

ACADEMIC ADVISING SYLLABUS

Advisor: _____

Office Location: _____

Phone: _____

E-Mail: _____

Office Hours/Directory Page: _____

Central Oregon Community College's Advising Mission Statement

Academic advising is a valuable component of the educational experience at COCC. Advisors empower and guide students to explore, develop and implement educational plans aligned with their individual values, goals and career interests.

Academic Advising Learning Outcomes

- Develop, implement and maintain an informed academic plan that fits your career and life goals.
- Critically reflect on your academic skills and take responsibility for making decisions regarding your academic success.
- Be aware of, and empowered to utilize, support services and resources to assist you in achieving your academic and personal goals.
- Be knowledgeable of and abide by COCC's policies, procedures and requirements including but not limited to how to drop/ withdrawal from a class, deadlines for registration and tuition payment and the first-week attendance policy.

ADVISING

RESPONSIBILITIES

As an advisee you will...

- Identify your skills, interests, and career goal, and select your academic program
- Understand your academic requirements, monitor your own progress and take primary and increasing responsibility for your education
- Schedule and attend advising appointments prior to your priority registration eligibility date
- Come prepared for advising appointments
- Check your COCC email on a regular basis to ensure you are receiving all communications from the college and your academic advisor
- Be an active learner by participating fully in the advising relationship and following through with any recommendations in a timely manner

Your advisor will...

- Empower you to discover your individual strengths, talents, and goals
- Guide you to connect your interests and skills to your career objective and academic plan
- Create an environment of mutual respect, trust, and accountability by actively listening to your concerns and respecting your values and choices
- Help you to understand COCC's degrees, program requirements, college procedures and policies
- Refer you to resources to aid in your success
- Maintain confidentiality within the guidelines of FERPA and COCC policy
- Be accessible to advisees

ALWAYS SEE YOUR
ADVISOR WHEN ...

you are experiencing
academic challenges

you are thinking about
adding or dropping a class

you want to create a
personalized academic
plan to map out your
path to graduation

you are unsure about
your major and want to
explore the different
options at COCC

you are planning to
transfer

you are exploring
potential career options

you have a question and
are not sure where to go
or what your next step is

you have an advising
requirement to complete
before registering for
upcoming term(s)

*Always contact your
advisor as soon as
challenges arise –
catching small problems
before they become big
and planning ahead are
always in your best
interest!*

Academic Advising

Navigating college is hard – luckily, your academic advisor is here to help! For anything from understanding campus policies and procedures, mapping degree and program requirements, making the connection between your academics and a career, and exploring what your college experience has to offer, your academic advisor is your go-to guide to getting the most out of your education.

Your Academic Advisor

You are assigned an academic advisor at COCC based on the area of study you declared. Your advisor's name will be sent to your COCC Email before the end of the second week of your first term.

There are two types of academic advisors at COCC:

- **Faculty Advisors** advise specific areas of study at the college. Students are paired with faculty advisors in order to dig into their academic field and develop an academic and career plan.
- **CAP Advisors** advise exploratory students who are undecided or uncertain about their academic goals as well as in selected areas of study. CAP advisors are also available at all campuses to help students with questions about policies and procedures, changing a major, and connect students to on-campus resources.

Connect with your Academic Advisor

To connect with your advisor, use the Campus Directory page found on the COCC website. Your advisor's directory page will include their phone number, email, and office location. It may also include office drop-in hours and information on how to schedule an appointment. Remember, it is your responsibility to reach out to your academic advisor.

Meeting with your Academic Advisor

Advising can, and should, be ongoing throughout the year; however, you will have an advising requirement that must be met to ensure you are on the right path and taking the classes needed to reach your goals in a timely fashion. If you have an advising requirement, reach out to your assigned academic advisor a few weeks prior to your priority registration date to schedule a time to meet.

To find your advising status:

- Log-in to your **Bobcat Web Account**
- Select the **"Student Services & Financial Aid"** tab
- Click on **"Registration,"** and then on **"Can I Register for Credit Classes"**
 - View your **Assigned Advisor**
 - View your **Registration Status**

APPOINTMENT PREP

Get to know your academic advisor early in your educational journey at COCC. The more your advisor knows about you, the better they will be able to assist in your planning process and guide you to valuable experiences.

When planning for advising appointments, preparation is the key to having a meaningful and successful experience. Here are a few tips to help you get the most out of your appointment:

Before your appointment...

- Be proactive. During peak advising times (two weeks before the term begins, the first two weeks of the term, and during priority registration) advisors book up very quickly. Make appointments early and come prepared to make the most of your time.
- Be prepared. Review your certificate or degree progress in GradTracks and review the credit class schedule on the COCC website prior to your appointment. Prepare a “wish list” of classes you would like to take and be sure to have a few extra planned just in case your first choices are not available.
- Evaluate your current term grades and credit load. Critically examine how your personal obligations and responsibilities (family, work, finances, etc.) are balancing with your academic performance.
- Know the important dates and deadlines for adding and dropping classes and have a general knowledge of college policies, procedures and degree requirements. Ask questions if there are things you do not understand. Remember, you are the owner of your education and your own best advocate!
- Take the initiative to schedule and be on time to your advising appointment. Call or email to cancel if you cannot make it. If you are more than 10 minutes late for your appointment, you may be asked to reschedule.
- Make notes of any questions that you have for your advisor ahead of time.
- Review COCC’s Human Development courses, all designed to help you develop skills needed to succeed in college. Bring options to your advisor meeting.

During your appointment...

- Be actively engaged in advising and be prepared to discuss things such as your educational interests and goals, educational plan, course selection, and any academic concerns or questions.
- Write down any homework or recommendations your advisor gives you. Schedule and keep any follow-up appointments as needed to review your progress toward your goals.

After your appointment...

- Think critically about the goals and plans discussed with your advisor – do they match your current skills, values and interests? Everyone at the college wants you to be successful – especially your advisor!
- Use the resources suggested by your advisor to aid in your academic success.

GENERAL SCHEDULE

Each term...

- Review your progress toward certificate and degree requirements in GradTracks and track your progress toward your goals.
- Review and discuss your academic plan and goals with your advisor prior to registering for next term’s classes.

| | Fall 2019 | Winter 2020 | Spring 2020 |
|--|----------------------------|----------------------------|----------------------------|
| If you have an advising requirement, schedule an appointment and meet with your advisor by: | May 5th, 2019 | October 31st, 2019 | February 14th, 2020 |
| Priority Registration Begins | May 20th, 2019 | November 10th, 2019 | February 24th, 2020 |
| Grades posted online. Academic warning and Satisfactory Academic Progress assessed – check your grades and student email account to ensure no additional steps need to be taken. | December 19th, 2019 | March 26th, 2020 | June 18th, 2020 |

- Decide how to pay your bill and contact Admissions and Records and/or Financial Aid for help with financial aid and payment options. Check to ensure you are meeting the requirements of your funding source.
- If planning to transfer, communicate with your intended college or university early.
- Meet with Career Services and explore career options using assessments and other resources; consider taking *HD 110 Career Planning* for three elective credits; and talk to your advisor about trying out introductory courses in subject areas of interest if you are undecided about your major or career.
- Review your address, phone number and declared program in Bobcat Web Account and make changes as needed.
- Check your student email account daily.
- Read Blackboard Announcements and review bulletin boards for information about campus events, important dates, and student organizations.

Prior to your final term...

- Review your GradTracks audit to ensure all requirements are met and register for final courses.
- RSVP for commencement in spring term.
- Request your official transcripts be sent to your transfer college or university after final COCC grades post.
- Meet with Career Services to review your resume, discuss job search strategies, and prepare for your next adventure!

RESOURCES

| Office | Phone Number | Location |
|--|--|---|
| <u>Academic Advising</u> | 541.383.7200 | CAP Services, Cascades Hall |
| <u>Admissions & Records</u> | 541.383.7500 | Boyle Education Center Mall |
| <u>Bookstore</u> | Bend: 541.383.7570 Redmond: 541.504.2929 | Bend: Newberry Hall Redmond: Building 1 |
| <u>Career Services</u> | 541.383.7200 | CAP Services, Cascades Hall |
| <u>Computer Drop-In Labs</u> | 541.383.7722 541.330.4377 541.504.2954 541.550.4100 541.447.6442 | Pioneer Hall, Rm 200 Boyle Education Center, Rm 159 Redmond Technology Center, Rm 137 Madras Campus, Rm 120 Prineville Campus, Rm 114 |
| <u>Disability Services</u> | 541.383.7583 | Barber Library, Lower Level |
| <u>Diversity & Inclusion</u> | 541.383.7244 | Coats Campus Center 216 |
| <u>eLearning</u> | 541.383.7785 | Barber Library |
| <u>Financial Aid</u> | 541.383.7260 | Boyle Education Center Mall |
| <u>Library</u> | 541.383.7560 | Barber Library, Bend Campus |
| <u>Personal Counseling</u> | 541.383.7200 | CAP Services, Cascades Hall |
| <u>Student Life</u> | 541.383.7590 | Coats Campus Center 208 |
| <u>Student Services – Madras</u> <u>Student Services – Prineville</u> <u>Student Services – Redmond</u> | 541.550.4100 541.447.6442 541.504.2900 | Madras Campus Prineville Campus Redmond Campus, Building 3 |
| <u>Student Technical Help Support Line</u> | 541.383.7716 | Computer Drop-In Labs |
| <u>Tutoring</u> | 541.383.7534 | Bend – Barber Library, Lower Level Madras Campus, drop-in Online Tutoring Redmond Campus |
| <u>Veterans Center</u> | | Coats Campus Center |
| <u>Veterans Certifying Official</u> | 541.383.7264 | Boyle Education Center Mall |

Glossary of College Terms

| | |
|--|---|
| <u>Academic Calendar</u> | A college calendar of important dates and deadlines during the academic year. |
| <u>Academic Program</u> | An area of study a student may choose to pursue as a certificate or degree. |
| <u>Academic Standing</u> | Students are considered to be in good academic standing if they earn a 2.0 GPA or higher each term. |
| <u>Academic Warning</u> | Students who earn lower than a 2.0 GPA in a term are placed on academic warning. |
| <u>Administrative Withdrawal</u> | The College's process of withdrawing a student from a course due to non-attendance in the first week. |
| <u>Advising Requirement</u> | Every student who is seeking a certificate or degree has an advising requirement that is fulfilled by meeting with their assigned advisor to review their academic plan for the next term(s). Advisors can remove a student's advising requirement hold for one term or up to one year. |
| <u>College Catalog</u> | A College publication detailing academic programs; student services; general regulations, requirements and procedures; and all classes offered by the institution. |
| <u>Catalog Year</u> | The academic year that a student is first admitted to the college. Students follow the certificate or degree requirements that in effect in the College Catalog in that academic year. If a student has a break in enrollment for four (4) consecutive terms, the student must reapply to COCC and the default catalog year will now be the year the student is readmitted. Students may elect to use the catalogs from their second or future years. |
| <u>Co-requisite</u> | A course or courses that must be taken together in the same term. |
| <u>Department Approval</u> | The permission from an academic department to register for a program or class. |
| <u>Full-Time</u> | A registered course load of twelve (12) or more credits in a term. |
| <u>Grade Point Average (GPA)</u> | A number reflecting the average value of final grades earned in courses at COCC over time. GPA is calculated as the total number of grade points earned divided by the total number of credits completed. |
| <u>GradTracks</u> | COCC's certificate and degree audit system housed in Bobcat Web Account that helps students see how completed courses are applied toward their certificate or degree and what requirements and courses are needed to graduate. |
| <u>Online Orientation</u> | Students wanting to register to take online credit courses must successfully complete the required prerequisite of the Orientation for Online Classes at COCC course. |
| <u>Part-Time</u> | A registered course load of fewer than twelve (12) credits per term. |
| <u>Prerequisite</u> | A course, courses, test score, or other experience that a student must have prior to being able to register for a class or begin a program. |
| <u>Priority Registration</u> | Takes place for continuing students the first week registration opens for a term. Students are assigned days/times based on how many credits they have earned at COCC. |
| <u>Program Requirements</u> | The list of courses and requirements required to earn a certificate or degree. |
| <u>Recommended Preparation</u> | A course, courses or test score recommended to be completed prior to taking a course. |
| <u>Registration</u> | The process of enrolling in classes for a quarter. |
| <u>Satisfactory Academic Progress (SAP)</u> | Academic performance criteria to maintain financial aid eligibility. |
| <u>Schedule of Classes/ Credit Class Schedule</u> | The online listing of courses offered each term. The schedule is accessible to the public from the COCC homepage and can/should be reviewed prior to advising. |
| <u>Transfer Credit</u> | The term used by colleges and universities for granting credit to a student for courses completed at another institution. |

Enrollment Deadlines

The following deadlines apply to full term courses*:

| | |
|--|--|
| First week of each term | Mandatory attendance: students not in attendance or absent without instructor permission at all class meetings during the first week of the term may be administratively withdrawn from the class. |
| 5pm, Friday of second week | Last day to drop full-term classes with full refund (summer term by 1 pm, Friday of second week). |
| 5pm Friday of 7th week | Last day to drop with no grade on transcript, last day to change to an audit, instructor approval not required. |
| 6pm, Wednesday of last week of regular classes. | Last day to withdraw from a full-term course. Permission from the instructor is required. The final course grade will show as a "W" on the student's transcript. |

* Courses not spanning full term will have different deadlines.

Student Rights and Responsibilities

COCC's [Student Rights and Responsibilities](#) provide information on expectations for student behavior on campus.

Americans with Disabilities Statement

Students with documented disabilities who may need accommodations, who have any emergency medical information the instructor should know of, or who need special arrangements in the event of evacuation, should make an appointment with the instructor as early as possible, no later than the first week of the term. Students may also wish to contact the COCC Disability Services Office in the Barber Library, 541.383.7583.

COCC Non-Discrimination Policy

It is the policy of the Central Oregon Community College Board of Directors that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran status or any other protected classes under Federal and State statutes in any educational programs, activities or employment. To report concerns about discrimination, contact the Office of Student Life, 541.383.7590, or submit an [incident report](#).

Title IX Statement

Title IX protects people from discrimination based on sex in education programs and activities. This includes conduct such as: gender discrimination (includes males, females, transgender, gender identity, etc.), sexual harassment, sexual assault, stalking, intimate partner/relationship violence, bullying and cyberbullying, retaliation, the failure to provide equal opportunity in athletics and discrimination based on pregnancy. Persons having questions about [Title IX](#) should contact the Dean of Student and Enrollment Services at 541.383.7244.

Mandatory Reporting

The advising relationship is not afforded the same confidentiality standards as that of a counseling relationship. Academic Advisors are *Mandated Reporters* and are required by the Oregon Legislature, as a part of HB 4016 (2012), to report any instances of child or elderly abuse to designated officials. In addition, per the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 USC § 1092(f)) advisors in their role as Campus Security Authorities (CSA) must also disclose reports of crime that are shared with them as crime statistics to the US Department of Education concerning *Clery Act* crimes of criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft and arson along with those identified as hate crimes involving larceny, simple assault, intimidation and destruction/damage and vandalism of property. Also subject to disclosure are crime statistics related to the *Violence Against Women Act* which include dating violence, domestic violence, sexual assault and stalking. Lastly statistics must be also be reported for weapons, drug abuse and liquor law violations that result in arrests or referrals for disciplinary action. Additional information can be found on the COCC website at <https://www.cocc.edu/policies/general-policy-manual/general/sexual-misconduct-and-sexual-violence---information-and-reporting.aspx>.