

Barton Community College

Academic Advising Syllabus

Advisor: _____

Office Location: _____

E-Mail: _____

Office Hours: _____

Phone: _____

Advisee: _____

Email: _____

Degree/Program/Emphasis: _____

Sport/Activity: _____

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. We strive to empower a diverse student population by encouraging self-evaluation and discovery, and in turn model those processes in order to align our services toward purposefulness for that population.

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

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

Responsibilities

Responsibilities of Students	Responsibilities of Advisors
Develop an academic plan that considers your goals, interests, and abilities.	Maintain confidentiality, as established by FERPA.
Initiate contact with your advisor via phone or email before registration periods.	Help students understand degree progress reports.
Follow through on plans of action agreed upon with your advisor.	Make appropriate referrals to other college & community resources.
Come to advising sessions prepared with a list of questions and your academic plan.	Communicate openly and responsively with advisees.
Keep a record of your academic progress and goals.	Help students assume responsibility for academic success.
Check your Barton email regularly, as this will be a primary means of communication	Provide accurate information about program requirements, courses, and BCC policies & procedures

My advisor and I have discussed the following, as it applies to me:			
<input type="checkbox"/>	I am responsible for tracking completion of my graduation requirements according to my identified program.		
<input type="checkbox"/>	I know that I must successfully complete <u>more than the minimum</u> 12 hours per semester in order to complete an associate degree within four semesters/two years. (Exceptions may include students with prior college credit and/or CLEP credit).		
<input type="checkbox"/>	I understand that developmental education courses: <table border="1" style="margin-left: 20px;"> <tr> <td style="width: 150px; height: 100px;"></td> <td>Are designed to assist students in meeting the challenges of college-level work; Count toward student Full-Time status, Financial Aid eligibility, and overall GPA; Do <u>not</u> apply toward graduation requirements; Will likely extend the time of associate degree completion beyond the traditional four semester-plan.</td> </tr> </table>		Are designed to assist students in meeting the challenges of college-level work; Count toward student Full-Time status, Financial Aid eligibility, and overall GPA; Do <u>not</u> apply toward graduation requirements; Will likely extend the time of associate degree completion beyond the traditional four semester-plan.
	Are designed to assist students in meeting the challenges of college-level work; Count toward student Full-Time status, Financial Aid eligibility, and overall GPA; Do <u>not</u> apply toward graduation requirements; Will likely extend the time of associate degree completion beyond the traditional four semester-plan.		
<input type="checkbox"/>	I understand that I cannot pursue two or more degrees in different programs at the same time.		
<input type="checkbox"/>	I understand that I must be seeking a degree or certificate at Barton to receive Federal Aid.*		
<input type="checkbox"/>	I understand that some types of institutional and external financial aid require full time enrollment.		
<input type="checkbox"/>	I understand that federal financial aid and other aid requires Satisfactory Academic Progress (SAP), which includes: <table border="1" style="margin-left: 20px;"> <tr> <td style="width: 150px; height: 40px;"></td> <td>A term and cumulative GPA of 2.0 or higher* Successful completion of 67% of attempted hours, term and cumulative*</td> </tr> </table>		A term and cumulative GPA of 2.0 or higher* Successful completion of 67% of attempted hours, term and cumulative*
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<input type="checkbox"/>	I understand that athletes are strongly encouraged to complete a degree in order to be eligible to transfer and play elsewhere. (Eligibility requirements vary among divisions)		
<p>*Financial aid questions should be addressed with the Office of Financial Aid: Questions about veteran's benefits should be addressed to one of Barton's VA Certifying Officials.</p> <p>By Email: financialaid@bartonccc.edu By Phone: 866-257-2574</p>			

Student Name (Printed): _____

Degree/Program of Study: _____

Degree/Emphasis hours: _____

Student's Signature _____ Date _____

Advisor's Signature _____ Date _____

With distance advising, this form will be emailed and advisee's emailed reply/response will substitute for the signature.

Checklist

Prior to the start of my first semester:	
	I have accessed my Barton Portal, PAWS, and Barton email account, and do not have any questions.
	I have been given information on deadlines to pay tuition for the semester, and options for payment arrangements with the Barton business office, as well as how to activate and use my Higher One Debit Card.
	I have submitted all test scores & official transcripts to enrollment services.
	I understand how to log on to the Barton Portal and/or Bartonline.org to access my ecompanion course components/classes.
Each subsequent semester, when meeting with my advisor:	
	We will plan a tentative class schedule for the upcoming semester.
	We will note sections of the college catalog regarding academic assistance & support, college policies & procedures, and the student code of conduct. Any questions or concerns will be addressed.
	We will verify my contact information and major in my PAWS account.
	We will consider ongoing commitments (work, family, athletics, etc.) that may impact my course schedule and study plan, and have noted any changes or concerns.
	We will discuss how to distinguish course type and location (on-campus, hybrid, at an off-site location, or completely online, through either BartOnline or EduKan).
	We will note the importance of checking my Barton email account once or more per week for information from college departments, and announcements about student events.
	We will discuss and/or schedule our subsequent appointment to review my academic plan and course schedule for next semester.
	We will address transfer plans and how to contact those institutions for transfer information.
	We will recognize pertinent college policies and deadlines for adding/dropping classes, graduation requirements, etc.
	We will stress the importance of contacting my assigned advisor when questions or concerns arise regarding my degree, classes, etc.

Disability Accommodations

Services are available to students (on-campus or online) with physical or learning disabilities in order to promote equal educational opportunities. Accommodations are modifications or adjustments that allow students with disabilities an equal opportunity to participate in and benefit from educational programs. Reasonable accommodations are provided on an individualized, as-needed basis. At the college level, students with disabilities must self-declare and provide recent and professional documentation regarding the disability, which should include how the disability affects the student's academic performance, as well as suggested accommodations. The student must take the first step of self-advocacy by making sure they contact a disability advocate at (620) 786-1102 or 855-509-3367 or via email at disabilityservices@bartonccc.edu preferably prior to the start of classes, to allow adequate time for accommodations to be arranged.