

Advising Syllabus

Academic Advising and Planning Center (AAPC)
Lightsey Center, Suite 247 (2nd floor)
843-953-5981
advising@cofc.edu
<http://advising.cofc.edu/>
Office hours: Monday-Friday, 8:30 AM - 5:00 PM



COLLEGE of
CHARLESTON
ACADEMIC ADVISING
AND PLANNING CENTER

Academic advising and planning helps students learn how to successfully navigate the many opportunities and responsibilities of their college education.



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Learning Objectives

As a result of academic advising and planning, students will be able to:

- Create a personal path to degree completion
- Make a timely and informed pursuit of an academic major
- Use campus resources
- Find relevant policies and procedures
- Recognize the importance of balancing competing priorities

Materials

Read and regularly consult the following online resources:

- Academic Catalog: <http://catalog.cofc.edu/>
- General Education Requirements: <http://registrar.cofc.edu/general-edu/index.php>
- Degree Works: In My Charleston → Academic Services: <https://my.cofc.edu>
- Major Roadmaps: <http://registrar.cofc.edu/program-of-study-resources/major-roadmaps/index.php>
- Registration Entry Times in MyCharleston → Academic Services Tab

Participation and Attendance

- The AAPC expects students to come to appointments:
 - On time
 - With their completed homework
 - Prepared to discuss goals, explore major/minor options, address academic problems or concerns, and make decisions about course options for the upcoming semester
- Mandatory Advising:
 - Students are required to attend a one-hour mandatory advising appointment before they can register for the next semester's classes if:
 - They are an undeclared first-year student
 - They are a declared first-year student in a major that does not have mandatory advising
 - They are an undeclared first semester transfer student
- Advising Appointments:
 - Students may use the online Appointment Manager system to schedule appointments. Access the Appointment Manager channel on the Academic Services tab in MyCharleston.
 - If students are unable to schedule an advising appointment online, they can call the Academic Advising and Planning Center office telephone number: 843.953.5981 from 8:30 a.m. - 5:00 p.m. Monday-Friday.
 - Appointment Cancellation and No-Show Policy:
 - If a student cannot attend an appointment, they should cancel it **at least** two hours beforehand.
 - During peak advising periods, appointment times are premium. If a student does not notify the office in advance that they are unable to keep an appointment, or if the student arrives more than 15 minutes late, the appointment will be recorded as a "no-show." After two documented no-shows, the student will not be able to schedule an appointment until after the last Registration Entry Time. This policy is not meant to be punitive, but to be fair and equitable to all students.



Assignments

HOMEWORK:

- Before:
 - Orientation Day Two
 - On Day One of Orientation, students will be given a Registration Entry Pass. They must complete this pass and bring it to Day Two in order to be given entry into the Registration session.
 - Semester Mandatory Advising
 - Before a Semester Mandatory Advising appointment, students must complete the Academic Advising Homework. See: <http://advising.cofc.edu/advising-appointments/getting-the-most.php>
- After:
 - Advising Appointment
 - Follow up on your Action Plan
 - Utilize campus referrals
 - Contact your advisor in the AAPC if you have questions

DECLARE A MAJOR:

- The Program of Study Management (POSM) system allows students to manage their degree program(s) online. In order to declare a major, students log into MyCharleston→Academic Services Tab→Open Program of Study Management.
- A currently enrolled, degree-seeking undergraduate student must complete a major declaration in the semester in which they meet the following criteria:

The student has earned 45 or more credit hours in residence at the College of Charleston

OR

The student is a transfer student who has a total of 45 or more overall earned credit hours

AND

The student is in progress toward junior rank (approaching 60 credit hours) this semester.

Confidentiality

A student's academic information is protected by federal law: The Family Education Rights and Privacy Act (FERPA). Therefore, advising conversations are private and no third party can access this information unless the student grants permission. For more information, go to: registrar.cofc.edu/ferpa

Important Dates

DATE	EVENT
Fall 2017	
August 21 – 28	Walk-in hours before the first day of classes through the last day of Drop/Add 9 AM – 4 PM
August 22	Fall semester classes begin
August 28	Last day to Drop/Add classes
September 11-29	Transfer Advising Days for 1 st semester transfer students
TBD	Mandatory advising for first-year students <u>begins</u> (except first-year students with a declared major that requires mandatory advising) — <u>MAKE YOUR APPOINTMENT EARLY TO AVOID A DELAY IN YOUR REGISTRATION!!!</u>
October 4	Majors Fair
October 25-26	Walk-in hours to discuss course withdrawal 9 AM – 4 PM
October 26	Last Day to Withdraw with grade of “W”
TBA (Consult the AAPC's webpage for dates/times)	Choosing a Major Workshop Career Center
Spring 2018	
January 8	Spring semester classes begin
January 8 – 16	Walk-in hours beginning the first day of classes through the last day of Drop/Add 9 AM – 4 PM
January 16	Last day to Drop/Add classes
January 29-February 16	Transfer Advising Days for 1 st semester transfer students
TBD	Mandatory advising for first-year students begins (except first-year students with a declared major that requires mandatory advising) — <u>MAKE YOUR APPOINTMENT EARLY TO AVOID A DELAY IN YOUR REGISTRATION!!!</u>
Before March 13	Make appointments to discuss summer course options before Summer School registration opens
March 12 – 13	Walk-in hours to discuss course withdrawal 9 AM – 4 PM
March 13	Last Day to Withdraw with grade of “W”

Please consult the Academic Calendar on the Registrar’s Office webpage for important dates, including: Last Day to Drop/Add, Last Day to Withdraw, and Registration Entry Times. See: registrar.cofc.edu/calendars