

# ACADEMIC ADVISING SYLLABUS

Counseling and Student Development | Prah! College Center 2030 & 2040 | counseling.mcc.edu

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## WHAT YOU'LL LEARN ADVISING OUTCOMES

- Collaborates with an Advisor by scheduling, preparing for, attending, and following up on appointments, ongoing degree planning, and other college business.
  - Uses college self-service tools including MCC4Me, Degree Audit, and the student planning resources to seek answers to academic questions and assess academic progress.
  - Takes increasing responsibility for educational, career, and personal goals.
  - Understands college policies and procedures.
  - Understands the requirements for their degree or certificate program.
  - Awareness about college resources and services and uses them when necessary.
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## HOW WE SUPPORT YOU ADVISOR RESPONSIBILITIES

- Provide accurate college, program and course information.
  - Provide personalized academic support.
  - Assist in career planning and development through the Career Resource Center.
  - Teach students how to utilize self-service tools through MCC4Me including Degree Audit and student planning resources.
  - Refer students with confidential personal issues to Counselors or to Health Services.
  - Assist students with transfer to a four year college.
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## WHAT WE EXPECT OF YOU STUDENT RESPONSIBILITIES

- Arrive prepared and are an active participant in the Advising process.
- Accept responsibility for decisions, actions, or inactions which affect your educational progress and goals.
- Understand college resources, academic/registration calendar, and college policies.
- Assume responsibility for meeting academic program requirements.
- Ask for clarification if we fail to explain an issue in a way that makes sense to you.