



## ACADEMIC ADVISING SYLLABUS

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**Advisor Name:** \_\_\_\_\_

**Office Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Office Location:** \_\_\_\_\_

**Office Hours:** \_\_\_\_\_

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**Academic advising is a process wherein you and an advisor work closely together to set goals for your college experience. Whether it is your plan to take a few classes, transfer to another institution, or earn a degree from Middlesex, your advisor will work with you to develop a plan to achieve your goals.**

### **Middlesex Academic Advising Mission Statement:**

Academic advising at Middlesex Community College is a shared practice throughout the institution that supports teaching and learning. Individualized, collaborative relationships between students and advisors lead to a better understanding of current skill levels, aptitudes, interests and strengths. This fosters an appreciation of the role of higher education planning in developing and achieving student objectives.

The advising process includes providing timely, accurate information about academic and career opportunities and requirements, college policies and procedures, and seamless transfer pathways. Advisors also connect and refer students to support services and resources.

Through frequent interaction, advisors engage students in assuming an active, self-sufficient role in their academic planning. Advisors promote student retention and progress by encouraging students to identify and pursue their appropriate educational and professional goals.

### **ADVISOR RESPONSIBILITIES**

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*As your advisor, you can expect me to do the following:*

- ✓ Be accessible to you for meetings during my advising office hours or by scheduled appointment. Maintain confidentiality regarding the discussions held during all advising meetings.
- ✓ Help you to define your short and long-term goals and provide you with information and guidance on the college curriculum, policies, and procedures.
- ✓ Encourage you to explore your personal interests and values and connect them to opportunities that will help you to make a realistic and purposeful decision about your academic, career, and life goals.
- ✓ Listen to your questions and concerns and provide you with information about and strategies for accessing campus services and online resources that will help you to be successful.

### **STUDENT RESPONSIBILITIES**

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*As a student, you will be expected to do the following:*

- ✓ Schedule meetings periodically with your advisor each semester to develop, discuss, assess, and revise your short and long-term academic and career goals.
- ✓ Arrive on time to each advising meeting and come prepared with your questions and appropriate materials.
- ✓ Take advantage of and seek out resources on campus that will help you to meet your goals successfully.
- ✓ Develop a plan that will allow you to complete your goals within a reasonable timeframe.

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## EXPECTED STUDENT LEARNING OUTCOMES

*As a result of the Middlesex academic advising program, you will be able to:*

1. Identify your academic, career, and life goals and develop a plan to achieve them.
2. Demonstrate responsibility for your academic success by participating actively in the advising process (scheduling advising meetings, coming prepared to advising meetings, meeting advising deadlines, utilizing advising resources, etc.) to achieve your goals.
3. Utilize self-assessment information, such as the college placement test, to construct your academic program plan and use college resources such as academic support and tutoring services, career, personal and transfer counseling, and experiential learning opportunities as appropriate.

While completing your studies at Middlesex, you will work closely with your advisor to develop a plan, which you will build using the **Degree Works software**. Your plan will include information and documents, such as your goals, plans of action to complete your goals, and class schedules that will demonstrate that you have met the academic advising learning outcomes.

## GETTING STARTED

*In order to get you off to a strong start here at Middlesex, the advising staff compiled the following list of activities they believe every successful MCC student should do during their first semester:*

✓ **Register for a FOCUS2 account.**

Through a series of short assessment exercises, the FOCUS2 online career software can help you to identify your values and interests related to work and link you to majors and careers closely associated with your personality traits.

You can register your account at:  
[www.middlesex.mass.edu/CareerServices/](http://www.middlesex.mass.edu/CareerServices/)

**Date Completed:** \_\_\_\_\_

✓ **Schedule an appointment with your advisor.**

Discuss and set your academic, career, and life goals.

**Date Completed:** \_\_\_\_\_

✓ **Stop by the Student Activities Office.**

Bedford Campus Center, Room 205, 781-280-3763  
Lowell City Campus, Room 407, 978-656-3394

Get information about campus activities, clubs, and organizations. Take some time to find activities that match your interests.

**Date Completed:** \_\_\_\_\_

✓ **Learn about the many student services and resources available on campus.**

To learn more, visit [www.middlesex.mass.edu/bbcontent/studentserviceslist.asp](http://www.middlesex.mass.edu/bbcontent/studentserviceslist.asp)

**Date Completed:** \_\_\_\_\_

✓ **Know the requirements of your major.**

You can print a program sheet with your major requirements at [www.middlesex.mass.edu/programs/AcademicDepartments.asp](http://www.middlesex.mass.edu/programs/AcademicDepartments.asp)

**Date Completed:** \_\_\_\_\_

✓ **Know Middlesex Community College policies and procedures.**

Read the Student Handbook, which can be found at [www.middlesex.mass.edu/StudentHandbook/](http://www.middlesex.mass.edu/StudentHandbook/)

**Date Completed:** \_\_\_\_\_



**If you have any questions about this information, contact your MCC Academic Advisor.**