

**JEFFERSON COLLEGE OF HEALTH SCIENCES
DEPARTMENT OF ADVISING
ACADEMIC ADVISING SYLLABUS**

I. Advisor: _____

II. Contact Information:

• **Location:** _____

• **Phone:** _____

• **Email:** _____

III. Office Hours: _____

IV. Academic Advising Mission and Description:

JCHS Academic Advising Mission

In support of our college-wide mission, the mission of academic advising at JCHS is to assist in the holistic development of our students both personally and professionally and to allow them to focus upon their own capabilities and responsibilities for academic success and life-long learning.

Academic Advising Description

Academic advising at JCHS is based on a collaborative relationship between you and your advisor. Through discussions with your advisor, you will develop a career plan based on your personal interests, abilities and career goals. Through this interactive process you should gain insight to make informed decisions, to discover your full potential and to find meaningful living in the local and global community.

V. Student Learning Outcomes

Through active participation in the advising program, you will be expected to:

1. accept responsibility for your academic progress.
2. demonstrate familiarity with academic policy and procedures.
3. effectively utilize college resources and tools.
4. develop a career plan based on your personal interests, abilities and career goals.
5. behave as a citizen who will strengthen and positively contribute to your community.
6. be engaged in life long learning throughout your career and beyond.

VI. Roles and Responsibilities:

Advisor	Advisee
<p>As your academic advisor, I will...</p> <ol style="list-style-type: none"> 1. Be available for advising during the posted office hours. 2. Meet with you at least 2 times during semester – once before the last day to withdraw date and once after midterm grades have been calculated. 3. Assist you in choosing educational and career objectives commensurate with your interest and abilities. 4. Maintain a checklist to monitor your progress toward satisfactory completion of all graduation requirements. 5. Act as a resource regarding policies, procedures, and requirements. 6. Help you see the long- and short-range consequences of your choices. 7. Keep the appropriate documentation for all advising sessions. 8. Assist you with problem solving personal and academic issues. 9. Make you aware of your responsibilities in the advising process. 10. Address with you what constitutes professional behavior. 	<p>As the academic advisee, I will...</p> <ol style="list-style-type: none"> 1. Read the College Catalog and Student Handbook upon entering the College. 2. Seek out explanations for any policies/procedures that seem unclear or confusing. 3. Check my student e-mail daily. 4. Attend all required advising sessions, including two during College orientation. 5. Be prepared for the registration process prior to my first semester of attendance. 6. Seek academic advising from the appropriate sources. (All students should be assigned an advisor from within their program of study. Non-degree students should meet with the Registrar.) 7. Maintain my own personal academic record. It is recommended that the folder include: <ul style="list-style-type: none"> o Unofficial transcripts o Program requirement checklist o Schedule worksheets 8. Know and meet graduation and other requirements contained in the appropriate catalog/student handbook, class schedules, and other college publications.

Note: It is very important for the student to note and understand that the final responsibility for meeting all academic requirements, as well as institutional requirements, ultimately remains with the student.

VII. Tools and Resources:

- Checklist (distributed to students during new student orientation)
- Academic Calendar (<http://www.jchs.edu/viewsection.php/prmSID/16>)
- Student Handbook (<http://www.jchs.edu/page.php/prmID/247>)
- Student E-mail (<http://home.live.com/>)
- Blackboard (<http://blackboard.jchs.edu/webapps/portal/frameset.jsp>)
- IQ Web (<https://iqweb.jchs.edu/>)
- Student Central (an organization within your Blackboard account)
- Academic Support Services (<http://www.jchs.edu/page.php/prmID/705>)
 - i. Academic Advising (<http://www.jchs.edu/page.php/prmID/706>)
 - ii. Advising FAQs (<http://www.jchs.edu/page.php/prmID/714>)
 - iii. JCHS Resources FAQs (<http://www.jchs.edu/page.php/prmID/715>)
 - iv. Learning and Writing Center
(<http://www.jchs.edu/page.php/prmID/709>)
 - v. Services for Students with Disabilities
(<http://www.jchs.edu/page.php/prmID/711>)
 - vi. Educational Technology Center (computer lab and testing center)
(<http://www.jchs.edu/page.php/prmID/710>)
 - vii. PASS (<http://www.jchs.edu/page.php/prmID/708>)
- Distance Learning and Instructional Technology
(<http://www.jchs.edu/page.php/prmID/118>)
- *The Paw Print* Newsletter (<http://www.jchs.edu/page.php/prmID/640>)