



# Advising Syllabus

## Academic Advising at Northwest College

Your advisor is your most important connection to your college education. He or she can help you plan your academic career and serve as a resource to connect you to a wide array of services on campus. At Northwest you are assigned a full-time faculty/staff member as your advisor. Your advisor will be selected based upon the academic interest you have selected. You will either receive notice of your advisor assignment and their contact information in the mail or you may pick up contact information for your advisor in the Academic & Career Advising Center. You may change advisors at any time by submitting a Change of Advisor form to the Academic & Career Advising Center. The number one thing to keep in mind: **Begin with the end in mind!** Your advisor can help you plan for your next step, whether it is career or transfer. If you are not sure who your advisor is, contact:

Academic & Career Advising Center  
Hours: Monday-Friday: 8am-5pm  
Phone: 307.754.6291

## Expected Outcomes

1. Begin with the end in mind. After Northwest College, there is a next step for every student whether it is career or transfer. Students will tailor their education toward their long-term goals.
2. Know what's out there. Students will understand the resources available to them on the campus community established for the purpose of student success.
3. Understand the degree program. Students will be able to know the program and audit requirements for accomplishing their academic goals.
4. Demonstrate critical thinking and decision-making skills. Students will use their advisor as a model and a resource for long-term goals as well as current academic goals as they develop thinking and decision-making skills.
5. Manage the workload. Students will balance their course load social activities, employment and family responsibilities, and other courses.

## Preparing for Advising Sessions

Sit down and think about things ahead of your advising meeting. If you are meeting to schedule courses, think about the balance between enjoying your college experience and completing your degree requirements. Think about a realistic workload and talk with your advisor about the opportunities for social activities in your area of study. If you are meeting to go over your degree requirements, take some time to look at your curriculum guide and the catalog. Your advisor is there to help. If you are having academic difficulties, try to identify the barriers before your meeting so that you have something to discuss with your advisor. Always come with a copy of your transcript in-hand. And, always come with a clearly written long-term goal as it relates to career or further education.

## The Advisor-Student Relationship

Advisor Responsibilities	Student Responsibilities
Begin with the end in mind. Discuss career and transfer options and communicate that a two-year degree may take a little more time than two years.	Take interest and career inventories. Think about transfer options and how to tailor NWC courses for that transfer option.
Guide students to set realistic academic goals.	Define personal values and academic goals while at NWC.
Ensure the academic, institutional and social connection of students to NWC.	Work hard in all courses; take advantage of campus services for students; get involved in student clubs.
Communicate course and degree requirements, college policies and procedures.	Understand course and degree requirements, college policies and procedures.
Communicate campus resources that could impact student academic success and goals.	Take advantage of student success programs and tutoring services.
Assist students in selecting courses to complete degree requirements and in the scheduling of courses.	Accept responsibility for decisions made in the advising process.
Keep scheduled office hours and follows-up on all communication in a timely, but realistic manner.	Come prepared for advising. Always bring a transcript and document how you have progressed in your goals.
Monitor student academic progress.	Accept responsibility for academic progress.

### Best Practices for Students & Advisors

- Establish regular contact. With email, it's very easy to shoot a quick question to each other. It's important to realize that academic advising is a continual process and not just a one-time event.
- Form positive relationships. Know names and follow the expectations set forth in the advising syllabus. This syllabus is the common ground for academic advising. And, keep good notes!
- Know your stuff. Deadlines, degree and course requirements, and expectations are important aspects of academic success. Know how to connect academically, institutionally and socially.
- Hammer the end goal. Know where you want to go and what you want to do after your last class at Northwest College. Have a pathway to success.
- Learn outside the classroom. Having the opportunity for a continuous, one-on-one relationship with an advocate for your success models essential critical thinking and decision-making skills.

Important Offices	Web Address
Academic Advising	<a href="http://www.nwc.edu/advising/advising.html">http://www.nwc.edu/advising/advising.html</a>
First Year Experience	<a href="http://www.nwc.edu/advising/advising.html">http://www.nwc.edu/advising/advising.html</a>
Hinckley Library	<a href="http://www.nwc.edu/library/">http://www.nwc.edu/library/</a>
Peer Tutoring Services	<a href="http://www.nwc.edu/tutoring/">http://www.nwc.edu/tutoring/</a>
Student Activities	<a href="http://www.nwc.edu/life/activities/">http://www.nwc.edu/life/activities/</a>
Student Success Center	<a href="http://www.nwc.edu/services/success.html">http://www.nwc.edu/services/success.html</a>
Disability Support	<a href="http://www.nwc.edu/services/disability/">http://www.nwc.edu/services/disability/</a>
Project Succeed	<a href="http://www.nwc.edu/services/projectsucceed.html">http://www.nwc.edu/services/projectsucceed.html</a>
Counseling Services	<a href="http://www.nwc.edu/services/counseling/">http://www.nwc.edu/services/counseling/</a>
Career & Transfer	<a href="http://www.nwc.edu/advising/transfer/">http://www.nwc.edu/advising/transfer/</a> <a href="http://www.nwc.edu/advising/careers/">http://www.nwc.edu/advising/careers/</a>
Financial Aid	<a href="http://www.nwc.edu/financialaid/">http://www.nwc.edu/financialaid/</a>
Computer Services	<a href="http://www.nwc.edu/it/">http://www.nwc.edu/it/</a>
Campus Security	<a href="http://www.northwestcollege.edu/life/health_safety/security.html">http://www.northwestcollege.edu/life/health_safety/security.h tml</a>

**Important dates can be found on the NWC calendar at <http://calendar.nwc.edu/>**

**Final Exam Schedule can be found at <http://nwc.edu/academics/finals.html>**

# Northwest College Advising Worksheet

(To be completed with your advisor)

Student		Advisor	
Name	_____	Name	_____
Major	_____	Position	_____
Phone	_____	Phone	_____
Email	_____	Email	_____

**My end goal includes:**                      **Degree**                      **Career**                      **Degree & Transfer**

## Interests


Academic Connections	Campus Resources	Student Groups/Clubs/Activities
Research		
Internships		
Study Abroad		
Diversity		
Scholarships		
Certificates		
Other:		
Other:		

## To Do List      Advising Notes


Next Appointment/Email Follow-up: \_\_\_\_\_

## 10 Reasons Why Students Do Not Graduate On Time

1. They do not meet with their advisor at least once a semester to confirm that they are on track for graduation.
2. They do not meet with an advisor to help balance courses with other courses or with other personal or professional responsibilities.
3. They do not take advantage of campus resources available for their academic success, including Peer Tutoring Services and the Student Success Center.
4. They do not request a degree audit before their graduation date or they do not keep track of their academic progress.
5. They do not understand that some courses “do not count.” Such courses include those not intended for their major, repeated courses, remedial courses, etc.
6. They do not apply for graduation by the deadline.
7. They are not familiar with college policies and procedures, such as requirements of a capstone course.
8. They do not understand fully the graduation requirements of the college, such as a minimum of 64 college-level credit hours.
9. They do not check their Northwest College email to stay on top of academic updates.
10. They wait until the last semester to make special arrangements for credit, such as substitutions, or completion of requirements.

### Academic Advising Works.