

Virginia Western Community College Advising Syllabus



Advising Mission: The mission of academic advising is to partner with students to help them define, plan, and progress towards their educational goals by fostering independence, facilitating a professional, supportive environment and promoting student development.

Virginia Western academic advisors are committed to helping students understand the value and purpose of higher education as well as their own role in developing a sound educational plan. The advising relationship is collaborative, designed to empower and support advisees in the decision-making process. Advisors strive to contribute to the personal development and academic success of advisees through a strengths-based approach.

Student Learning Outcomes: Students who participate in academic advising will be able:

1. To set an educational success goal(s).
2. To engage in academic planning to achieve one’s educational success goal.
3. To develop individual responsibility for one’s academic success.

EXPECTATIONS OF STUDENTS	EXPECTATIONS OF ADVISORS
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Develop an academic plan that considers your goal(s), interests, abilities and outside obligations. <input checked="" type="checkbox"/> Initiate contact with your advisor via phone or email during his/her office hours prior to registration periods. <input checked="" type="checkbox"/> Be aware of the important dates on the academic calendar. <input checked="" type="checkbox"/> Follow through on TODOs that you and your advisor have agreed to. <input checked="" type="checkbox"/> When attending a meeting with your advisor, come prepared with a list of questions and with your academic plan. <input checked="" type="checkbox"/> Be open to developing and exploring personal values and goals. <input checked="" type="checkbox"/> Keep a record of your academic progress and grades <input checked="" type="checkbox"/> Check your VWCC email account regularly, as this will be a primary means of contact. 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Maintain confidentiality with each student as established by FERPA. <input checked="" type="checkbox"/> Assist students with understanding degree progress reports. <input checked="" type="checkbox"/> Help students make informed, realistic choices. <input checked="" type="checkbox"/> Make appropriate referrals other college resources. <input checked="" type="checkbox"/> Be available during posted office hour to provide access to students. <input checked="" type="checkbox"/> Help students explore and develop their life values and goals. <input checked="" type="checkbox"/> Communicate openly and responsively. <input checked="" type="checkbox"/> Expect students to assume responsibility for academic success, guiding them toward academic progress. <input checked="" type="checkbox"/> Provide accurate information on program requirements and courses as well as college policies and procedures.

Office	Phone Number	Location	Website Keyword
Hall Associates Career and Employment Center	540-857-7298	Student Life Center 206	Career Advising
Office of Disability Services	540-857-7286	Student Life Center 207	ODS
Help Desk	540-857-7354	Business Science --M273	Help desk
Brown Library	540-857-7303	Brown Library 3 rd floor	Library
Academic Link	540-857-6442	Brown Library Main Floor	Link
Testing Center	540-857-7250	Brown Library lower level	Testing
Advising Center	855-874-6690	Chapman Hall 105	Advising
Financial Aid	855-874-6690	Chapman Hall 106	Financial
Cashier's Office	540-857-7201	Chapman Hall 104	Cashier
Student Life	540-857-6326	Student Life Center 3 rd floor	Student Life
Bookstore	540-857-7334	Craig Hall	Bookstore

Prior to the start of my first semester, I will:

- Complete both Math and English placement testing in the Virginia Western Testing Center, if needed.
- Apply for financial aid by completing the [Free Application for Federal Student Aid \(FAFSA\)](#).
- Meet with a New Student Advisor in the Advising Center (Chapman Hall 105) to receive assistance with academic/course planning and discuss academic success goals.
- Regularly check the status of my financial aid by logging into SIS via MyVWCC.
- Register for classes via MyVWCC and print my class schedule for the upcoming semester.
- View lists of required textbooks and materials on the Virginia Western Bookstore website and make arrangements to purchase all necessary materials.
- Decide how to pay my tuition. Contact the Financial Aid Office or the Cashier's Office for help with financial aid and payment options.
- Review the college policies and procedures, information about academic assistance and support, and the Student Handbook on the VWCC website.
- Access the Student Life link on VWCC's website to investigate how I might become involved on campus.
- Sign up for the VW Mass Notification System ([VW MNS](#)), which will provide me with text and email alerts.

Each semester I will:

- Check the status of my financial aid by logging into SIS via MyVWCC.
- Decide how to pay my tuition and purchase my required textbooks and course materials.
- Review my address, phone number, and program of study in MyVWCC and make any needed updates.
- Review the course requirements for my program and run an Advisement Report through MyVWCC to determine my status toward my degree or certificate completion.
- Review my academic plan/goals and meet with my faculty advisor or program advisor if I need assistance.

Ongoing I will:

- Check my VWCC email and read Student Bulletin and Blackboard announcements.
- Meet with an advisor in the Hall and Associates Career and Employment Assistance Center to explore career options if I am undecided about my major.
- Contact my intended four-year college or university and pursue online transfer information, if transferring.

Prior to my final semester, I will:

- Run an Advisement Report from MyVWCC, make an appointment with my faculty advisor to review the Advisement Report, and apply for graduation.