

Piedmont Technical College Advising Syllabus

Students are encouraged to keep this document and refer to it before each advising appointment.

Purpose of Advising Syllabus

This Syllabus is designed to ease the transition to college. Outlined is information on what to expect from the academic advising process at Piedmont Technical College.

Academic Advising, based in the teaching and learning mission of higher education, is a series of intentional interactions with a curriculum, a pedagogy, and a set of student learning outcomes.
--NACADA: Concept of Academic Advising

Mission Statement

The mission of Academic Advising at Piedmont Technical College is to create a shared educational partnership, which involves the development of meaningful planning consistent with the student's academic, personal and professional goals. Using a holistic approach to empower students, sharing available resources, providing accurate and timely information, and assisting students with clearly defining their goals are all essential to this outcome.

Student Learning Outcomes

Students who participate in academic advising will be able to:

1. Schedule an advising appointment and prepare in advance by reviewing goals, progress, and challenges.
2. Demonstrate an awareness of college, departmental, and program requirements, policies, and procedures.
3. Demonstrate an understanding of their academic plan and degree requirements.
4. Identify and use college resources to facilitate academic success.
5. Utilize the college's electronic advising and registration systems.

Objectives of Academic Advising

- Assist students with transition to college.
- Validate students' career path and academic program selection.
- Support students' ability to meet academic program requirements.
- Assist students to find campus resources to best help students succeed academically and personally.
- Encourage involvement in on-campus, co-curricular activities that will increase the value of the college experience and develop interpersonal skills and leadership abilities.
- Promote involvement in off-campus, experiential learning (volunteer services and internships) to help explore and clarify career options.

- Help connect college experience with plans and goals for transition to the workforce or transfer to a four-year institution.
- Provide students with information and support that will enable transfer to another institution.

Academic Advisor Roles and Responsibilities:

1. Encourage and assist students in developing realistic degree plans consistent with academic, personal, and professional goals.
2. Work with student advisees to validate their career goals and ensure the goals are consistent with their programs of study, preparation, interests, and plans for the future.
3. Be knowledgeable about programs, graduation requirements, policies, procedures, and available resources for students.
4. Assist students in the understanding of college and departmental requirements, policies, and procedures.
5. Document, in Zogotech, communication about students' progress toward meeting their goals.
6. Maintain confidentiality with students following Family Educational Rights and Privacy Act (FERPA) regulations.
7. Be sensitive to the varied needs of students as they develop academically and personally at PTC.
8. Refer students to relevant campus resources as appropriate.
9. Provide availability for student advising, and respond to advisees in a timely manner.

Student/Advisee Roles and Responsibilities:

1. Schedule an appointment with your assigned academic advisor. Information regarding your assigned academic advisor is available in PTC Pathway and on your Degree Works worksheet.
2. Show up on time for advising appointments, or reschedule prior to the appointment time; come prepared with questions and material for discussion.
3. Recognize that you are ultimately responsible for monitoring your academic progress, meeting academic requirements, meeting published deadlines, and fulfilling financial obligations.
4. Understand college and departmental requirements, policies, and procedures.
5. Commit a reasonable amount of time, both independently and in meetings with an academic advisor, to create a degree plan for your academic program.
6. Understand financial aid policies which govern student aid, and seek advice when needed.
7. Seek assistance with decisions to be made rather than expecting the advisor to make them; be receptive to advisor's suggestions.
8. Follow through with advisor referrals to additional resources or services.
9. Access Degree Works, PTC website, and campus communication tools (including PTC and D2L Brightspace e-mails and announcements) on a regular basis.

New Student Advising (Incoming first semester students)

New students are required to meet with a New Student Advisor or County Campus Advisor to discuss career goals and register for classes. Information is available on the [New Student Advising webpage](#).

CARE Planning Center

Current students in Health Care programs will participate in the **CAREplan**: the college's Quality Enhancement Plan. Advising for these students on the Greenwood Campus will be available by appointment in the CARE Planning Center in Suite 149-A. Advisors will be available to assist students with developing Degree Plans, learning about various health care programs, and understanding program requirements and secondary program application processes. Visit www.ptc.edu/care for more details.

Transfer Assistance

The SC Commission of Higher Education's Transfer Policy provides a list of courses approved for transfer to any senior public institution in the state. Many private colleges and institutions inside and outside of South Carolina also accept some of the listed courses. As students plan coursework, it is important to let the academic advisor know about college or university transfer goals to plan studies appropriately. Information is available on the [Courses that Transfer webpage](#). PTC hosts a college transfer fair each fall semester for students.

Advising Frequently Asked Questions (FAQ)

Piedmont Technical College has developed a list of commonly asked questions regarding advising. Information is available on the [Advising FAQ webpage](#).

Professionalism

- **Voicemail Etiquette** - Unless the advisor is out of the office, he or she will typically respond within two business days. If you have not received a response within that timeframe, [contact the academic divisional administrative assistant](#) for assistance in reaching an advisor. Please refer to the back cover of the Student Calendar and Handbook for a list of contacts for each academic division. When communicating with faculty and staff, please follow the voicemail guidelines below:
 1. Speak slowly and clearly.
 2. Provide your full name, student ID (P number), and return phone number.
 3. Be brief but identify the reason for the call. Save lengthy explanations for face-to-face meetings or phone calls.
 4. Repeat your contact information at the end of the message.

- **Email Etiquette:** Email is a quick, easy method for communicating with staff and faculty. As a student, you will receive important information from faculty, advisors, and administrators. Students are expected to regularly check their PTC email for important information. Unless the advisor is out of the office, he or she will typically respond within two business days. When communicating with faculty and staff, please follow the email guidelines below:
 1. Provide your full name and student ID (P number).
 2. Identify the topic of your email in the subject line.
 3. Be brief. Save lengthy explanations for face-to-face meetings or phone calls.
 4. Include important information such as dates, course name, section number, etc.
 5. Do not type in all CAPITAL LETTERS. Do not type in all lower case letters.
 6. Use proper English grammar and punctuation. Use full words, not text message abbreviations.
 7. Save important email correspondence as documentation of conversations.

Contacting your Advisor via Email (Sample):

Here is a sample email for contacting your academic advisor:

Subject: Degree Plan

Dear Ms./Mr. Advisor,

I am writing because I misplaced my degree plan we created during our appointment last week. Will you please email it to me?

Thank you,

*Suzy Student
P00123456*

- **Scheduling and Keeping Appointments** – Scheduling an appointment is important in order to allow the academic advisor the opportunity to prepare for the meeting. This time is set aside for the scheduled student; therefore, it is important to keep your appointment, or reschedule in a timely manner. Plan to arrive at least five minutes early for your appointment. Arriving late may require rescheduling of the advising appointment.

Student Success Center Services and Resources

The Student Success Center is an area made-up of several departments providing a variety of support services including:

- [Academic & Personal Counseling](#)
- [Career Planning](#)
- [Disability Services \(including ADA compliance\)](#)
- [Veteran Services](#)
- [Student Life](#)
- [Student Support Services Program](#)
- [Student Employment Services](#)

FERPA Information

The Family Educational Rights and Privacy Act (**FERPA**) is a Federal law that protects the privacy of student education records. Information is available on the [Family Education Rights and Privacy Act webpage](#).

Academic Integrity

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion and falsification of information may call for disciplinary action. Refer to the current student handbook. It is important to be open and honest with the advisor regarding current course standings in order to be advised appropriately for upcoming semesters. Information is available on the [Student Calendar and Handbook webpage](#).

Non-Discrimination Policy

PTC does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status in its admissions policies, programs, activities or employment practices. Information is available on the [Non-Discrimination Policy webpage](#).

Title IX

Piedmont Technical College is committed to maintaining a safe and supportive campus for all faculty, staff, and students. The college affirms the principle that individuals have the right to be free from any form of harassment. Information is available on [Title IX Harassment and Sexual Assault webpage](#).

As a PTC student, each semester I will:

- ✓ Review my address, phone number, email address, and program of study in PTC Pathway and make any needed updates.
- ✓ Review my Degree Plan for my current academic program and review my status in Degreeworks to determine my progress toward my degree, diploma, or certificate completion. Meet with my advisor to revise as needed.
- ✓ Prepare a list of possible courses for the upcoming semester prior to meeting with my advisor.
- ✓ Make an appointment with my advisor to discuss any concerns, review progress towards educational and career goals, revise Degree Plan as needed, and select appropriate courses the upcoming term.
- ✓ Register via PTC Pathway using the registration code obtained from my advisor.