



## Academic Advising Syllabus

Welcome to Monroe Community College and the Academic Advisement Centers! The Brighton Counseling and Advising Center and Damon Student Services Center are here to assist you through the advisement and registration process by providing the support and resources that will enable you to identify your educational goals, establish an academic plan and select appropriate courses.

**Text/Materials Needed:** MCC Catalog/Student Handbook

Academic Advising Atlas Website: [www.monroecc.edu/go/advising](http://www.monroecc.edu/go/advising)

### **Pre-Advisement Assignment:**

1. Complete placement testing if required
2. Review the following from the Tools and Tips section of the Academic Advising Atlas:
  - a. Tools for Advisement Video
  - b. Degree/Program Requirements
  - c. Course Descriptions
  - d. Master Schedule of Classes
3. Determine your outside commitments and how these will effect your class schedule
4. Prepare a list of potential courses you would like to take
5. Bring a list of questions you would like to discuss with your advisor

*Effective advisement requires a partnership between the advisor and the student.*

### **Advisor Responsibilities:**

- Assist students through a self-assessment and decision-making process
- Assist students with exploring their educational and career goals
- Assist students with choosing a program of study
- Assist students with selecting courses based on interests, values and skills
- Assist students with scheduling courses to fulfill general education and degree requirements

### **Student Responsibilities:**

- Arrive prepared for the advising session
- Be an active participant in the advising process
- Develop realistic and attainable educational and career goals
- Become knowledgeable about College resources, programs, policies and procedures
- Accept responsibility for decisions made in the advising process

### **Expected Student Learning Outcomes:**

- Students will utilize College resources to assist them in establishing their academic goals.
- Students will be able to accurately interpret program requirements and degree audit materials in order to make appropriate course selections.
- Students will demonstrate effective decision-making concerning their degree and career goals.
- Students will develop a comprehensive plan for achieving their educational goals.

*Academic advisement at Monroe Community College  
is an integral part of the larger College mission of student success.*