

Academic Advising Action Sheet
Alamance Community College

Student name: _____

Advisor name: _____

Advisor office number & phone: _____

Advisor email: _____

Academic Goal (Please check all that apply):

Completion of Degree in _____

Completion of 1-3 classes

Completion of Diploma in _____

Completion of Certificate in _____

I plan to transfer to a four-year institution

Institution: _____ Major: _____

I plan to transfer to another two-year institution

Institution: _____ Program: _____

Professional or life goal you would like to pursue after completing your degree: _____

What is Academic Advising?

Academic advising is a collaborative process which assists you in the clarification of life and career goals and development of educational plans to realize those goals. Working with your academic advisor will help you choose the right courses for your program, keep track of your credits and requirements for graduation and insure you stay on track to meet your goals.

Effective advising requires a partnership between the advisor and the student with shared responsibilities.

Student Responsibilities:

1. Be knowledgeable about ACC's policies as they relate to you.
2. Research your program and career areas of interest.
3. Schedule and keep advising appointments each semester.
4. Come prepared for your advising appointments with questions and/or concerns.
5. Follow-through on advising recommendations in a timely manner.
6. Keep Advising Action Sheet and bring it to advising appointments.

Advisor Responsibilities:

1. Be knowledgeable about programs and graduation requirements, policies and procedures.
2. Encourage and guide students to develop and pursue their goals and create an academic plan.
3. Refer students to appropriate campus resources.
4. Be accessible via phone, email and by appointment and respond to students in a timely manner.
5. Follow through on actions promised to students.
6. Recommend appropriate classes and direct students to WebAdvisor, the college catalog and other tools/resources to assist in course selection and registration.

Advising Resources located at www.alamancecc.edu:

- **ACC Catalog:** Click "Degrees & Programs" and then "Course Catalog"
- **Student Handbook/Academic Calendar:** Click "Degrees & Programs" and then "Student Handbook"
- **WebAdvisor:** Located at the top and bottom of the homepage
- **ACCess Account setup:** <https://my.alamancecc.edu/#setupaccount>

Checklist:

Prior to the start of my First Semester...

- 1. I have completed the online admission application (if you do not attend ACC for one semester, you must update your admission application prior to returning).
- 2. I have taken the placement test, submitted SAT/ACT scores or have college level credit for English and Math courses.
- 3. I have submitted all required official transcripts from any other institutions I have attended.
- 4. I have financial aid awarded or am able to pay tuition by the payment deadline.
- 5. I have attended or plan to attend New Student Orientation.
- 6. I have activated my ACCess account, which allows me to log in to my ACC email, WebAdvisor and Moodle (online course management system).
- 7. I have confirmed that I am listed under the correct program/curriculum. If not, I will complete a Change of Information form in Student Development, Advising Center or online.
- 8. Complete Distance Education Online Orientation if you are enrolled in a web-assisted, hybrid or online course. The orientation can be found at www.alamancecc.edu. Hover over Degrees & Programs; click Online & Distance Education, Getting Started and Online Student Orientation.

Each Semester...

- 1. I have reviewed the requirements for my program as outlined in the college catalog and my program evaluation in WebAdvisor.
- 2. I have met with my advisor, developed an academic planning worksheet and will update it each semester.
- 3. I am aware of the payment deadline and either have financial aid awarded or can pay by the deadline (classes will be dropped if a bill is not paid or financial aid is not awarded by the deadline).
- 4. I check my ACCess email at least twice a week for emails about registration dates and campus events and other important ACC information.
- 5. I have confirmed that I am listed under the correct program/curriculum. If not, I will complete a Change of Information form in Student Development, the Advising Center or online.
- 6. Complete Distance Education Online Orientation if this is your first enrollment in a web-assisted, hybrid or online course. The orientation can be found at www.alamancecc.edu. Hover over Degrees & Programs; click Online & Distance Education, Getting Started and Online Student Orientation.

Prior to my Final Semester...

- 1. I have completed a program evaluation in WebAdvisor **AND confirmed with my advisor** that I am on track for graduation.
- 2. I have completed a Graduation Application through WebAdvisor.

Student Signature: _____

Date: _____

Advisor Signature: _____

Date: _____

Acknowledgement
(To be kept by academic advisor)

I have read and understand my Academic Advising Action Sheet.

Student Signature: _____

Printed Name: _____

Date: _____

ALAMANCE COMMUNITY COLLEGE

SEMESTER PLANNING WORKSHEET

Fall/Spring/Summer _____	CREDITS	Fall/Spring/Summer _____	CREDITS	Fall/Spring/Summer _____
Fall/Spring/Summer _____	CREDITS	Fall/Spring/Summer _____	CREDITS	Fall/Spring/Summer _____

Notes: