ACADEMIC ADVISING SYLLABUS

Academic Advising is a shared responsibility of 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 eventually graduation. Polk State College’s Academic Advisors hold the following expectations as critical to your success:

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<tr>
<th>Expectations of Students</th>
<th>Expectations of Academic Advisors</th>
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<td>• 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.</td>
<td>• Maintain confidentiality by adhering to FERPA (Federal Educational Rights and Privacy Act).</td>
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<td>• Accept responsibility for your education and how your actions, inactions, and decisions will affect your educational goals and progress towards graduation.</td>
<td>• Assist students in exploring majors and meta-majors, transfer options, and realistic educational and career goals.</td>
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<td>• Participate proactively in the decision-making process by arriving prepared to all academic advising appointments.</td>
<td>• Aid students in long-term educational planning and make recommendations on strategies to be successful in the classroom.</td>
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<td>• 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.</td>
<td>• Be accessible to all students and respond to student inquiries in a timely fashion.</td>
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<td>• Follow through with the recommendations of your academic advisor in a timely fashion.</td>
<td>• Be available, understanding, and approachable, and demonstrate an interest in student access and success.</td>
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<td>• Seek additional help when needed – academic advisors are available to aid you!</td>
<td>• Be knowledgeable about the College’s curricula, requirements, policies, and procedures, and make referrals to appropriate resources/support services, as needed.</td>
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<td>• Be aware of the College’s academic calendar and other important dates by regularly checking your Polk State email, Passport, and PAL.</td>
<td>• Monitor advisee progress and make sound recommendations on course selection and rigor.</td>
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<td>• Utilize the resources and technology available to gather information and track your own academic progress.</td>
<td>• Assist with clarifying any questions or confusion advisees may have about academic decisions.</td>
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The Learning Outcomes of today’s pre-advising session are to:

1. Review this advising syllabus.
2. Explore your program of study and meta-major, establish your educational goals, and transfer major/institution.
3. Identify where to find your program requirements and the College’s policies, procedures, and requirements.
4. Access your degree audit and search for courses in Passport.
5. Register for your first semester’s courses (including a required SLS 1122 course).
6. Access the Educational Plan tool in Passport so that you can map your academic journey.

For additional information and more details, refer to your GPS (Guide to 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, at www.fafsa.ed.gov. [GPS STEP #3]
☐ Study for and take the PERT (Postsecondary Education Readiness Test), if necessary, to determine my correct placement in English and mathematics courses. [GPS STEP #4]
☐ Complete my orientation and register for a MANDATORY pre-advising session. [GPS STEP #5]
☐ Use the Polk State guide to “Logging in to Everything” (libguides.polk.edu/login) and access my student email, Passport, and PAL.
☐ Attend the pre-advising session for which I registered so that I can sign up for classes.
☐ Register for my classes via Passport, including the REQUIRED SLS 1122 course (for all new first-time-in-college students), and print out my class schedule for the first semester.
☐ Review my address, phone number, and program of study in Passport and make any necessary updates.
☐ If needed, meet with a Disability Services Coordinator (based on my home campus) to establish my necessary accommodations.

Each semester at Polk State, I will…

☐ Review my completed Educational Plan and degree audit in Passport. Determine which courses I have left to complete my degree and which applicable pre- or co-requisites may restrict me from completing those courses. When in doubt, I will see an academic advisor!
☐ Meet with an advisor and/or a Career Development Services representative, as needed, to help plan my schedule for the next semester or narrow down my career objectives and goals.
☐ Decide how to pay my tuition and purchase my required textbooks and other course materials.
☐ Review my address, phone number, and program of study in Passport and make any necessary updates.
☐ If needed, follow-up with Disability Services to make certain that the necessary accommodations are in place for a semester’s courses.

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.
☐ As needed, visit an Academic Success Counselor to discuss strategies on how to be successful and/or talk about barriers to my success and ways to overcome them.
☐ If I am planning to transfer, I will make contact with my intended transfer college or university and review the requirements and course suggestions in my Degree Audit.

Prior to the start of my final semester at Polk State, I will…

☐ Run a degree audit to make certain that I will be completing all requirements for graduation.
☐ Settle my debts with the College and provide any missing items which may prevent my graduation.
☐ Complete the graduation application through Passport and purchase my cap and gown using the instructions provided with the application.
☐ Request my final transcript be sent to my transfer college or university.