

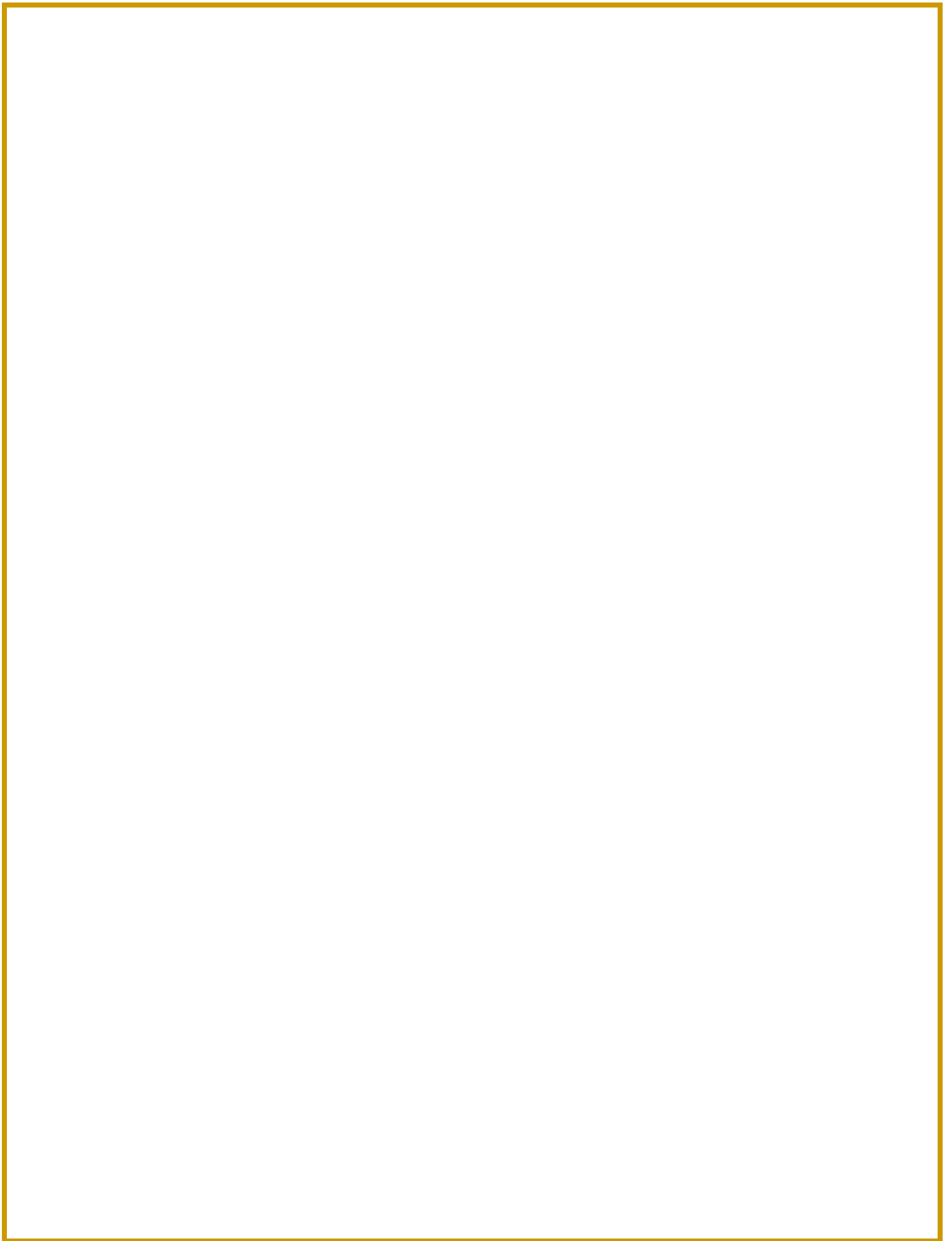
Student Success

Academic Advising Syllabus

This syllabus is designed to ease your transition to college and outline what is expected of you during your academic advising appointments. In addition, we have outlined the information you can expect to get from Academic Advising throughout your journey here at the University of the District of Columbia. Please keep this document and refer to it before each advising appointment.

WELCOME TO

Firebird Nation!



What is Academic Advising?

In a 1982 NACADA publication, Academic Advising is defined as “a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted, and the responsibility of both student and advisor. The advisor serves as a facilitator of communication, a coordinator of learning experiences through course and career planning and academic progress review, and an agent of referral to other campus agencies as necessary” (17).

Winston, Jr. R. B., Enders, S. C., & Miller, T. K. (Eds.) (March 1982). Developmental approaches to academic advising. *New Directions for Student Services*.

Why is Academic Advising Important?

Academic Advising is far more critical than just removing holds, selecting majors and concentrations, and scheduling classes. At the University of the District of Columbia, we view academic advising as a critical support service for students, providing the best possible guidance tools to assist them in reaching their highest levels of human potential.

Academic Advising plays key roles in helping university students adjust to their new environment, clarifying expectations, and interpreting the higher education experience. Perhaps an advisor’s greatest contribution to student retention and success may be in reducing initial student confusion, strengthening affiliation with the institution, and enhancing clarification on matters pertaining to the higher education experience.

Objectives of Academic Advising

- To support your efforts in reaching your academic degree or objectives.
- To encourage your involvement in on-campus, co-curricular experiences that will increase the value of your college experience and develop your interpersonal skills and leadership abilities.
- To promote your involvement in off-campus experiential learning (e.g., volunteer services and internships) and to help you explore and clarify your career options.
- To help you connect your college experience with your plans and goals for life after college.
- To serve as a support for your development of self-advocacy skills.
- To assist you in finding the campus professionals who can best help you succeed academically and personally.

Student's Role:

In order for the advising relationship to be successful, students must do their part and assume responsibility for their decisions. Time spent preparing before the advising appointment will enable the advisor to be more effective in focusing on the important issues and answering students' questions. Here are a few tips to help you prepare for an appointment:

Student Tips:

- ❖ Keep the advising appointments you have scheduled.
- ❖ Be prepared for your appointments (review your goals)
- ❖ Review the tips to prepare for goals.
- ❖ Be honest and open. If you are unhappy about something in your academic advising experience, or if you are having a personal problem that is interfering with your studies, please do not be afraid to share this with your advisor.
- ❖ By remaining honest and open with one another and working as a team, you and your advisor can build a close relationship that will help you succeed.

Advisor's Role:

In the process of reaching decisions about your future, you will also be learning a considerable amount about yourself, clarifying your values, and developing your critical thinking and decision-making skills. Your advisor will serve as your guide through this process.

Advisor's will:

- ❖ Discover your strengths, skills, and abilities to make the most out of your college experience.
- ❖ Encourage you to dream about your hopes for the future (e.g., academic success, major, career).
- ❖ Confirm your choice—to make sure it is a decision that is best for you and co-create a design (e.g., course load, co-curricular activities) to make your dreams come true.
- ❖ Support you as you work to deliver your plan and encourage you to celebrate your successes while challenging you not to be satisfied until achieving your full potential.
- ❖ Develop student success plans
- ❖ Establish and publish Academic Advising hours for students.

UDC Academic Advising Student Learning Outcomes

In order for your advisor and you to accurately measure and document that, you have achieved the learning outcomes for academic advising, together you both will develop an on-going record of your advising interactions. This record will consist of documentation that verifies your advising visits, receipt of educational plan, semester course enrollment, collaborative sessions you have completed with referrals on campus, and a variety of other documents that you and your advisor will develop together to demonstrate that you have achieved these outcomes.

Freshmen Goals:

1. Access information about campus resources
2. Identify Academic Advisor
3. Receive information about degree requirements
4. Demonstrate an understanding of registration policies and procedures
5. Keep track of degree mapping from the first day until cleared for graduation.
6. Keep your own records!

Sophomore Goals:

1. Understand degree requirements
2. Work effectively with Academic Advisor to review academic progress
3. Develop attainable academic goals
4. Understand appropriate formal academic processes (SAP appeal, probation)
5. FLAGSHIP: Understand the Sophomore to Junior advisor transition process
6. COMMUNITY COLLEGE: Understand the transition to the flagship campus and/or graduation process for UDC-CC students
7. Keep track of degree mapping from the first day until cleared for graduation.
8. Keep your own records!

Junior Goals:

1. Be on track to graduate on time
2. Start thinking about what comes next after graduation
3. If planning to apply to graduate school, research which college entrance exams are required for specific discipline
4. For career options other than graduate school, plan to attend Career Day activities on campus and in the city
5. Keep track of degree mapping from the first day until cleared for graduation.
6. Keep your own records!

Senior Goals:

1. Submit all required paperwork for graduation in a timely manner.
2. Before graduation, plan an exit interview with program coordinator.
3. In more ways that are concrete, continue the process of preparing for what comes next after graduation.
4. If planning to apply to graduate school, be sure to meet the deadlines for any entrance exams (e.g., GRE, ACT, LSAT, and others). These deadlines tend to be set!
5. Keep track of degree mapping from the first day until cleared for graduation.
6. Keep your own records!

**Student Success Center: Academic Advising Appointment Preparation
(How to prepare for my appointment and what to expect)**

**1st Meeting with an advisor
(New or Transfer students before classes begin)**

| STUDENT | ADVISOR |
|---|---|
| Bring an outline of courses you are interested in taking with backup choices. | Provide and explain new student processes, resources, and expectations. |
| Bring a list of questions to ask your advisor. | Review Academic Degree Plan. |
| Schedule next appointment. | Explain what happens next and verify contact information. |

**2nd Meeting with an advisor
(typically before or immediately after mid-term)**

| STUDENT | ADVISOR |
|--|--|
| Bring your Academic Degree Plan. | Revisit degree requirements. |
| Know how to access student portal (my.udc.edu) and register for classes. | Discuss major options, i.e., prerequisites, co-requisites. |
| Check your mid-term grades and discuss any concerns with your advisor. | Respond to concerns/questions about mid-term grades. |
| Access student platforms such as Blackboard, Degree Works, etc. | Provide a demonstration of the advising session. |
| Schedule next appointment. | Follow up on the transition to college and verify contact information. |

**3rd Meeting with an advisor
(before final exams)**

| STUDENT | ADVISOR |
|--|--|
| Bring your Academic Degree Plan. | Check students' schedule for any red flags. |
| Register or document courses advised to take. | Discuss and document any issues or concerns. |
| Schedule appointment for continuing student advisement and registration. | Discuss short-term vs. long-term goals and verify contact information. |

HOW TO REGISTER FOR CLASS

1. Go to my.udc.edu
 - a. If you have not been provided with a UDC email address, move to STEP 1b. If you have been provided with a UDC email address, your initial password will be your student ID number with the capital N and all leading zeros. Once you log in for the first time, you will be prompted to create a new password as well as password recovery questions.. To continue the process, please follow these steps:
 - i. Click the ACADEMICS TAB.
 - ii. Click the LOOK UP CLASSES link.
 - iii. Continue to STEP 2.
 - b. If you have not been provided with a UDC email address, click on the SELF SERVICE BANNER. Even though it mentions faculty, you can still access your student account through this link.
 - i. Your initial username will be your student ID number with the capital N and all leading zeros; your password will be your birthdate formatted as MMDDYY (e.g., if your birthday is July 16, 1999, your password will be 071699). Once you log in for the first time, you will be prompted to create a new username, a new password, and password recovery questions.
 - ii. Click the STUDENT tab.
 - iii. Click the REGISTRATION link.
 - iv. Click the LOOK UP CLASSES link.
2. Select the term you are registering for in the SELECT TERM drop-down menu.
3. Click the ADVANCED SEARCH link. You do not need to select a subject until the next page.
4. Select the SUBJECT and CAMPUS. Do not select any other options.
 - a. If you are pursuing an Associate’s Degree, choose “Community College of DC.”
 - b. If you are pursuing a Bachelor’s or Master’s Degree, choose “Main.”
5. Check the box next to the course you wish to take and click the REGISTER link at the bottom of the page (you may need to scroll down to see this link).
 - a. If you are registering for a class that has both a lecture and a lab, you must check the boxes next to both sections and register for the classes at the same time. Make sure that they are both the same section (e.g., BIOL 101-02 and BIOL 103-02).
 - b. R stands for Thursday

COMMON ERROR CODES

| ERROR MESSAGE | EXPLANATION | ACTION NEEDED |
|------------------------------|---|--|
| College Restriction | You are attempting to register for a course held on a campus where you are not registered. | For CAMPUS choose MAIN to search only for classes at the Flagship Campus or CC only for classes at the Community College. |
| Time Conflict with CRN ##### | This course overlaps with another course on your schedule. | Adjust your schedule so that all class times are clear of one another. |
| Co-Requisite Required | The course requested requires enrollment in another specified course (i.e. lab) during the same semester. | Use the “Advanced Search” tool. After selecting the subject and campus, select both a lecture AND a lab from the course listing (see Registration Steps 5.). |
| Prerequisite/ Test Score | You have not met the prerequisite and/or placement test score established for the course. | Select another course or check with an advisor if you believe you have met the prerequisite. |

Student Success Center-Community College

801 North Capitol Street NE/Room 205/Washington, DC 20002

[202.274.6988](tel:202.274.6988)/cc@udc.edu

8:30 am – 5:00 pm (Monday- Friday)

Student Success Specialist & Academic Coaches

| Student Success Specialist | Contact Information | Students Advised |
|--|--|--|
| Karen Artis Office 216 | karen.artis@udc.edu 202-274-6267 | Aviation/Construction/Educ./Music/ Office Management and Business Technology |
| Maurice Cook Office 213 | maurice.cook@udc.edu 202-274-6719 | Corrections/Law Enforcement Legal/Respiratory Therapy/Hospitality |
| Tyondra Jefferson Office 214 | tyondra.jefferson@udc.edu 202-274-5463 | Liberal Studies Last Name A-Z |
| Amos Smith Office 217 | amos.smith@udc.edu 202-274-6721 | Architecture Eng. Tech/Computer Sci. Fashion Merchandising /Graphic Design/Computer Accounting Technology |

TUTORING AND SUPPORT CENTERS

The Center of Academic and Career Excellence (CACE)–Community College

CACE offers an array of services designed to strengthen students' skills and abilities in areas critical to college success. Services include Peer Tutoring and Supplemental Instruction in Writing, Math, Physics, Chemistry, Biology, Computer Science, Accounting, foreign languages (Spanish and French), help with study skills, oral communications/ presentations, critical reading and thinking, and a calculator lending service. Also, the CACE conducts on-site/in-class workshops for students.

For walk-in service, students should come no less than three days before an assignment is due with the professor's instructions, the assigned text, the syllabus, and a hardcopy or electronic draft of the assignment. Additionally, the UDC-CC Office of Career Services will provide career development programming, presentations and workshops in the CACE Lab (Room 707).

Focusing primarily on, but not limited to, STEM degree-seeking students for career support assistance, the CACE Lab supports students in all majors offered by the Community College in making well-informed career decisions about occupation(s) aligned with their program of study. Additionally, the Office of Career Services offers career assessments, labor market education, and career action planning support.

Location: Room 712

Hours: The CACE Center is open 5 days a week, Monday, Tuesday, and Thursday 10:00am-8:00pm; Wednesdays 10:00am-7:00pm and Fridays 10:00am-5:00pm, with extended hours as needed.

Student Achievement Center–Van Ness

The Student Achievement (SA) Center helps students with writing assignments. The Center offers face-to-face and online tutoring across the disciplines. The SA Center has experienced tutors use an interactive, holistic approach to tutoring that looks at the overall assignment rather than a line-by-line review of a student's paper. The tutor notes patterns of errors in the first 1-2 paragraphs, helps the student identify the errors, and then gives the student the opportunity to correct the errors.

For online tutorials, students submit papers through the SA Center's Blackboard site. If the percentage of external sources exceeds 25 percent, a tutor will review the sources; if most of the body consists primarily of other sources, the paper will be returned to the student unviewed with instructions to revise the paper along with an appropriate handout. The turnaround time for online tutoring is 2-3 business days. For instructions, please email us at asc@udc.edu or call 202-274-5938.

Location: Building 38, Room A-15

Hours: Spring 2018 hours are 10-6 Monday, Tuesday, and Thursday, 10-7 Wednesday, and 9:30-5:00 on Friday

STUDENT ACADEMIC PLAN

Student Educational Plan

Student's Name: _____ Student ID # _____ Initial Date: _____

Academic Goals

Degree Goals: Certificate ___ Associates Degree ___ Bachelor's Degree ___ other: ___

Major: _____ **Career Goal(s):** _____

SEMESTER-BY-SEMESTER PLAN

| FALL | Credits | SPRING | Credits | SUMMER | Credits |
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Educational Plan Developed:

Date: _____ Advisor: _____ Advisor's Initials: ___ Student's Signature: _____

Educational Plan Updated:

Date: _____ Advisor's Initials: ___ Date: _____ Advisor's Initials: ___ Date: _____ Advisor's Initials: ___

