



ACADEMIC ADVISING SYLLABUS

Name: _____ **Student ID#:** _____

Advisor: _____ **Username:** _____

My Program: Associate in Arts
 Associate in Science
 Associate in Engineering

ACC Email: _____

LEARNING OUTCOMES: Through my work with my Academic Advisor, I will:

- 1) Establish clear education and career goals, and design a strategic plan to achieve them.
- 2) Explore campus resources and opportunities to thrive in college.
- 3) Maintain progress toward graduation through early planning, regular evaluation, and self-advocacy.

Student Commitments: I Will:

- 1) Prepare for appointments by knowing my program and questions.
- 2) Develop and share my goals.
- 3) Collaborate with my Advisor on an Academic Plan for my chosen 4-year institution.
- 4) Maintain school/work/life balance.
- 5) Communicate regularly with my Advisor via email, phone, or in person meetings.
- 6) Track progress using Self Service or my program checklist.
- 7) Research transfer school options for informed decisions.

Advisor Commitments: I Will:

- 1) Engage supportively, recognizing your strengths, and building trust.
- 2) Align your program with your intended major's Transfer Guide.
- 3) Explore courses that match your interests.
- 4) Create an academic plan for your goals and schedule in Self Service.
- 5) Connect you with ACC resources, clubs, and opportunities.
- 6) Reach out at least once per semester.
- 7) Provide timely information about college.
- 8) Discuss transfer and career options.

For the duration of my time at ACC, I will continuously work with my Advisor to:

- Ask for help when needed.
- Celebrate my successes and address challenges.
- Use Self Service for early registration.
- Use Watermark messages, email, or phone for communication.
- Discuss engagement with my program, classes, campus organizations, events, and resources.
- Follow my Academic Plan and evaluate progress in Self Service and adjust as needed.

During my First 15 Credits at ACC, I will :

- Work with my Advisor to ensure my program aligns with career/transfer goals and is declared correctly.
- Identify schools for degree transfer and related majors.
- Set a graduation goal date.
- Create an Academic Plan for all semesters using Student Planning in Self Service.
- Learn to stay connected, find resources, and build “college knowledge.”
- Prioritize my education by registering early for next semester.

At 16 - 30 Credits:

- Confirm my program is correct; work with my Advisor if updates are needed.

At 31 - 45 Credits:

- Continue exploring career and educational opportunities.
- Explore transfer schools and majors, schedule visits, meet application requirements, and attend the Transfer Fair.

At 46 - 60 Credits:

- Discuss applications to transfer schools, ensure I meet requirements, learn to connect with my transfer school Advisor, and attend the Transfer Fair.
- Confirm 100% program completion.
- Apply for Graduation and register for the Commencement Ceremony.

*** If you are completing your program in a format other than 15 credits over 4 semesters, please be assured that we will distribute these actions evenly throughout the program.*