

Undeclared Student Advising Syllabus

Welcome to Monroe Community College! My name is Sally Barton Dingee and as your advisor it is my goal to assist you with academic, career and transfer planning. I am here to provide you with advisement, support and resources that will enable you to successfully identify your educational goals. You can meet with me on a walk-in or appointment basis.

Academic advisement at Monroe Community College is an integral part of the larger College mission of student success. Through the developmental process, advisement seeks to synthesize the students' goals, major program choices and social development to establish the relationships between academic education and their life experiences.

My objectives for advising new undeclared students are to:

- Explain the process of career and life planning, which can be applied to make appropriate life and career choices.
- Encourage course selection based on interests, values, and skills as a way to explore possible career and educational direction.
- Explain how their course selection applies to general education or other degree requirements.
- Encourage students to reflect upon their own decision-making styles and strategies.

Scheduled appointments are available: call (585) 292-2299

Walk In sessions after June 7th: (for walk-in hours before June 7th, please visit <http://www.monroecc.edu>, click A-Z Index, U, Undeclared Option)

Mondays 1 p.m. to 4:30 p.m.

Tuesdays 10 a.m. to 1 p.m.

Wednesdays 10 a.m.- 1 p.m.

Thursdays 10 a.m. – 1 p.m. and 4:30 p.m. – 7 p.m.

Prior to meeting with me for advisement, it is important to review the following:

1. Watch “Tools for Advisement” Video, located at www.monroecc.edu/go/advising, under Tools & Tips link.
2. Understand the role of the advisor and advisees, located at www.monroecc.edu/go/advising, under Roles and Responsibilities.
3. Review potential course selections. The course descriptions can be found on www.monroecc.edu, use the Quick Links drop down box, select Course Descriptions.
4. Use the on-line class schedule to review possible time slots for your classes. On www.monroecc.edu, use the Quick Links drop down box, select Class Schedule
5. If you are required to take the placement test, it must be completed prior to advisement.

Starting a college education is an important step in life and often parents want to attend the first advisement session. It is my preference that I conduct the advisement session alone with the student and invite parents in after the session to address any questions or concerns they might have. I look forward to meeting with you soon!

Sincerely,
Sally Barton Dingee
Academic Advisement Specialist
sdingee@monroecc.edu
(585) 292-2293
Counseling & Advising Center
Building 1 Room 231