

# ACADEMIC ADVISING SYLLABUS

16-30 Credit Hours

## ACADEMIC ADVISING AT 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.
- Assist you with academic recovery efforts if you are on academic probation or suspension.
- 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.

**Have you Selected your Major?**  
Academic Advisors are available to assist you with academic major exploration and selecting your program of study. Resources are also available online to assist you in making an informed decision about your program of study.

### 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, pathway or program of study.
- 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.

### 16-30 HOURS CHECKLIST:

- Review your Degree Evaluation for your academic major or pathway in Online Services.
- If still undecided on major or pathway, explore majors and pathways via Career Coach, and select an Academic Major or Pathway.
- If planning to transfer, research universities and transfer information. Contact a transfer counselor at intended university if you have questions.
- Make use of Campus Support Services – tutoring, library, etc.
- Explore opportunities for growth: campus organizations, student life activities, internships, workshops, etc.
- Continue to build your resume – join a club, volunteer, get a job, take on a leadership role on campus or in the community. Meet with an Advisor if you need help writing a resume.
- Meet with an advisor prior to registration to discuss your degree plan, if needed.
- Register for courses through your Online Services account.
- Pay for your courses in full or set up a payment plan. If using Financial Aid, verify your Financial Aid payment has been applied to your account.
- View the Academic Calendar to stay informed about important dates and deadlines.

**CHOOSE • CONNECT • COMPLETE**