

2018-2019

ADVISING SYLLABUS

ADVISING is a shared responsibility between you, the student, and your advisor. The purpose of advising is to aid you in defining, planning, and progressing toward your educational goals and graduation.

Expectations of Students

TO SUPPORT YOUR SUCCESS, YOU ARE EXPECTED TO ...

- Take responsibility for your learning by reviewing the College's catalog, course offerings, and degree requirements, and by becoming fully aware of policies, procedures, and requirements.
- Participate proactively in the decision-making process by arriving prepared to all advising appointments.
- Develop an Educational Plan with the help of your advisor that considers your goals, interests, and abilities to aid in your semester-to-semester schedule planning.
- Follow through with the recommendations of your advisor in a timely fashion.
- Be aware of the College's academic calendar, important dates, and your academic progress by regularly checking your Polk State email, PASSPORT, and Canvas.

Advising Appointment Tips

BEFORE	DURING	AFTER
<ul style="list-style-type: none"> ▪ Know your program of study and Student ID #. ▪ Consider your course load for the next semester, as well as your work, family, and other obligations. ▪ Review your degree audit and identify which courses you may take next semester. ▪ Explore the course schedule in PASSPORT and choose the course sections you would like to take next semester. ▪ Write down and bring any questions you may have for your advisor. 	<ul style="list-style-type: none"> ▪ Show up to your appointment 5 minutes early. ▪ Silence your phone and electronic devices. ▪ Take notes! ▪ Discuss your plans and be sure to note any outside obligations you identified. ▪ Ask questions and talk about concerns you may have during the meeting. ▪ Set an appointment for your next meeting with your advisor. 	<ul style="list-style-type: none"> ▪ Keep your notes from each appointment in one place; reference them as needed. ▪ Complete any follow-up tasks your advisor assigned you. ▪ Save the date/time of your next appointment with your advisor. ▪ Know when the next registration period starts. ▪ Contact your advisor by email, by phone, or in person with any questions prior to your next appointment.

Expectations of Advisors

TO SUPPORT YOUR SUCCESS, YOUR ADVISOR IS EXPECTED TO ...

- Maintain your confidentiality by adhering to FERPA (Federal Educational Rights and Privacy Act).
- Assist you in exploring majors and associated educational and career goals.
- Aid you in long-term educational planning and make recommendations for strategies to be successful.
- Be accessible and respond to inquiries in a timely fashion.
- Be available, understanding, and approachable, and demonstrate an interest in your success.
- Be knowledgeable about the College's curricula, requirements, policies, and procedures, and make referrals to appropriate resources and services.
- Monitor your progress and make sound recommendations on course selection and rigor.
- Clarify any questions you may have about academic decisions.
- Utilize the resources and technology available to provide accurate information and track your progress.
- Provide you with contact information to encourage and facilitate further discussion.

Building an Educational Plan

Your **EDUCATIONAL PLAN** is a living electronic document in PASSPORT that helps map which courses you will take during each semester to fulfill the requirements of your degree. For Associate in Arts degree-seeking students, an Educational Plan takes into account your transfer major and institution, as well as any pre- or co-requisite courses needed along the way. For Associate in Science degree-seeking students, it lists the sequence in which you will complete the courses necessary to finish that specific degree.

THESE SAMPLES ARE NOT INTENDED FOR YOU TO FOLLOW. Your plan will be unique to you, and may include different core courses and electives. You will develop your own plan with an advisor.

Note: You may need other courses than those listed (such as developmental mathematics, reading, or writing).

Sample Educational Plans

Transfer Major:
Business Administration/Management

Transfer Institution:
University of Central Florida

FALL SEMESTER # 1 (12 Credits)

Course #	Course Name	Credits
ENC 1101	Composition I	3
SLS 1122	First Year Seminar	3
MAT 1033	Intermediate Algebra	3
ACG 2001	Principles of Financial Acct I	3
Total Credits for Term 12		

SPRING SEMESTER # 1 (15 Credits)

Course #	Course Name	Credits
ENC 1102	Composition II	3
ACG 2011	Principles of Financial Acct II	3
HLP 1081	Wellness Concepts	2
OCE 2001C	Oceanography	4
MAC 1105	College Algebra	3
Total Credits for Term 15		

SUMMER SEMESTER # 1 (6 Credits)

Course #	Course Name	Credits
MAR 2011	Principles of Marketing	3
CGS 1100	Computer Apps for Business	3
Total Credits for Term 6		

FALL SEMESTER # 2 (15 Credits)

Course #	Course Name	Credits
LIT 1000	Literature	3
ECO 2013	Principles of Macroeconomics	3
MAC 2233	Applied Calculus I	3
HUM 2020	Introduction to Humanities	3
ESC 1000	Survey of Earth Science	3
Total Credits for Term 15		

SPRING SEMESTER # 2 (12 Credits)

Course #	Course Name	Credits
ECO 2023	Principles of Microeconomics	3
ACG 2071	Managerial Accounting	3
PHI 2600	Ethics	3
STA 2023	Intro to Probability & Statistics	3
Total Credits for Term 12		

Transfer Major:
Psychology

Transfer Institution:
University of South Florida

FALL SEMESTER # 1 (12 Credits)

Course #	Course Name	Credits
ENC 1101	Composition I	3
SLS 1122	First Year Seminar	3
MAT 1100	Introduction to College Math	3
PSY 2012	General Psychology	3
Total Credits for Term 12		

SPRING SEMESTER # 1 (15 Credits)

Course #	Course Name	Credits
ENC 1102	Composition II	3
HUM 2020	Introduction to Humanities	3
HLP 1081	Wellness Concepts	2
BSC 1005C	Survey of Biological Science	4
MGF 1106	Topics in Mathematics	3
Total Credits for Term 15		

SUMMER SEMESTER # 1 (6 Credits)

Course #	Course Name	Credits
SPC 1608	Speech Communication	3
CGS 1061	Introduction to Computers	3
Total Credits for Term 6		

FALL SEMESTER # 2 (15 Credits)

Course #	Course Name	Credits
LIT 1000	Literature	3
DEP 2004	Human Development	3
STA 2023	Intro to Probability & Statistics	3
PSC 1121	Survey of Physical Science	3
MUL 1010	Music Appreciation	3
Total Credits for Term 15		

SPRING SEMESTER # 2 (12 Credits)

Course #	Course Name	Credits
AMH 1010	History of the United States I	3
SOP 2772	Human Sexuality	3
CLP 2140	Abnormal Psychology	3
SLS 1250	Interpersonal Relationships	3
Total Credits for Term 12		

**Polk State College's
Associate of Science
Nursing**

FALL SEMESTER # 1 (13 Credits)

Course #	Course Name	Credits
ENC 1101	Composition I	3
PSY 2012	General Psychology	3
MGF 1106	or Topics in Mathematics or MAC 1105* College Algebra	3
BSC 2085C	Human Anatomy & Physiology I	4
Total Credits for Term		13

APPLY FOR ADMISSION TO THE PROGRAM

SPRING SEMESTER # 1 (17 Credits)

Course #	Course Name	Credits
BSC 2086C	Human Anatomy & Physiology II	4
NUR 1020C	Foundations of Nursing Practice	10
NUR 1140C	Human Anatomy & Physiology II	3
Total Credits for Term		17

FALL SEMESTER # 2 (16 Credits)

Course #	Course Name	Credits
NUR 1245C	Nursing Care of the Adult Patient	9
MCB 2010C	Microbiology	4
DEP 2004	Human Development	3
Total Credits for Term		16

SPRING SEMESTER # 2 (12 Credits)

Course #	Course Name	Credits
NUR 2600C	Nursing Care of the Adult Patient	9
HUM 2020	or Introduction to Humanities or PHI 2600 Ethics	3
Total Credits for Term		12

SUMMER SEMESTER # 1 (13 Credits)

Course #	Course Name	Credits
NUR 2744C	Advanced Comp. Nursing Care	11
ENC 1102	Composition II	3
Total Credits for Term		14

*additional courses may be necessary before taking the required courses noted above

Advising Checklist

PRIOR TO THE START OF MY FIRST SEMESTER, I WILL ...

- Complete my online orientation prior to pre-advising.
- Register for and attend a pre-advising session.
- Register for my first semester's courses via PASSPORT (including the required SLS 1122 course for first-time-in-college students in the Associate in Arts degree).
- Obtain my official Polk State College Student ID.
- Apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov by Polk State's guaranteed processing deadline (be sure to list Polk State as a recipient).
- Submit all required documents to the Student Financial Services office to ensure my financial aid is processed before classes begin, if applicable.
- Review the College's policies, procedures, and Code of Student Conduct at polk.edu.
- If needed, meet with the Office of Disability Services to disclose my disability in order to receive accommodations necessary to aid in my success.
- Inquire about my eligibility for TRiO Student Support Services if I am a first-generation college student, from a low-income household, and/or have a documented disability.

PRIOR TO THE START OF EACH SEMESTER, I WILL ...

- Review my Educational Plan and electronic degree audit in PASSPORT.
- Determine which courses I need to complete my degree and which applicable pre- and co-requisites may be required before I enroll in certain courses.
- Decide how to pay for my courses (out of pocket, a payment plan, or financial aid).
- Review my address, phone number, and program of study in PASSPORT and make any necessary updates.
- Visit the Polk State College Bookstore (online or on the campus of the course) to purchase textbooks and other necessary school supplies.
- When in doubt, **I will see my advisor!**

ON A REGULAR BASIS, I WILL ...

- Check my Polk State College email and read student announcements in PASSPORT and Canvas.
- Visit the Teaching/Learning Computing Center (TLCC) or TRiO (if I qualify) for tutoring and academic support.
- Speak with an Academic Success Coach to discuss strategies on how to be successful and how to overcome any barriers to my success.
- Make contact with my intended transfer college or university to review the requirements and course suggestions in my electronic degree audit if planning to transfer.

PRIOR TO THE START OF MY LAST SEMESTER, I WILL ...

- Review my electronic degree audit to ensure that I will be completing the requirements of my program of study by the end of the semester.
- Settle any outstanding debts with the College.
- Return any College-owned property to the appropriate office.
- Complete the Graduation Application through PASSPORT.
- Purchase my cap and gown using the instructions provided on the Graduation Application.
- Request my final transcript be sent to my transfer college or university once my degree has posted.

This list is only a starting point on your path to success. Meet with your advisor to discuss all of your responsibilities as a student, and remember - ***your advisor is here to help you!***