

## ACADEMIC ADVISING SYLLABUS



### MISSION STATEMENT

Our mission is to provide the citizens of Shelby and Fayette counties and the surrounding Mid-South region with a high quality and affordable post-secondary education that prepares them for associate degrees, future educational opportunities, and successful employment.

### VISION STATEMENT

Southwest Tennessee Community College will become a national model for technical, career, and transfer education by fostering student success, transforming lives, and increasing the educational level of a diverse community.

### WHAT IS ACADEMIC ADVISING?

Professional Academic Advising is an on-going and engaging process, based on a high level of quality customer service. It is a key link to student satisfaction, success, and retention. The primary purpose of academic advising is to assist students in developing and achieving their educational and career goals through proactive, intrusive advising strategies at key milestones within the student matriculation process.

## WELCOME TO ADVISING!

Welcome to Advising at Southwest. Advising is an essential key to your success. Academic Advisors help you plan your academic experience at Southwest to enable you to achieve your educational goals.

### PROFESSIONAL ADVISOR RESPONSIBILITIES:

- Effectively communicate the college's curriculum and graduation requirements
- Provide accurate info regarding policies and procedures
- Guide students with care and respect to develop and meet realistic goals
- Accurately document a student's progress toward completion
- Work with students to increase problem-solving and decision-making skills
- Refer students to available campus resources
- Maintain confidentiality and adhere to the Family Educational Rights and Privacy Act
- Maintain appointments and availability via phone or email

### STUDENT RESPONSIBILITIES:

- Understand that you are ultimately responsible for your educational career plans
- Communicate your interests, abilities and goals to your PAA; take the initiative to ask questions
- Check your Southwest Tennessee College email regularly that are sent to your email account
- Schedule, prepare for and keep your appointments with your advisor each semester
- Inform your advisor of any changes to your plans and/or circumstances that may impact your performance
- Learn Southwest Tennessee Community College's programs, policies, and procedures (e.g. dropping classes, enrollment, probation/suspension, student accounts, financial aid, student code of conduct and more)

## STUDENT LEARNING OUTCOMES:

- Recognize personal responsibility is integral to student success
- Students will be able to identify strengths and weaknesses
- Work collaboratively with Professional Academic Advisors
- Register for classes at the first opportunity
- Know and understand critical academic policies and dates (drop deadlines, financial aid obligations and deadlines)
- Engage with and utilize college resources
- Develop a strong advisor/student relationship
- Value the completion of the educational pathway
- Identify graduation goals



## WHAT YOU SHOULD KNOW

### FIRST YEAR COMMIT TO COMPLETE 0-30

#### First Semester

##### -Commit to Complete

Are you on track according to your academic plan? Make an Appointment to meet a PAA today!

#### Second Semester

##### -Engagement & Advocacy

Do you need to retake a class to improve your GPA to a specialized degree program? See your PAA or Saluqi Success Coach for academic accountability today.

### SECOND YEAR ADVOCACY & LEADERSHIP 30+

#### First Semester

##### -Advocacy & Leadership

Have you earned 30 credit hours? Set up an appointment with your PAA to start review of your graduation plan!

#### Second Semester

##### -Leadership & Success

Have you earned 45 credit hours? Set up an appointment with your Professional Academic Advisor (PAA) today to start and/or continue review of your graduation plan today.

## RESOURCES

**Advising Office (Professional)** – On-going advising; academic caseloads; academic one-on-one coaching to assist with identifying and overcoming obstacles that prevent you from being successful; academic monitoring. <https://www.southwest.tn.edu/advising/>

**Academic Support Center** – One-on-one tutoring; Southwest online tutoring; Smarthinking online tutoring available via Southwest PAWS at [elearn.southwest.tn.edu](http://elearn.southwest.tn.edu) - available 24/7; peer tutoring; provides an evaluation of your writing to assist with producing quality essays; computer labs; textbooks on reserve. <http://www.southwest.tn.edu/asc/>

**Center for Access** – Is committed to assisting students with disabilities reach their personal and academic goals. <https://www.southwest.tn.edu/center-for-access/>

**Student Success Booklet:** <https://www.southwest.tn.edu/student-success/docs/student-success-reimagined.pdf>

**Student Success E-Weekly:** <https://www.southwest.tn.edu/student-success/e-weekly/>

**Saluqi Success Technology Toolkit:** <https://www.southwest.tn.edu/saluqi-connect/docs/saluqi-success-technology-toolkit.pdf>

**Student Development** – Provides a diverse programming that aids in the development of the student through student involvement in extracurricular activities, leadership, cultural, athletic and community activities; provides Southwest student ID cards; student clubs and organizations; Student Government Association (SGA). <http://www.southwest.tn.edu/clubs/>