



Academic Advising Syllabus
Academic and Transfer Advising Services
Elgin Community College

Location:	Building B, Room 120
Phone:	847-214-7390
Office Hours:	Monday – Thursday 8:00 am – 7:00 pm Friday 8:00 am – 2:00 pm
Summer Hours:	Last week in May through first week in August Monday – Thursday 7:30 am – 7:00 pm Friday – Closed

For more information about our office and services, please visit our website:
www.elgin.edu

Academic Advising Mission Statement:

The mission of the Academic Advising Office at Elgin Community College is to foster collaborative student-advisor relationships which promote learning and student success throughout all levels of the educational experience. Elgin Community College academic advisors improve students' lives by guiding and empowering them to make well-informed, strategic educational decisions that encourage student development and meaningful, timely pathways toward goal achievement.

The Academic Advising Process:

Academic Advising is a collaborative educational process that fosters the success of the student. The advisor/student partnership requires participation and involvement of both the advisor and the student as it is nurtured during the student's entire educational experience at Elgin Community College. Both student and advisor must take responsibility to ensure the advising partnership is successful (NACADA, 2004).

Resources:

ECC Catalog: The official source of information regarding academic programs, policies, facilities, services and staff at ECC, www.elgin.edu/catalog

Career Program Guide: Detailed course load by semester for Certificates and Applied Science Degrees, as well as transfer options, can be found in the ECC catalog. Detailed course requirements can be found at www.elgin.edu/students, select: Prospective Students ➤ Programs of Study ➤ Career/Technical Programs

Educational Planning Guide: Detailed course requirements for the AA and AS degrees www.elgin.edu/students, select: Prospective Students Programs of Study ➤ University Transfer Degrees

Transfer Guides: Course requirements specific to individual Universities and their programs, course articulations, www.elgin.edu/students, select: Prospective Students Programs of Study ➤ University Transfer ➤ Transfer Educational Plans

Advisor and Advisee Responsibilities:

Elgin Community College is committed to providing quality academic advising to students in all academic programs. Attaining this goal requires that both advisors and students understand and embrace their respective roles in the advising process.

Students should.....

- Be prepared to discuss goals and educational plans during an advising session.
- Become knowledgeable of campus policies, procedures and resources.
- Ask questions if something is not clear during advising session.
- Be open and willing to consider advice given during session.
- Accept responsibilities for decisions made during the advising process.
- Review academic plan each semester. Keep advisor informed of any changes.
- Commit to an academic plan that supports degree completion and/or successful transfer.
- Keep scheduled appointments or give ample notice for rescheduling.

Advisors will.....

- Understand and effectively communicate curriculum and program requirements.
- Assist students in selecting courses based on educational and career goals.
- Explain institutional academic policies and procedures.
- Educate students on college resources.
- Be available to answer student's questions through scheduled appointments, drop-ins, phone calls, and/or email.
- Ensure students are part of the decision-making process and have a clear understanding.
- Welcome, support and encourage and support students as they strive to achieve their academic and career goals.
- Actively listen to student's concerns, respect their decisions, and refer them to appropriate support services within the college/community when necessary.
- Discuss with students their academic performance and the implications of poor academic performance.
- Maintain confidentiality according to established standards.

Milestone One (0 to 15 credit hours):

- Become aware of the career and transfer options
- Become aware of general education degree requirements
- Be able to list course options for their first semester
- Determine placement in RDG, ENG and MTH
- Meet with an Academic Advisor to review education plan
- Understand the difference between a transfer and a career program
- Develop understanding of the college's policies, procedures and terminology
- Identify professors office hours and become comfortable contacting them
- Understand how to compute a GPA
- Understand how to navigate program evaluation and student planning module
- Understand when to drop/withdraw courses and the refund policy
- Investigate transfer schools and admission requirements
- Become involved in extracurricular activities (contact Student Life)
- Check ECC's student email account daily

Milestone Two (16 to 30 credit hours):

- Learn where student services offices and other campus resources are located (based on first semester's performance)
- Commit to a plan of study
 - Determine admission requirements
 - Or if undecided make an appointment with Career Development Specialist for career exploration and/or enroll in GSD120 Exploring Careers and College Majors
- Meet with and Academic Advisor to review your education plans
- Make an appointment with a Wellness Professional for assistance with college success skills if needed
- Explore scholarship opportunities
- Check ECC's student email account daily

Milestone Three (31 to 44 credit hours):

- Review your academic plan with your academic advisor
- Understand transcript request process
- Visit selected transfer school(s) and meet with a transfer counselor/advisor to understand how ECC coursework will transfer forward
- Begin reviewing university application
 - Determine application deadlines
 - Write personal statements and essays
 - Seek scholarship opportunities
 - Approach faculty for letters of recommendation
- Check ECC's student email account daily

Milestone Four (45+ credit hours):

- Obtain degree audit from our academic advisor
- Complete Graduation Petition form by deadline date:
www.elgin.edu/graduation
 - **May** graduates – March 1st
 - **August** graduates - July 1
 - **December** graduates - October 1

- Make plans to attend Graduation Ceremony
- Check ECC's student email account daily

After Completion:

- Pay all charges owed to student accounts
- Continue to enhance your skills and education at ECC with credit and non-credit course
- Forward contact information to be included in ECC Alumni Association

Calendar of Advising Services: *Students should schedule an appointment with their advisor during non-peak periods to benefit from a comprehensive advising session. During open registration periods, services are limited.*

Non-Peak Periods: *Available week 2 through week 14 of fall and spring semester*

- Students may schedule an advising appointment or meet with advisors on a drop-in availability
- Exploration of transfer schools and specific requirements for transferring
- Educational plans detailing semester by semester coursework
- Other concerns

Peak Registration Periods: *Available 2 weeks prior to semester registration through week 2 of the fall and spring class schedule – sessions are often limited to registration for the upcoming semester*

- Advisors have limited time availability for drop-in students
- Students should expect longer wait times to meet with an advisor