

Academic Advising Syllabus
Advising Department
Clark College

Office: Advising Department, Gaiser Hall 108
 Clark College
 1933 Fort Vancouver Way
 Vancouver, WA 98663

Phone: (360) 992-2345
Running Start: (360) 992-2366

Office Hours: Monday – Thursday 8:00am-6:00pm
 Friday – 8:00am-1:00pm
 Check in times for students will end prior to the Advising Department closing time – this varies according to how many students are in line to see an advisor.

Email: Go to https://www.clark.edu/online_advising (please be specific with your question and include all pertinent information in the appropriate field such as name, SID, course information, or anything else the advisor will need to assist you)

Website: www.clark.edu/advising

Appointment & Drop-in Information:

Advisors are available by appointment every Tuesday, Wednesday, and Friday of each week. Advisors are also available on a drop-in basis every Monday and Thursday. To schedule an appointment, students can call the Advising Department up to two weeks in advance at 360-992-2345. Appointments are filled on a first-come, first-served basis. Please be advised that if you are not able to attend your scheduled appointment, you must call the Advising Department in advance to cancel or reschedule.

Mission Statement:

By providing accurate, timely and consistent information, advising personnel at Clark College, in collaboration with faculty; guide, support, and help students develop lifelong learning skills, assist students as they plan and achieve their educational and career goals, and work with students to establish a lasting relationship with Clark College.

Advising Objectives and Outcomes:

Program Comprehension: *Develop in students an understanding of their own educational pathway so that remaining classes and timeliness of completion are clear and accurate.*

Outcomes:

- Students will be able to identify courses completed and courses remaining for their degree or certificate.
- Students will be aware of prerequisites and sequences for appropriate classes and understand the need for completing these prerequisites and sequences.
- Students will understand and be able to articulate how their program fits into their long-term goals and life plans.

Educational Planning: *Develop an educational plan that addresses academic, career, and life goals.*

Outcomes:

- In consultation with advising personnel, students will be able to discuss and explore short-term, mid-term, and long-term goals.
- As a result of advising and educational planning sessions, students will possess tools to project out their classes at Clark as well as other activities and actions that support their goals.
- Students will understand how educational behaviors are linked to long-term success.
- Students will be able to measure and demonstrate progress towards academic, career, and life goals.
- Students are prepared with the skills to transition to the next step on their career pathway.

Student Responsibilities: *Develop an awareness of their own personal responsibility within the advising process.*

Outcomes:

- Students will understand the importance of informal decision-making and will recognize that advising personnel serve as guides and provide assistance with their educational and career plan.
- Students will develop self-awareness in order to set goals and make informed decisions regarding education and career plans.
- Students develop critical thinking skills that relate to their education and career.

Campus Resources: *Develop skills to successfully navigate and use campus services and tools.*

Outcomes:

- Students can use and demonstrate an understanding of registration and advising tools that include Degree Audit software, Schedule Planner, the catalog, the class schedule, and general registration and advising forms.
 - Students are comfortable communicating with faculty through email or during office hours when they have questions or need clarity in their classes.
 - Students understand the importance of dates and deadlines and the significance of the campus calendar.
 - Students are aware of student success services available on most college campuses, including Clark College, such as financial aid, counseling, tutoring, writing centers, career centers, and library services.
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Student Advising Materials:

- Clark College Catalog available online at <http://www.clark.edu/academics/catalog/index.php>
 - Online Support and Services available at https://www.clark.edu/current_students/index.php
 - An Educational Plan that is frequently updated and ongoing
 - Student email account – Available at www.clark.edu/myemail
 - Updated copies of all of your unofficial transcripts
 - A schedule of classes available online at <http://www.clark.edu/academics/schedule/>
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Advisor Responsibilities

- Create an environment of mutual respect and trust with the student.
- Provide effective and accurate communication on programs for which they advise during advising sessions and through email and phone conversations.
- Provide referrals to campus and community resources as appropriate.
- Maintain confidentiality with the student following the Family Educational Rights and Privacy Act (FERPA) regulations.
- Assist students so that they are able to make informed decisions in the pursuit of their educational and career goals.

Student Responsibilities

- Come prepared to your advising sessions with educational plans, all unofficial transcripts, any previous advising documents and questions.
- Take responsibility for your education and understand that your advisor will assist you in making informed decisions.
- Understand your program requirements and ask questions if you are unsure about anything that is communicated to you.

- Know how many credits you have completed and print off each quarter an unofficial copy of your transcripts.
 - Plan ahead so that you are able to work with your advisor in a timely fashion and get the most of out of your student-advisor relationship.
 - Be on time for any appointments you schedule, or cancel in advance if you are unable to attend.
 - Understand you are responsible for registering for your own classes after consultation and the identification of the appropriate classes with an advisor.
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The advising system at Clark College is an educational process that assists students as they pursue educational, career, and life goals. It is expected that students will build relationships with advisors during their time at Clark College and over the course of their degree or certificate will attain the outcomes listed above.

*"Academic Advisors work to strengthen the importance, dignity, potential, and unique nature of each individual served within the academic setting."
National Academic Advising Association (NACADA)*

Students with Disabilities

Any student with a disability who may require some consideration or assistance in order to fully participate in this advising session should contact the session leader immediately. Any student with a disability, who may require accommodations in order to fully participate in his/her course, should contact the Disability Support Services (DSS) Office located in Gaiser Hall 137 as soon as possible.

(360) 992-2314 phone

(360) 991-0901 video phone

(360) 992-2879 FAX

Non-Discrimination/Policy Statement

The college affirms a commitment to freedom from discrimination for all members of the college community. The responsibility for, and the protection of, this commitment extends to students, faculty, administration, staff, contractors, and those who develop or participate in college programs. It encompasses every aspect of employment and every student and community activity. The college expressly prohibits discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. Harassment is a form of discrimination.