

ACADEMIC ADVISING SYLLABUS

First Time in College (0-15 Hours)

WELCOME TO WHARTON COUNTY JUNIOR COLLEGE!

The Office of Academic Advising is here to help you select your academic major or pathway, register for courses, and explore careers. Your advisor will help you set academic and career goals, identify campus resources and services that will support your studies, and understand policies, procedures and expectations important to your college experience. Our goal is to help you **CHOOSE** your path, **CONNECT** you with the resources you need to succeed, and support you as you **COMPLETE** your degree.

YOUR ADVISOR WILL:

- Explain your academic major or pathway and the coursework required for degree completion.
- Help you choose and register for courses.
- Provide you with specific career information or transfer plans.
- Help you to develop skills to aid in your success on campus, such as study skills, time management, and test taking strategies.
- Provide you with an overview of campus resources and connect you with those resources when necessary.
- Provide you with a professional, courteous and understanding academic advising experience.

What is Academic Advising?

Academic and Career Advising is a series of focused conversations between a student and their advisor that help the student meet their educational and career goals.

STUDENT RESPONSIBILITIES:

- Recognize your strengths, values and interests and develop manageable goals consistent with these.
- Recognize that taking personal responsibility is integral to student success.
- Schedule an appointment with an advisor prior to the start of registration and come prepared with your questions.
- Regularly check your WCJC email for news and updates from your advisor and the campus community.
- Conduct yourself in a courteous and professional manner.

When should you make an appointment with an advisor?

- To discuss courses to take next semester in order to stay on track toward your degree.
- When your cumulative GPA is in danger of falling below a 2.0.
- If you are thinking about changing your major or pathway.
- If you are struggling academically and need to talk to someone.
- If you are thinking about dropping a course and want to discuss how the drop will affect your academic plan.

0-15 HOUR CHECKLIST:

- Complete the Admissions Checklist, Primary Advising, and New Student Orientation.
- Explore majors and pathways via Career Coach, WCJC's free career exploration tool.
- Select an Academic Major or Pathway.
- If planning to transfer, research universities and transfer information.
- Register for courses through your Online Services account.
- Pay for your courses in full or set up a payment plan. If using Financial Aid, make sure your Financial Aid payment has been applied to your account.
- Buy your books and supplies.
- Get your parking decal.
- View the Academic Calendar to stay informed about important dates and deadlines.
- Make use of Campus Support Services – tutoring, library, etc.
- Get involved on campus through campus organizations, student life activities, internships, workshops, etc.
- Begin to build your resume. Look at sample resumes.

CHOOSE • CONNECT • COMPLETE