Bluegrass Community and Technical College Academic Advising Syllabus

http://bluegrass.kctcs.edu/en/Advising and Assessment.aspx

Welcome to Bluegrass Community and Technical College Academic Advising Center!!!

We look forward to assisting you with planning your academic success at BCTC. We are committed to providing you with professional academic advising that will guide you towards your educational/career goals. This document is your Academic Advising Syllabus that you will be able to use in making your academic decisions at BCTC. We encourage you to be engaged in your academic advising.

Academic Advising Mission: To provide and maintain a positive academic advising environment for all BCTC students to enhance student success and retention.

What is Academic Advising: Academic advising is ongoing conversations and planning sessions between students and their professional advisors to establish a pathway to the realization of educational, career and life goals.

Objectives of Advising:

- *Understand general education and institutional requirements both in and out of your major.
- *Understand the value of a liberal arts and sciences education
- *Understand the relationship between your chosen major and your career plans
- *Utilize the resources available to you on campus such as the Tutoring Center, Career Counseling and Transfer Centers
- *Explore extracurricular activities to enhance your education and overall college experience

Assigned Advisors

After your initial advising appointment, all students are assigned advisors according to their degree plan. Advisors are assigned in the Fall and Spring semesters. If you were advised before August 1st for Fall terms or December 1st for Spring Terms you will receive an email with instructions explaining how to access your assigned advisor and make an appointment through AdvisorTrac during "Priority Registration" periods. If advised after those dates it will be the following cycle that you will be assigned.

Those students who begin Fall II or Spring II will be advised for those semesters and the following semester during their initial appointment. They will be assigned an advisor the following semester. Once they are assigned, students need to meet with their advisor each semester prior to registering for classes to ensure students are on track for completion.

Your Assigned Advisors will:

- 1. Explain how Mandatory Placement is used in developing your academic plan
- 2. Provide you with assistance in developing your academic plan
- 3. Provide you with information about your major and transfer plans
- 4. Provide assistance in planning your schedule for the semester
- 5. Provide you with information on how to monitor your progress with your Student Center in PeopleSoft
- 6. Assist you with developing an action plan if you are on academic or financial aid suspension
- 7. Assist you with completing your graduation application/degree audit
- 8. Provide you with a professional, courteous and understanding academic advising experience

As a student you will:

- 1. Complete the advising checklist prior to your advising appointment.
- 2. Schedule your advising appointments prior to registration deadlines
- 3. Come prepared to the advising sessions by being familiar with your academic program, be prepared to ask questions and take notes
- 4. Conduct yourself in a professional and courteous manner
- 5. Turn off or silence your cell phone during your appointment
- 6. Arrive on time or a few minutes early for your scheduled appointment

Advising Appointments

Please prepare for your advising appointment by doing the following (advising checklist):

- Apply for Financial Aid, <u>www.FAFSA.ed.gov</u>.
- Submit official copies of your ACT, COMPASS, and/or KYOTE scores to the Admissions office.
- Submit official high school transcript with graduation date.
- If you have completed dual credit/enrollment coursework through your high school and a college, submit the official college transcript to BCTC and bring a copy to your advising session.
- Review the programs BCTC offers http://bluegrass.kctcs.edu/Academics/Programs of Study.aspx
- Review the Schedule of Classes.

Making your first advising appointment:

Your first advising appointment can be made after you have completed orientation and have submitted/taken the required Mandatory Placement exams (ACT, COMPASS or KYOTE... please visit the advising website at: http://bluegrass.kctcs.edu/Advising_and_Assessment.aspx to determine if you have met the score requirements to make your advising appointment).

If you are unable to make your advising appointment you need to cancel/reschedule as soon as you can. If an advisor needs to cancel/reschedule they will do so in a timely manner.

No Show Policy

An advisor has the right not to reschedule with an advisee after two no shows- which means you have not contacted your advisor to cancel or reschedule your advising appointment. Students will then have to wait to register during Late Registration.

Student Learning Outcomes for the Academic Advising Experience:

- 1. Students should understand and use college academic and student development enrollment and management resources such as the catalog, class schedules and the student handbook.
- 2. Students should be able to advocate for themselves in a professional manner.
- 3. Students should be able to identify their strengths, weaknesses and interests in order to declare a major and develop an Individual Student Success Plan (ISSP).
- 4. Students should understand their responsibilities and their advisor's responsibilities in academic advising process.
- 5. Students should understand their Academic Plan.

What you should know/have completed by the end of each academic year:

First Year (30 Credit Hours)	*How to navigate Student Self Services in People Soft *How to identify and schedule an appointment with your assigned advisor in AdvisorTrac *Resources on Campus *Registration Periods *Online Registration *How to calculate GPA *Class courses and schedules *Individual Plan- Core Courses Degree Plan Transfer Information	 Course Schedule Visited Career Services Finalized Major decision Individual Student Success Plan
Second Year (60 Credit Hours)	*Prerequisites and course sequence *Restricted courses and registration process *Graduation application process *Graduation Ceremony and degree award process	 ○ Degree Audit ○ Graduation Application

Please visit the following link to help assist you with information discussed above: http://bluegrass.kctcs.edu/Current_Students

Planning Ahead for Academic Advising

Be familiar with the academic calendar to make time for your Academic Advising. http://bluegrass.kctcs.edu/en/Registrar/Academic Calendar.aspx

Other Important Things to Know:

1. How to Register for classes and Pay for Classes:

You can register for classes once you have met with your assigned advisor. They will lift your advising hold and you may register for the classes discussed in your advising session. You will search for a class schedule that works for you and register for those classes by logging into your Student Self Service via the BCTC Homepage (www.bluegrass.kctcs.edu). You will need your BCTC username and password.

Please be sure your tuition fees have been paid by the deadline:

http://bluegrass.ketcs.edu/Student Billing

2. Academic Programs Plans

BCTC offers nearly 50 different programs of study. http://bluegrass.kctcs.edu/Academics/Programs of Study.aspx

If you are Undecided in your program plan selection, please visit our Career Development and Counseling Services for career counseling.

http://www.bluegrass.kctcs.edu/en/Counseling.aspx

3. Selective Admissions Program/Pending

Bluegrass Community and Technical College offers fourteen selective admission programs. Please click on the program link below for specific admissions information for each program. http://bluegrass.kctcs.edu/Admissions/Selective Admissions.aspx

4. Student Forms (Program Change, Drop/Add etc...)

http://bluegrass.kctcs.edu/Registrar/Student Forms.aspx

Print the document and turn in your form to a Registrar's Office listed below or email as a pdf to bl_studentrecords@kctcs.edu_or fax to (859) 246-4666.

Cooper Campus, 203 Oswald Building

Leestown Campus, One-Stop, C - 170

Extended Campuses, see the Campus Assistant

5. SNAP (Safety) http://kctcs.edu/snap

Minutes Matter - Get SNAP Messages Quickly by E-mail, Text or Call Sign up for SNAP, the Safety Notification Alert Process. SNAP is the official Safety Notification Alert Process for the Kentucky Community and Technical College System (KCTCS). SNAP alerts users to on-campus emergencies for all 16 KCTCS colleges and the System office.

6. Student Handbook and Student Rights to Know

As a BCTC student you need to be familiar with student expectations, policies and procedures. These websites link you to the Student handbook which includes policy and procedures and to information students need to know about the college.

Student Handbook:

http://bluegrass.kctcs.edu/~/media/Bluegrass/Academics/BCTC Catalog/documents/studen t handbook.ashx

Students Rights to Know:

http://bluegrass.kctcs.edu/en/sdem/students_right_to_know.aspx

7. BCTC Student Photo IDs

Common uses for Student Photo ID's are: Use in BCTC, UK & public libraries, local & online student discounts, UK services, and BCTC security purposes. For all campuses, you must present a USA government issued photo ID (driver's license, personal or passport) and have your KCTCS student ID number. Please consult the table below for who to contact for your ID based on your campus location.

Campus You Attend	Who to Contact	
Cooper or Regency	Student Activities Cooper OB 202A,	
	246-6523 or 246 6524	
Danville	Check Front Office for Available Dates/Times	
Lawrenceburg	Check Front Office for Available Dates/Times	
Leestown	SDEM Office Suite in Building C-100,	
	246-6226	
Winchester	Check Front Office for Available Dates/Times	