

ACADEMIC ADVISING & PLANNING CENTER SYLLABUS

The Academic Advising and Planning Center (AAPC) is dedicated to creating an atmosphere in which students can discover their potential, set and reach individual goals, explore and plan appropriate academic programs of study, and prepare for the declaration of major in their chosen discipline.

Location 2nd floor of the Lightsey Center

Hours Monday through Friday
8:30 am – 5:00 pm

Phone (843) 953-5981

Fax (843) 953-4891

Web site advising.cofc.edu

Objectives of Advising

- Understand general education and institutional requirements both in and out of your major.
- Understand the value of a liberal arts and sciences education.
- Understand the relationship between your chosen major and your career plans.
- Utilize the resources available to you on campus, such as the Center for Student Learning, Career Center and Counseling and Substance Abuse Services.
- Explore extracurricular activities to enhance your education and overall college experience.

Advisor and Advisee Responsibilities

To accomplish these objectives **your Advisor** will:

- Assist you in exploring areas of study and corresponding career options in order to help you choose appropriate majors, minors, and concentrations.
- Actively listen to your questions and concerns and take steps to provide information and support as needed.
- Explain institutional policies and procedures, general education requirements, academic programs, and student services.
- Refer you to campus services, organizations, and faculty and staff members as needed to facilitate academic performance and enhance your college experience.
- Provide accurate, relevant information to you as it becomes available.
- Demonstrate how to use advising tools, such as MyCharleston functions, DegreeWorks, degree worksheets and GPA calculators.
- Assist you in establishing goals and help you track your progress towards those goals.
- Create a safe, positive environment in which you are free to explore ideas and interests regarding personal, academic, and career goals.
- Communicate with you via your college-issued e-mail account and advising appointments.
- Assist you in the development of decision-making skills, self-evaluation skills, and educational plans.
- Maintain confidentiality.

To accomplish these objectives **you** will:

- Explore different majors and career options that accompany them. Reflect on your interests and values to pick a discipline that is a good fit for you.
- Attend Advising appointments as scheduled, at least once per semester. Bring a list of questions or areas of interest to discuss.
- Understand the role institutional policies and procedures, general education requirements, academic programs, and student services play in your academic experience.
- Use campus services, such as the Center for Student Learning and Career Center, talk to faculty and staff members as needed, and explore extracurricular activities in order to facilitate your academic achievement.
- Follow-up on referrals and inform your advisor of the outcome of referrals.
- Use advising tools, MyCharleston, College websites, and the Course Catalog to gather information and track your academic progress.
- Be thoughtful about your educational plan. Set short and long-term goals for your achievement.
- Meet with your major advisor, pre-professional advisor(s), professors and other individuals on campus who can help you succeed.
- Check your college-issued e-mail account on a regular basis. Attend appointments as scheduled.
- Accept responsibility for your decisions and actions.
- Be aware of your rights under the Family Educational Rights and Privacy Act (FERPA)

Policies and Procedures of Academic Advising & Planning

► Your Advisor

New students are assigned an academic advisor in the AAPC. During their first academic year, students will have mandatory advising appointments before they register for classes. They will discuss course options, address academic problems or concerns, make decisions about the upcoming semester, and explore major/minor options. After the first year, advising is not mandatory for all students. However, many academic departments do require advising before their majors can register for classes.

► Registration Holds

During their first academic year, students will have mandatory advising appointments before they can register for classes. Depending on your situation, a registration hold will be placed on your account. You will not be able to register for courses in the following semester until this hold is cleared. Please reference the types of advising registration holds listed below:

- First year students: receive two HOLDS from the Academic Advising & Planning Center (which means the student is advised 3 times by the Academic Advising & Planning Center; orientation, semester 1, and semester 2)
- First year students who declare a major not placing holds: receive two holds from our office (which means the student is advised 3 times by the Academic Advising & Planning Center; orientation, semester 1, and semester 2)
- First year students who declare a major that places holds for advising: do not receive any HOLDS from the Academic Advising & Planning Center and are only advised during orientation. This hold will be cleared through your major academic department.
- Transfer students (other than Education and Business): receive an Academic Advising & Planning Center hold once (which means the Academic Advising & Planning Center will advise the student twice; orientation and semester 1)
- Transfer students who declare a major that places HOLDS for advising: do not receive any HOLDS from the Academic Advising & Planning Center and are only advised during orientation. This hold will be cleared through your major academic department.

Remember, not all registration holds are from academic departments. Some holds may be the result of past due balances or other administrative reasons. You can always check your registration status by clicking Registration Status on the Registration Tools channel located in MyCharleston on the Academic Services tab.

► Scheduling Appointments

Appointments are scheduled by calling the AAPC office telephone number: **(843) 953-5981**. Please have your advisor's name handy when making this call. If you do not know your advisor's name, logon to [MyCharleston](#) and view your Academic Profile on the Academic Services tab. You can also see the advisor name(s) in the Student Information Header on your degree audit in DegreeWorks. (Note: E-mailing your advisor to set up an appointment can result in lost time and efficiency.)

► Walk-In Appointments

Walk-In appointments are available; however, please be aware that advisors may be committed to previously scheduled appointments and/or meetings. We will do our best to meet with you in a timely fashion.

► Cancellation of Appointments

We recognize situations arise that may create a need to reschedule or cancel an appointment. Please call 843.953.5981 to cancel or reschedule an appointment. A two hour prior-notification is requested. Reciprocal courtesy will be extended to students should advisors need to cancel.

► Appointment No-Show Policy

This policy is not meant to be punitive, but to be fair and equitable to all students. During peak advising periods, appointment times are premium. If you do not notify the office two hours in advance that you are unable to keep an appointment, your absence will be noted as a "no-show." After two documented no-shows, you will not be able to schedule an appointment until after the last Registration Entry Time.

► Preparing for Your Advising Appointment

- ✓ Be prepared to discuss course options, address academic problems or concerns, make decisions about the upcoming semester, and explore major/minor options.
- ✓ Make a list of potential courses for the next semester you are interesting in taking.
- ✓ Explore degree worksheets for majors you might be interested in.
- ✓ Review your degree audit in DegreeWorks.
- ✓ Make sure you arrive for your appointment on time.
- ✓ Turn off your cell phone or place it on silent. No texting.

► Communication Protocol

E-mail communication via a student's college-issued e-mail account is the official method of AAPC communication at the College of Charleston. Due to privacy regulations, your advisor will communicate solely through the college-issued account. While some inquiries may be resolved through e-mail correspondence, most situations benefit from scheduling a face-to-face appointment for further discussion.

Please visit our website for more advising tools and resources:

advising.cofc.edu

COLLEGE of
CHARLESTON

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