

Academic Advising Syllabus



Testing, Advisement, and Career Services

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Mission Statement

The mission of Barton Community College Academic Advisement is to increase student retention by facilitating student educational opportunities and the development of career and life goals. Barton academic advising is a collaborative, student-focused process that emphasizes personal responsibility and connecting advisees with our various institutional resources.

What is Academic Advising?

Academic advising is the process of assisting students in becoming responsible consumers of their own education. This involves teaching students how to make viable academic decisions, through a process in which the advisor facilitates the setting of academic goals, connection to relevant information and services, and decision-making consistent with the advisee's interests, goals, abilities, and degree requirements. Advising is personalized, considering each student's individual needs, which may include referrals to appropriate services.

Goals of the Advising Relationship

- Develop an open and collaborative educational partnership.
- Facilitate the advisee's development of educational, career, and life goals.
- Assist students with the often-difficult transition to college by connecting them with relevant campus groups and resources.

Fort Riley Advisement Center

Megan Chambers

Advisement Coordinator

Fort Riley Programs Office
785-784-6606 ext. 709
ChambersM@bartonccc.edu

Carley Page

Academic Advisor

Fort Riley Programs Office
785-784-6606 ext. 706
PageC@bartonccc.edu

Jenny Payne

Academic Advisor

Fort Riley Programs Office
785-784-6606 ext. 713
PayneJ@bartonccc.edu

Student Responsibilities

- Initiate contact with your advisor in person, via phone, or email before registration begins each semester. *Make sure to include your student ID on all communication!
- Follow through on plans of action agreed upon with your advisor.
- Come to advising sessions prepared with a list of questions.
- Keep a record of your academic progress and goals by utilizing DegreeWorks.
- Check your Barton email regularly, as this will be a primary means of communication by all offices on campus.
- Attend and actively participate in class.

Advisor Responsibilities

- Provide a safe and unbiased atmosphere for the student to participate in advising relationship.
- Maintain confidentiality, as established by FERPA.
- Help students understand degree progress by utilizing DegreeWorks.
- Make appropriate referrals to other college and community resources.
- Communicate openly and responsively with advisees and be accessible during office hours.
- Help students assume responsibility for academic success.
- Provide accurate information about program requirements, graduation requirements, courses, and Barton Community College policies and procedures.

Campus Locations

Barton County Campus

245 NE 30 RD
Great Bend, KS 67530
(800) 748-7594
(620) 792-2701

Fort Leavenworth campus

120 Dickman Ave, Room 8
Ft. Leavenworth, KS 66027
(855) 509-3374
Flofficestaff@bartonccc.edu

BartonOnline

(620) 786 - 7480
Inquiry@bartonccc.edu

Fort Riley Campus

211 Custer Ave., Room 211
Fort Riley, KS 66442
(785) 784-6606
fortriley@bartonccc.edu

Grandview Plaza Campus

100 Continental Drive
Grandview Plaza, KS 66441
(866) 771-0255
(785) 238-8550

Barton Community College Student Resources

Barton County Campus

Student Support Services

Learning Resources Center, Rm. 113
(620) 792-9322
ChristiansenJ@bartonccc.edu

Tutoring Lab

Learning Resources Center, Rm 115
(620) 782-9249
KlineMartinS@bartonccc.edu

Testing

Learning Resources Center, Rm. 130
(620) 792-9344
PlacementTesting@bartonccc.edu

Advisement

Learning Resources Center, Rm 134
(620) 792-9225
Advisement@bartonccc.edu

Veteran Services

Learning Resources Center, Rm. 131
(620) 792-9363
VeteranServices@bartonccc.edu

Business Office

P-Bldg., Rm. 107A
(620) 786-7463
Businessoffice@bartonccc.edu

Career Services

CareerCenter@bartonccc.edu

Enrollment Services

P-Bldg., Rm. 107A
(620) 792-9252
EnrollmentServices@bartonccc.edu

Financial Aid

P-Bldg., Rm. 107A
(866) 257-2574 or (620) 792-9270
financialaid@bartonccc.edu

Title IX

Learning Resources Center, Rm. 138
(620) 786-7441
BrownC@bartonccc.edu

Counseling Services

Learning Resources Center, Rm. 395
(620) 792-9295
Counseling@bartonccc.edu

Housing

Student Union, Rm. 102
(620) 792-9281 or (620) 792-9285
Housing@bartonccc.edu

Academic Development Center

Learning Resources Center, Rm. 136
(620) 786-7486
ADC@bartonccc.edu

Disability Services

Learning Resources Center, Rm. 106
(620) 786-7446
DisabilityServices@bartonccc.edu

Fort Leavenworth Military Academic Services office

Physical Address

120 Dickman Ave, Room 8
Fort Leavenworth, KS 66027

Mailing Address

P.O. Box 3396
Fort Leavenworth, KS 66027

Student Support Services

120 Dickman Ave, Room 8
855-509-3374
FLOfficeStaff@bartonccc.edu

Tutoring and Testing Services

120 Dickman Ave, Room 3
855-509-3374 to schedule an
appointment

Advisement

Conducted through Fort Riley
(785) 784-6606, Ext. 709
chambersm@bartonccc.edu

Business Office

Conducted through Fort Riley
(785) 784-6606, Ext 712
kujatha@bartonccc.edu

Veteran Services

Conducted through Fort Riley
(785) 784-6606 ext. 713
paynej@bartonccc.edu

Barton Community College Student Resources

Grandview Plaza Military Academic Services office

**Emergency
Management/Homeland
Security
Hazardous Materials
Management
Occupational Safety & Health**
(<https://hmesti.bartonccc.edu/>)

Physical & Mailing Address

100 Continental Drive
Grandview Plaza, KS 66441

Student Support Services

Brice Juna Harvell- Administrative
Assistant
(785) 238-8550
harvellj@bartonccc.edu

Tutoring and Testing Services

Building 211 Custer Ave., Rm. 206
(785) 784-6606, Ext. 763
FRTutorCenter@bartonccc.edu

Advisement

Michelle Rutherford
(785) 784-6606, Ext. 745
rutherfordm@bartonccc.edu

Business Office

Conducted through Fort Riley
(785) 784-6606, Ext. 712
kujatha@bartonccc.edu

TRiO Educational Opportunity Center

Ray Kruse
(785) 784-6606, Ext. 773
kruser@bartonccc.edu

Veteran Services

(785) 784-6606 Ext. 363 or 713
veteranservices@bartonccc.edu

Fort Riley Military Academic Services office

Physical Address

Building 211 Custer Ave, Rm. 211
Fort Riley, KS 66442

Mailing Address

P.O. Box 2463
Fort Riley, KS 66442

Student Support Services

Building 211 Custer Ave., Rm. 211
(785) 784-6606 Ext. 700
fortriley@bartonccc.edu

Military Courses/Programs (Troop School)

Building 8388 Armistead St. Fort
Riley
(785) 784-6606 Ext. 756
smithers@bartonccc.edu

Tutoring and Testing Services

Building 211 Custer Ave., Rm. 206
(785) 784-6606, Ext. 763
FRTutorCenter@bartonccc.edu

Advisement

Building 211 Custer Ave., Rm. 211
(785) 784-6606, Ext. 709
chambersm@bartonccc.edu

Business Office

Building 211 Custer Ave., Rm. 211
(785) 784-6606, Ext 712
kujatha@bartonccc.edu

TRiO Educational Opportunity Center

Building 211 Custer Ave., Rm. 105
(785) 283-5200
meyer@bartonccc.edu

Veteran Services

Building 211 Custer Ave., Rm. 211
(785) 784-6606 ext. 713
paynej@bartonccc.edu

Non-Discrimination Notice: Barton Community College adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. Barton Community College does not discriminate in its admissions practices [except as permitted by law], in its employment practices, or in its educational programs or activities on the basis of sex/gender, race, color, national origin, disability or any other protected classes enumerated in Policy 1132. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact Barton's Title IX Coordinator, Cheryl Brown, Title IX Coordinator, 245 NE 30 Road, Great Bend, KS 67530, (620) 786-7441, titleix@bartonccc.edu or brownc@bartonccc.edu.