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

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

The Academic Advising Dialogue

- Recognize Challenges & Competing Demands
- Identify Values, Strengths, Interests & Abilities
- Discuss Courses
- Develop Action Plan
- Establish Goals

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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/
  (In particular, information specific to major progression under Programs of Study)
- General Education Requirements: http://registrar.cofc.edu/general-edu/index.php
- Degree Works: In MyCharleston → Academic Services: https://my.cofc.edu
- Registration Entry Times in MyCharleston → Academic Services Tab

Participation and Attendance

- The AAPC expects students to come to appointments:
  - On time
  - Having completed the OAKS Advising Module
  - 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 mandatory one-hour individual or group advising appointment either in person or virtually AND complete their OAKS Advising Module 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
    - They are a continuing First Year Impact program student and have a GPA >2.0
  - Students in the First Year Impact program with a GPA <2.0 are not eligible for group advising and must complete their mandatory advising requirement by having an in-person or virtual advising appointment with their assigned advisor, as well as completing their OAKS Advising Module.
  - 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/MyPortal.
  - Students must take quick action on emails sent to them with instructions about how to proceed with their mandatory advising appointment and instructions. Failure in doing so could result in a delay in registration.
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 through Appointment Manager or by calling the AAPC at least two hours beforehand.

Assignments

HOMEWORK:

• Before:
  • Semester Mandatory Advising
    • Before a Semester Mandatory Advising appointment, students must complete their online OAKS Advising Module and come prepared to the meeting. Module content is different each semester and tailored to the specific interests and needs of students in any given semester.

• After:
  • Advising Appointment
    • Follow up on your Action Plan
    • Utilize campus referrals
    • Contact your advisor in the AAPC if you have questions

Declare Your 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
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 offered on a first-come, first served basis and is intended for issues and/or questions that are quick in nature, usually no more than 15 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 Monday after the end of the drop/add period through the last day of class each Fall/Spring semester. Quick Question Drop-In does not replace a mandatory advising appointment; advising holds will not be released.