

Offices

Center for Advising, Support, & Exploration
Aquinas Hall 116

Arts & Sciences Division
Union Hall Room 048K

Health & Human Services Division
Union Hall Room 477

Business & Engineering/Technical Division
See Website for Locations

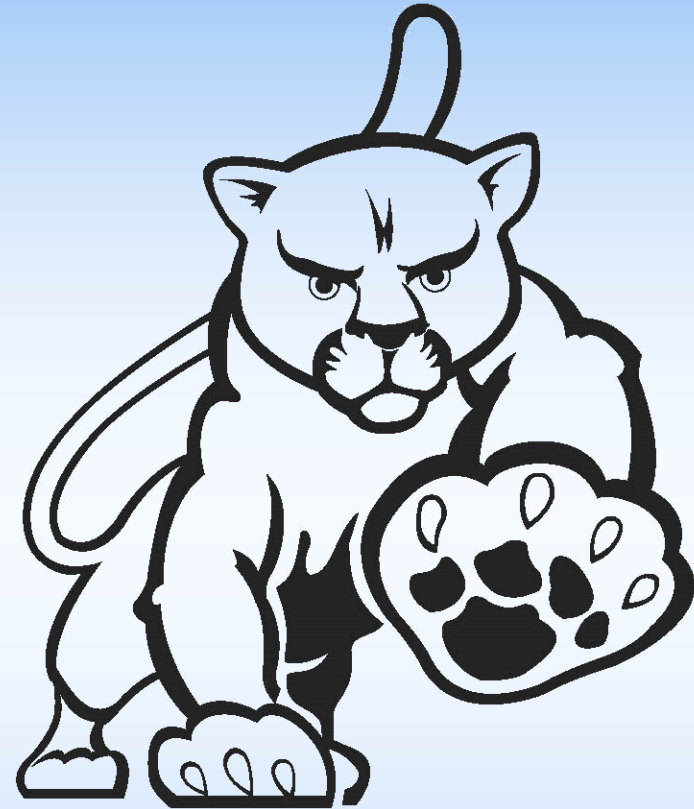
Dublin Center
Westerville Center
Reynoldsburg Center

Delaware Campus

**Walk-in advising and advising by appointment
available every day.**

See scheduled advising times for each division at:

<http://www.csc.edu/services/advising/>



Columbus State Community College

Advising Syllabus

COLUMBUS STATE

COMMUNITY COLLEGE



This Syllabus is designed to ease your entrance to college and outline what is expected of you during your advising interactions at CSCC. In addition, we have outlined information that will be useful to you during your educational journey. Please keep this document and refer to it regularly.

The Goal of Academic Advising

The goal of advising is to “facilitate 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).

General Objectives for Academic Advising

- Understand your role and responsibilities as a student, as well as the roles and responsibilities of academic advisors and other faculty and staff.
- Become familiar with the academic requirements for your program of study.
- Understand and follow general college policies and procedures.
- Know all relevant college deadlines.

Performance Objectives for Academic Advising

- Create educational plan for completing the academic requirements of your plan of study.
- Participate actively in achieving your academic and career goals.
- Develop skills in finding and using information and resources to help you achieve your academic and career goals.
- Enhance communication, decision-making and problem-solving skills.



The Key to Success: Show up and do the work.

Academic Advisor Responsibilities

What You Should Expect From Your Advisor...

- Clearly communicate about college, major & curriculum, graduation requirements, CSCC’s policies and procedures, and student services.
- Answer your questions in meetings, over the phone, and via e-mail.
- Listen to your concerns and maintain your privacy.
- Assist you in working with your professors and refer you to college resources as needed (e.g. Tutoring or Disability Services).
- Show you where to find this information from the CSCC website.

Student Responsibilities

What Your Advisor Expects From You...

- Know about CSCC’s policies and procedures as they relate to you.
- Know about your Program of Study/Major, your degree requirements, and your department.
- Schedule and keep regular advising appointments so you can keep track of your academic progress.
- Be prepared for advising sessions.
- Ask questions when you need more information or clarification.
- Take an active role in planning your education program.
- Take responsibility for the decisions you make regarding your academic progress and success.
- Keep a record of your academic progress that you can easily access and use; know how to use a Degree Audit Report.

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



By this time...	You Should Be Able To....	Recommended Action Steps	Resources/Links
Accepted Students/ Returning Students Prior to start/return	<ul style="list-style-type: none"> • Locate and access your academic records, plan of study, and related information. • Begin to understand your responsibilities as a college student and the regulations, and procedures of the College. • Articulate how you will integrate your college course work into your larger life roles. 	<ul style="list-style-type: none"> ✓ Take COMPASS placement test. ✓ Submit official high school transcripts/GED scores and ACT scores. ✓ Submit official college transcripts. ✓ Attend a Registration Workshop/New Student Orientation. ✓ Obtain Cougar ID, User Name, password, and Student ID ✓ Update contact info, major, and name, if applicable. ✓ Complete the FAFSA. ✓ Register with Disability Services, if necessary. ✓ Register for classes and arrange payment. ✓ Consider and plan for child care, transportation and study time. 	<p>http://www.csc.edu/admissions/stepbystep/</p> <p>http://www.csc.edu/admissions/returningstudent/</p> <p>http://www.csc.edu/academics/transfer/transfer-to.shtml</p> <p>http://www.fafsa.gov</p>
During First/ Returning Semester	<ul style="list-style-type: none"> • Further understanding of drop/add deadlines, refund, and financial aid policies. • Locate and use campus resources for academic support and enrichment. • Establish connections with an Academic and/or Faculty Advisor • Identify how your chosen program of study is compatible to your interest, skills, and values. • Reassess the integration of college course work into your larger life roles. 	<ul style="list-style-type: none"> ✓ Enroll in COLS 1100 or COLS 1101 (first year seminar course). ✓ Obtain and review the Student Handbook and the Catalog. ✓ Attend BLUEPRINT Workshops on student success. ✓ Make an appointment to speak with your advisor. ✓ Begin making a tentative academic plan and register for your next semester. ✓ Explore our Career Services offerings and make appointment with career counselors if questioning choices. ✓ Review your child care, time management, and transportation arrangements. Think about “WHY” you are in college. 	<p>http://www.csc.edu/services/studenthandbook/</p> <p>http://www.csc.edu/academics/calendar/</p> <p>http://www.csc.edu/services/advising/</p> <p>http://www.csc.edu/services/career/</p>
By 30 semester hours	<ul style="list-style-type: none"> • Evaluate and modify your educational plan • Explore transfer options and begin research into further education opportunities. • Become involved on campus in student activities, employment, and/or athletics. • Continue to reassess the integration of college course work into your larger life roles. 	<ul style="list-style-type: none"> ✓ Check your financial aid status. Reapply with FAFSA, if necessary. ✓ Attend Transfer Fair, Blueprint Workshops on transferring and major exploration. Meet with representatives from other colleges. ✓ Understand and utilize your Degree Audit Report (DARS) to create/modify your academic plan. ✓ Review your program of study and contact information on Cougarweb and make changes, if necessary. ✓ Get involved with Student Engagement and Leadership (SeAL) and other student activities/organizations. ✓ Apply to selective/competitive programs, if prerequisites are complete. Create a plan “B” to cover all admissions decisions. 	<p>http://www.csc.edu/services/financial-aid/</p> <p>http://www.csc.edu/academics/programs/</p> <p>http://www.csc.edu/academics/transfer/</p> <p>http://www.csc.edu/campus-life/seal/</p> <p>http://www.csc.edu/campus-life/calendar.shtml/</p>



By this time...	You Should Be Able To....	Recommended Action Steps	Resources/Links
By 45 semester hours	<ul style="list-style-type: none"> Define an exit plan from Columbus State (graduation, employment, or transfer) and modify your educational plan to accommodate timeline to exit. 	<ul style="list-style-type: none"> ✓ Identify which colleges/universities you will seek admission to, if transferring, and research programs and admissions policies. ✓ Connect with your Academic and/or Faculty Advisor to discuss progress toward graduation and utilize your DARS for planning. ✓ Meet with Career Services to explore ways to obtain employment related to your chosen field. 	www.transferology.com www.collegesource.org http://www.csc.edu/academics/transfer/resources.shtml
By 60 semester hours until graduation	<ul style="list-style-type: none"> Execute your exit plan and make your transition out of Columbus State. 	<ul style="list-style-type: none"> ✓ Meet with your Academic or Faculty Advisor to complete your Petition to Graduate. ✓ Utilize our Career Services office for advice on resume writing, interviewing, and related job search skills. ✓ If transferring, apply for admission to chosen colleges universities and arrange for official CSCC transcripts to be mailed. Secure recommendations and related paperwork for selective enrollment programs and/or scholarships. ✓ Review your financial aid status and clear any balances due. ✓ Reapply using FAFSA if necessary, and change your school code if transferring. ✓ Review logistical issues (i.e. child care, transportation, finances, time management) of college and start planning for next steps. 	http://www.csc.edu/services/recordsandregistration/graduating.shtml

Academic Goal

_____ Completion of Degree

_____ Completion of Certificate in _____

_____ I plan to transfer to a four-year institution

_____ I plan to transfer to another two-year institution

_____ Completion of 1-3 courses

Institution _____ Major _____

Institution _____ Major _____

Career I would like to pursue after getting my education _____

