

# Kirtland Community College

## Student Services - Advising

### Academic Advising Syllabus

Office hours: Monday – Friday 8:00 am – 4:30 pm

[www.kirtland.edu/academic-advising](http://www.kirtland.edu/academic-advising)

#### Advisor locations:

- Kirtland Grayling - Student Services (989) 275-5000; ext. 280
- Kirtland Gaylord M-TEC - Main office (989) 705-3600

#### Mission Statement

Student Services is comprised of a number of people and programs working together to foster a holistic collegiate experience for students at Kirtland Community College. Student Services is a place for students to find connections to all campus resources, programs and services. The mission is to assist in developing a roadmap for success as students pursue personal and academic goals, improve the academic performance of students and promote student retention and subsequent graduation.

#### About Advising:

Student Services is not just for academic advising. We are here to help with resource questions, career decisions, personal/career counseling, and to provide assistance for students with disabilities.

#### Scheduling an Appointment:

Phone, Zoom, and in-person advising available – Advisors are assigned based on program of study. Appointments are scheduled for at least 30 minutes. Appointments are great opportunities to discuss your academic program, course registration, and anything else related to your academic success. To schedule an appointment, refer to the contact information above. If, for some reason, you are unable to keep your appointment, please call and re-schedule. If scheduling a phone appointment, please have computer access during the appointment.

#### What is Academic Advising?

Academic advising is an educational process that facilitates students' understanding of the meaning and purpose of higher education. At Kirtland, academic advising provides students with the opportunity to build interpersonal relationships with their advisors for the purpose of gaining assistance in planning their educational career, in learning the skills needed for academic success, and how to access the resources/services that are available to them on campus.

Academic advising is a collaborative whereby students and their advisors are partners in meeting and ensuring academic, personal, and career goals. This partnership requires proactive participation and involvement by both parties. This partnership is a process that is built over the student's entire educational career at Kirtland. Both parties have clear responsibilities for ensuring that this partnership is successful. Your advisor will not make decisions for you or provide you with a strict course schedule. Rather, your advisor will listen to your career and life goals and will help guide you in the programs/courses that will help you be successful.

#### Transfer Information

If you plan to transfer, you should work with your Kirtland advisor and the advisor at the transfer institution to ensure that you are on track. Transfer resources are available online and in the advising departments.

### **Walk-In Advising Procedures**

Students should call in advance to schedule an appointment. Appointments during registration time will fill up quickly, so please call several days in advance. Walk-in advising is available based on advisor availability and cannot be guaranteed.

### **Preparing for your Advising Appointments:**

- Think ahead. Write down the questions that you have and bring them with you.
- Research and think about the program(s) that you are interested in and be prepared with questions.
- If preparing for course registration, draft (and bring with you) a list of courses that you are hoping to take.
- Bring your advising folder, a pen and paper and be prepared to take notes as needed.

### **Email Communication Protocol**

Your advisor will be sending all important information regarding registration, progress reports, and deadlines to your Kirtland email. Please check your Kirtland email daily for important information from your advisor.

### **Advisor Responsibilities:**

- Understand and effectively communicate curriculum, graduation requirements, and college policies/procedures.
- Listen to your concerns and respect your individual values and choices
- Assist you in defining your academic, career, and personal goals, and assist you in creating an educational plan that is consistent with those goals
- Be available to answer your questions through scheduled meetings, phone calls, or email
- Provide you with information about educational opportunities outside of the classroom
- Work with you to assess your academic performance and areas of strength to ensure they are consistent with your plans
- Refer you to other campus offices as appropriate

### **Your Responsibilities:**

- Schedule and attend advising appointments at least once per semester
- Be involved in the advising process by being prepared to discuss your goals and educational plans during appointments.
- Be open and willing to consider advice from faculty, advisors, and other mentors
- Bring a list of questions to appointments and ask questions if you do not understand a topic.
- Review your degree progress each semester and track your progress towards completing your graduation requirements; Request to graduate at the appropriate time.
- As soon as you are ready, commit to and execute a plan directed at the completion of a certificate or degree.
- Read your Kirtland email daily. This is the primary form of communication with all Kirtland departments.
- Become knowledgeable of campus policies, procedures, and resources
- Take primary and increasing responsibility for making your own decisions based on available information and recommendations.
- Understand that for every credit hour you may need to study 2-3 hours per week. (i.e. 12 credit hours = 24 - 36 hours of study time.)

### **EEO Statement**

It is the policy of Kirtland Community College that no person shall, on the basis of race, color, religion, national origin or ancestry, citizenship, age, pregnancy, sex, sexual orientation, gender identity or expression, disability, physical proportions, marital status or parental status, military or veteran status, or any other legally-protected status; as well as victims of intimate partner violence to be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment. For information, or to register a grievance, contact the grievance may also be initiated by completing the BIT Form, located on the college's website at <https://publicdocs.maxient.com/incidentreport.php?KirtlandCC>