a pathway to completion that includes certain benchmarks. Benchmarks provide guideposts by which you can determine if you are making satisfactory academic progress towards stated goals.

If you are not successfully achieving certain benchmarks, the College may intervene by requiring you to see a Counselor or Faculty Advisor or complete other tasks to help you get back on track.

Before you register for your first semester:
- Ask for help!  Go to a Welcome Center on campus
- Complete relevant steps in the enrollment process
- Fill out the online advising questionnaire
- Attend a New Student Orientation
- Complete an “Academic Orientation” (eMAP, IMAP, MAP), if necessary
- Schedule your first academic planning appointment
- Review course placements and discuss educational and transfer goals during with a Counselor/advisor

During your first semester:
- Ask for help!  Seek out information and take advantage of student support services
- Understand the student code of conduct and relevant academic policies and regulations related to students
- Participate in additional academic planning appointments to discuss new/ongoing goals
- Inquire about tools available to assist you in career, transfer and educational planning and goal completion
- Begin to think about transfer goals

By your 24th credit:
- Ask for help!  Speak with professors and counselors
- Attempt a college-level English and math course, if eligible (otherwise complete required courses leading up to credited English/math)
- Continue to refine your academic and career goals and planning; meet with a Counselor and/or a faculty advisor, as appropriate
- Participate in transfer planning with Counselors and faculty advisors
- Attend a Transfer Day on campus
- Explore potential transfer institutions by using online resources and making campus visits

Close to your 45th credit:
- Ask for help!  Have additional discussions with your counselor and/or faculty advisor about your plans after MC
- Review your academic progress towards completion and refine transfer/career plans
- Obtain a degree audit if you are planning to complete a certificate or degree
- Participate in transfer planning with Counselors and faculty advisors
- Gather information about the process for graduation by going to http://www.montgomerycollege.edu/graduation
- Pay attention to transfer application and letter of recommendation deadlines

When you reach your goal:
- Celebrate your accomplishment and keep moving toward your next goal