

## Advising Syllabus

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



*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
  - An advising hold will be placed on your registration, which will be lifted after you meet with your advisor. To verify the origin of a hold, view the registration status under registration tools on the academic services tab of MyCharleston.
  - **Declared students meet with their faculty advisor for mandatory advising and to have their hold removed if declared in the following majors: Art History, Astronomy, Astrophysics, Biochemistry, Chemistry, Classics, Computer Information Systems, Computer Science, Computing in the Arts, Dance, Data Science, English, Geology, Historic Preservation and Community Planning, History, International Studies, Meteorology, Music, Philosophy, Physical Education, Physics, Political Science, Religious Studies, Secondary Education, Theatre, Urban Studies**
- 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.



## 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/continuing-students/semester-advising.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](http://registrar.cofc.edu/ferpa)

## Quick Question Drop -In

Quick-Question Drop-In is staffed by our Peer Advisors with a professional advisor available on call supporting the Peer Advisor. Quick-Question Drop-In is intended for issues and/or questions that are quick in nature, usually no more than 10 minutes. No appointment is necessary. Quick Question Drop-In Advising is available for all students Monday-Friday, 2:00 p.m.-4:00 p.m. from the last day of the Drop/Add period **through the end of each Fall/Spring semester**. Quick Question Drop-In does not replace a mandatory advising appointment; advising holds will not be released.

## Important Dates

DATE	EVENT
<b>Fall 2018</b>	
<b>August 20 – 27</b>	Walk-in hours before the first day of classes through the last day of Drop/Add 9 AM – 4 PM
<b>August 21</b>	Fall semester classes begin
<b>August 27</b>	Last day to Drop/Add classes
<b>September 10-28</b>	Transfer Advising Days for 1 <sup>st</sup> semester transfer students
<b>TBD</b>	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>
<b>October 3</b>	Majors Fair
<b>October 24-25</b>	Drop-in hours to discuss course withdrawal 9 AM – 4 PM
<b>October 25</b>	Last Day to Withdraw with grade of “W”
<b>TBA (Consult the AAPC's webpage for dates/times)</b>	Choosing a Major Workshop Career Center
<b>Spring 2019</b>	
<b>January 8</b>	Spring semester classes begin
<b>January 8 – 14</b>	Walk-in hours beginning the first day of classes through the last day of Drop/Add 9 AM – 4 PM
<b>January 14</b>	Last day to Drop/Add classes
<b>January 28-February 15</b>	Transfer Advising Days for 1 <sup>st</sup> semester transfer students
<b>TBD</b>	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>
<b>Before March 11</b>	Make appointments to discuss summer course options before Summer School registration opens
<b>March 23-25</b>	Walk-in hours to discuss course withdrawal 9 AM – 4 PM
<b>March 25</b>	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](http://registrar.cofc.edu/calendars)