



## PRE-ADVISING SYLLABUS

**Academic Advising** is a shared responsibility between you (the student) and your advisor. The purpose of Academic Advising is to aid you in defining, planning, and progressing toward your educational goals and graduation. Polk State College’s Academic Advisors hold the following expectations as critical to your success:

<b>Expectations of Students</b>	<b>Expectations of Academic Advisors</b>
<ul style="list-style-type: none"> <li>• Take responsibility for your learning by reviewing the College’s catalog, course offerings, and degree requirements. Become fully aware of the College’s policies, procedures, and requirements.</li> <li>• Accept responsibility for your education and how your actions, inactions, and decisions will affect your educational goals and progress towards graduation.</li> <li>• Participate proactively in the decision-making process by arriving prepared to all academic advising appointments.</li> <li>• With an academic advisor’s help, develop an educational plan that considers your goal(s), interests, and abilities to aid in your semester-to-semester schedule planning.</li> <li>• Follow through with the recommendations of your academic advisor in a timely fashion.</li> <li>• Seek additional help when needed – academic advisors are available to assist you!</li> <li>• Be aware of the College’s academic calendar and other important dates by regularly checking your Polk State email, Passport, and PAL.</li> <li>• Utilize the resources and technology available to gather information and track your academic progress.</li> <li>• Get a business card from your academic advisor.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain confidentiality by adhering to FERPA (Federal Educational Rights and Privacy Act).</li> <li>• Assist students in exploring majors and associated pathway, transfer options, and realistic educational and career goals.</li> <li>• Aid students in long-term educational planning and make recommendations on strategies to be successful in the classroom.</li> <li>• Be accessible to all students and respond to student inquiries in a timely fashion.</li> <li>• Be available, understanding, and approachable, and demonstrate an interest in student access and success.</li> <li>• Be knowledgeable about the College’s curricula, requirements, policies, and procedures, and make referrals to appropriate resources/support services, as needed.</li> <li>• Monitor advisee progress and make sound recommendations on course selection and rigor.</li> <li>• Assist with clarifying any questions or confusion advisees may have about academic decisions.</li> <li>• Utilize the resources and technology available to provide accurate information.</li> <li>• Provide the utmost level of customer service to every student, every time.</li> <li>• Give business cards to advisees to facilitate further contact and discussion.</li> </ul>

The **Learning Outcomes** of today’s pre-advising session are to:

1. Review this advising syllabus.
2. Explore your program of study and its associated pathway(s).
3. Establish your educational goals and transfer major/institution.
4. Identify where to find your program requirements and other critical information in the Catalog.
5. Access your electronic degree audit and search for courses in Passport.
6. Register for your first semester courses (including a **required** SLS 1122 course for students in the Associate in Arts degree).
7. Access your Educational Plan on Passport so that you can begin to map your academic journey at Polk State.

## **Prior to the start of my first semester at Polk State, I will...**

- Apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) by the guaranteed processing deadline at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (be sure to list Polk State as a recipient).
- If applicable, submit all required documents to the Student Financial Services office to ensure my financial aid is processed before classes begin.
- Study for and complete the PERT (Postsecondary Education Readiness Test), if necessary, to determine my correct placement in English and mathematics courses.
- Complete my online orientation prior to pre-advising.
- Register for and attend a pre-advising session after orientation.
- 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.
- Review the College's policies, procedures, and Code of Student Conduct on the Polk State website.
- 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.

## **Each semester at Polk State, I will...**

- Review my completed Educational Plan and electronic degree audit in Passport.
- Determine which courses I have left to complete my degree and which applicable pre- and co-requisites may be required to enroll in certain courses.
- When in doubt, **I will see an academic advisor!**
- Meet with an advisor and/or Career Development Services Coordinator, as needed, to help plan my schedule and narrow my career objectives and goals.
- 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 my textbooks and other necessary school supplies.

## **On a regular basis, I will...**

- Check my official Polk State College email and read student announcements in Passport.
- Visit the Teaching/Learning Computing Center (TLCC) or TRiO (if I qualify) for tutoring and academic support, as needed.
- When needed, speak with an Academic Success Coach to discuss strategies on how to be successful and/or talk about barriers to my success and how to overcome them.
- If planning to transfer, make contact with my intended transfer college or university and review the requirements and course suggestions in my electronic degree audit.

## **Prior to the start of my final semester at Polk State, 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.

## **A SAMPLE EDUCATIONAL PLAN**

### **PROGRAM OF STUDY**

**Associate in Arts (Liberal Arts)**

### **EDUCATIONAL GOAL**

- Earn a Certificate or Diploma
- Earn an Associate's Degree
- Earn an Associate's Degree and Continue in a Polk State Bachelor's Degree Program
- Earn an Associate's Degree and transfer to a university

### **TRANSFER MAJOR**

**Psychology**

### **TRANSFER INSTITUTION**

**University of South Florida**

### **FALL SEMESTER # 1 (12 Credits)**

ENC 1101 - Composition I (3 Credits)  
SLS 1122 - First Year Seminar (3 Credits)  
MAT 1033 - Intermediate Algebra (3 Credits)  
PSY 2012 - General Psychology (3 Credits)

### **SPRING SEMESTER # 1 (15 Credits)**

ENC 1102 - Composition II (3 Credits)  
HUM 2020 - Intro. to Humanities (3 Credits)  
HLP 1081 - Wellness Concepts (2 Credits)  
BSC 1005C - Survey of Bio. Sci. (4 Credits)  
MAC 1105 - College Algebra (3 Credits)

### **SUMMER SEMESTER # 1 (6 Credits)**

SPC 1608 - Speech Communication (3 Credits)  
CGS 1061 - Intro. to Computers (3 Credits)

### **FALL SEMESTER # 2 (15 Credits)**

LIT 1000 - Intro. to Literature (3 Credits)  
DEP 2004 - Human Development (3 Credits)  
STA 2023 - Intro. to Prob. & Stat. (3 Credits)  
ESC 1000 - Survey of Earth Sci. (3 Credits)  
MUL 1010 - Music Appreciation (3 Credits)

### **SPRING SEMESTER # 2 (12 Credits)**

AMH 1010 - History of the U.S. I (3 Credits)  
SOP 2772 - Human Sexuality (3 Credits)  
CLP 2140 - Abnormal Psychology (3 Credits)  
SLS 1250 - Interpers. Relationships (3 Credits)

## **TIME TO GRADUATE!!!**

### **TAKE NOTE!**

This is a sample educational plan meant to illustrate how it works. This is not intended for you to follow verbatim.

Depending on your transfer major and institution, your core courses and electives are likely to be different!

You will develop your full educational plan by meeting with an academic advisor.