



ADVISOR BUSINESS CARD HERE

Academic Advising Syllabus

Washington Street Campus, Student Service Center 130, 806-371-5440

West Campus, Lecture Hall, 806-354-6007

Hereford Campus, 806-457-4400

East Campus, Student Service Center, 806-335-4301

Moore County Campus, 806-934-7224

Community Link Campus, 806-381-8968

Amarillo College Mission: Amarillo College enriching the lives of our students and community.

Advising Department Mission: Assist students in identifying and achieving their educational goals.

Objective: *The Advising Department's main objective is to build positive and supportive relationships with students at Amarillo College. As your advisor, I strive to be continually available, helpful, and knowledgeable. I can collaborate with you to develop an academic plan and choose appropriate courses before each semester—Fall, Spring, and Summer. I want to be a part of your support system as you achieve your academic goals and ultimately your overall career goals.*

Student Learning Outcomes – Students who participate in academic advising will:

- Create and understand an academic plan.
- Be able to identify where to find their program requirements and admission/registration policies and procedures.
- Be able to use the online Self Service module in AC Connect to select and register for appropriate classes.
- Be able to identify the services offered by various departments on campus.

Advisor Responsibilities - What You Can Expect

You can expect your advisor to:

- Understand and effectively communicate the curriculum, graduation requirements, college policies and procedures.
- Recommend appropriate classes to assist you in course selection and course registration.
- Encourage and guide you as you define and develop realistic goals.
- Provide you with information about strategies for utilizing resources and services.
- Monitor and accurately document your progress toward achieving their goals.
- Be accessible for meeting with advisees via office hours for advising, telephone and e-mail. Advisors will respond to student inquiries within **48 hours**. After priority academic advising deadlines this may extend from 48-96 hours.
- Maintain confidentiality.
- Assist you in working closely with your professors.

Advisee Responsibilities - What You Are Expected To Do

As an advisee, you have clear responsibilities in the advising partnership in order to be successful:

- Understand all degree requirements for your major.
- Complete all necessary assessments such as the TSI Assessment and career assessments.
- Accept responsibility regarding the investment you have just made in yourself. Your education is an investment that can affect the rest of your life.
- Be prepared for each advising session with questions, and actively participate in the advising experience by asking questions if you do not understand an issue or have a specific concern.
- Complete all assignments or recommendations from your advisor.
- Clarify personal values and goals; provide advisor with accurate information regarding your interests and abilities.
- Accept responsibility for decisions.
- Follow through on advising recommendations in a timely manner.

I certify that I have read and understand the information presented here.

X _____ (student) _____ Date

X _____ (advisor) _____ Date

Checklist:

Prior to the Start of my First Semester...

- ☐ 1. I have gone to the AskAC counter and received my AC ID card.
- ☐ 2. I have submitted to Amarillo College the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov , and have completed all of my financial aid requirements if I plan to use grants, scholarships, or loans to help pay for my college.
- ☐ 3. I have completed New Student Orientation. www.actx.edu/nso
- ☐ 4. I have picked-up my Common Reader book at the AskAC counter.
- ☐ 5. I have activated my AC Connect account, changed my password, and checked my Email.
- ☐ 6. I have reviewed and responded to my financial aid award and have checked my active email messages in AC Connect related to financial aid.
- ☐ 7. I have visited with my advisor to get advised or “greenlighted”, and have registered for classes via the Self Service module in AC Connect and have printed out my schedule for the upcoming semester.
- ☐ 8. I have logged into Blackboard and reviewed the information under the various tabs. (in AC Connect) If I am planning to take hybrid/web courses, I have completed the online tutorial module in AC Student Blackboard Resources. (in AC Connect)
- ☐ 9. I have reviewed the sections in the online Catalog, located on the AC main website that describes academic assistance and support, academic and college policies and procedures, and the Student Rights & Responsibilities.
- ☐ 10. I have accessed the “Student Life” website at www.actx.edu/activities to investigate how I might become involved on campus.
- ☐ 11. I have signed up for AC’s Alert system (AC Alert) via AC Connect, which will provide me with text, phone and/or email alerts when the College is closed, when my classes are cancelled or when the College has reminders to share with me.

Each Semester...

- ☐ 12. I have reviewed my address, phone number, and major in AC Connect Self Service, and the information is correct or I have updated it at the AskAC counter.
- ☐ 13. I have checked my grades for the previous semester on AC Connect Self Service. I have reviewed the requirements for my program as outlined on my program evaluation on AC Connect Self Service.
- ☐ 14. I have developed with my advisor my academic plan for the semester, and have gotten “greenlighted” for registration for the next semester.
- ☐ 15. I have checked my financial aid status in AC Connect to make sure that I have completed all my requirements and reviewed all active messages.
- ☐ 16. If I am planning to transfer to university after AC, I have made contact with my intended four-year college or university and have reviewed online transfer information sources such as www.transfer101.org, www.actx.edu/advising and select Transfer Services.
- ☐ 17. I have made payment arrangements for tuition, fees , and other expenses for the semester. This may include a payment plan that can be completed at the AskAC counter.

Ongoing...

- ☐ 18. I check my AC Google Email through AC Connect at least once a day.
- ☐ 19. I routinely check AC Connect and review bulletin boards for information about events on campus and clubs and organizations that may interest me.

Yearly...

- ☐ 20. I have filed the FAFSA for the upcoming academic year, completed all requirements, and reviewed/responded to my financial aid award. I have also applied for Scholarships by visiting the **Scholarships** link on the main website.
- ☐ 21. I have reviewed my Program Evaluation/degree audit within AC Connect Self Service and know what courses I still have to complete.

In my Final Semester...

- ☐ 22. I have reviewed my Program Evaluation/degree audit in AC Connect Self Service, gotten greenlighted by my advisor, registered for my final semester courses, and submitted an Application for Graduation online via AC Connect in Self Service.