

# **Piedmont Technical College Academic Advising Syllabus**

## **Purpose of Advising Syllabus**

This Syllabus is designed to ease the transition to college and to assist students with progression to program completion. 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 comprehensive 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.

## **Required Advising**

All students must complete an advising appointment each semester prior to registration. This helps ensure that the student is on track and that their Academic Plan is up to date. It also provides the opportunity to identify available resources to support the student's progress and academic success.

## **Student Learning Outcomes**

Students who participate in academic advising will be able to:

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

## **Objectives of Academic Advising**

- Assist students with transition to college and assist students with progression to program completion.
- Validate student's career path and academic program selection.
- Support student's 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.

### **Student/Advisee Roles and Responsibilities:**

- Recognize that you are ultimately responsible for monitoring your academic progress, meeting academic requirements, meeting published deadlines, and fulfilling financial obligations.
- Schedule an appointment with your assigned academic advisor each semester to discuss any concerns, review progress towards educational and career goals, revise Academic Plan as needed, select appropriate courses the upcoming term and obtain registration PIN. Appointments can be scheduled in Navigate. Information regarding your assigned academic advisor is available in PTC Pathway, in Navigate, and on your DegreeWorks worksheet.
- Prepare a list of possible courses for the upcoming semester prior to meeting with your advisor.
- Review Academic Plan in Navigate for current academic program and review status in DegreeWorks to determine your progress toward your degree, diploma, or certificate completion. Meet with your advisor to revise as needed.
- Show up on time for advising appointments or reschedule prior to the appointment time; come prepared with questions and material for discussion.
- Understand college and departmental requirements, policies, and procedures.
- Understand financial aid policies which govern student aid and seek advice when needed.
- Seek assistance with decisions to be made rather than expecting the advisor to make them; be receptive to advisor's suggestions.
- Follow through with advisor referrals to additional resources or services.
- Access Navigate, PTC e-mail, and D2L on a regular basis.
- Review your address, phone number, email address, and program of study in PTC Pathway and make any needed updates.
- Register via Navigate using the registration code obtained from your advisor.

### **Academic Advisor Roles and Responsibilities:**

- Encourage and assist students in developing realistic degree plans consistent with academic, personal, and professional goals.
- 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.
- Be knowledgeable about programs, graduation requirements, policies, procedures, and available resources for students.
- Assist students in the understanding of college and departmental requirements, policies, and procedures.
- Document, in Navigate, communication about students' progress toward meeting their goals.
- Maintain confidentiality with students following Family Educational Rights and Privacy Act (FERPA) regulations.
- Be sensitive to the varied needs of students as they develop academically and personally at PTC.
- Refer students to relevant campus resources as appropriate.
- Provide availability for student advising and respond to advisees in a timely manner.

### **New Student Advising**

New and readmitted students are required to meet with a New Student (Enrollment) Advisor or County Campus Advisor to discuss career goals and register for classes.

## **Current Student Advising**

Students who have registered for classes within the last three semesters are considered current students. Current students will meet with an advisor within their Career Community or with a County Campus Advisor. Depending on the Career Community, students may be assigned to a specific advisor or to an advising team.

## **University Transfer**

Piedmont Technical College offers an excellent pathway for students planning to transfer to a four-year institution. To ensure you are on track, it is important to discuss your transfer goals with your academic advisor early on, so your coursework can be tailored to fit your future plans.

For more information, refer to the [University Transfer](#) page.

## **Advising Frequently Asked Advising Questions (FAQ)**

Piedmont Technical College has developed a list of commonly asked questions regarding advising. This list is located on the [Academic Advising](#) page.

## **Student Success Resources**

PTC offers a number of resources to enhance the student experience and address student needs.

For information about these resources, see the [College Resources](#) page.

## **FERPA Information**

The Family Educational Rights and Privacy Act (**FERPA**) is a federal law that protects the privacy of student education records. Information regarding security of student records is available on the [Student Records F.A.Q. webpage](#)

## **Student Policies & Procedures**

All students have certain rights and responsibilities which should govern behavior while on any Piedmont Technical College campus. They are printed annually in the [Student Handbook](#) and are also available on the [Student Policies & Procedures page](#).

## **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. Additional information is available in the [Student Code of Conduct](#).

## **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](#).

## **Professionalism**

### Written and Verbal Communication

- All communication between students and faculty or staff should be professional and respectful.
- All written communication or voicemails should include the following: Student's full name, student's P number, return phone number, and brief explanation of reason for the contact.
- Written communication should use proper English grammar and punctuation. Use full words, not text message abbreviations.

### 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 scheduled appointment. Arriving late may require rescheduling of the appointment.

Additional resources available in [Business Etiquette](#) section of the Career Resources page.