

# ACADEMIC ADVISING SYLLABUS

Advising Center  
UC Clermont College  
[www.ucclermont.edu/advising](http://www.ucclermont.edu/advising)

235 Student Services Building  
8am-5pm, Monday-Friday  
513-732-5205

## Appointments

- Schedule via Starfish Connect (located in Canopy) or by calling 513-732-5205.
- Please be on time for your appointment. Students who are more than 15 minutes late will be asked to reschedule.
- Questions related to your specific degree progress or academic records require an appointment.
- Open, walk-in advising is available during the week before a new semester begins and the first week of a semester for class scheduling issues only.

## Learning Outcomes

Through the academic advising experience, UC Clermont students will:

Outcome	Clermont Core
Work with their academic advisor(s) to develop educational plans that will guide them to graduation	Information Literacy Critical Thinking
Know the specific degree requirements for their academic programs	Information Literacy
Know the name and office location of their academic advisor and their student success network personnel and the role these folks play in the student's educational experience	Information Literacy Critical Thinking
Be able to develop an appropriate class schedule and register online	Knowledge Integration
Learn to utilize the online University tools (i.e., Catalyst, Blackboard, Starfish, etc.) to facilitate their time at the University	Knowledge Integration
Understand the importance of University Dates & Deadlines and other Policies & Procedures as outlined on the Office of Registrar's site	Knowledge Integration Critical Thinking

## Selected Resources on Campus

Academic Support with the Learning Commons	Services include tutoring, academic coaching, success skills, math and science support center, writing center, and more. <a href="http://www.uc.edu/learningcommons">www.uc.edu/learningcommons</a>
Accessibility Resources	For students who have documented disabilities this office may be able to assist you with accommodations. 105 Peter-Jones Building. <a href="mailto:Meghann.littrell@uc.edu">Meghann.littrell@uc.edu</a> . 513-732-5327.
Compass Counseling Center	Assistance with personal, academic, and crisis counseling. 201 Student Services Building. 513-732-5263.
EXCITE Center (Experiential Learning and Career Education)	Assistance in career coaching, major & career exploration, internships/externships, employment services. 100 McDonough Building. <a href="mailto:Monika.royal-fischer@uc.edu">Monika.royal-fischer@uc.edu</a> . 513-732-5277.
One Stop Center	For assistance with financial aid, enrollment information, financial literacy and student billing. 100 Student Services Building. <a href="mailto:onestop@uc.edu">onestop@uc.edu</a> . 513-556-1000.
Student Life & Activities	Supports on-campus student organizations and college-wide events. 100 Student Services Building. <a href="mailto:Jennifer.radt@uc.edu">Jennifer.radt@uc.edu</a> . 513-732-8964.
Veterans Affairs	Provides support to veterans in using their educational benefits and acts as a referral service. 100 Student Services Building. <a href="mailto:Jennifer.radt@uc.edu">Jennifer.radt@uc.edu</a> . 513-732-8964.

*This syllabus was created to assist you with negotiating the escalating responsibilities of your academic career starting with your transition to college and continuing through graduation. You should refer to Registrar's site for calendars of important dates and deadlines each semester as well as policies/procedures ([www.uc.edu/registrar](http://www.uc.edu/registrar)). Get in the habit of checking your student email account daily for valuable information at both the college and university levels.*

(Updated 11/22/20)

What Advisors Expect From Students	What Students Can Expect From Their Advisors
<ul style="list-style-type: none"> <li>• Accept responsibility for decisions and the investments you make in your education</li> <li>• Become knowledgeable about college programs, policies and procedures</li> <li>• Utilize the tools available to you to track and monitor progress toward graduation</li> <li>• Attend appointments and/or make email contact with your advisor each semester</li> <li>• Come prepared to each appointment with questions or material for discussion and take notes during your appointment</li> <li>• Ask questions if you do not understand an issue or have a specific concern</li> <li>• Complete all "to dos" or recommendations from your advisor</li> </ul>	<ul style="list-style-type: none"> <li>• Assist you in gaining decision making skills and skills in assuming responsibility for your educational plans and achievements</li> <li>• Understand and effectively communicate the curriculum, graduation requirements, university policies and procedures, and program or policy changes</li> <li>• Be accessible for meetings with you within office hours for advising, email, or web access and will respond to your inquiries within 48 hours or provide alternative contacts</li> <li>• Encourage and support you with information about strategies for utilizing resources and services available to you</li> <li>• Monitor and accurately document progress</li> <li>• Collaborate to ensure academic success</li> </ul>

Name: \_\_\_\_\_ M#: \_\_\_\_\_ Date: \_\_\_\_\_

**GOALS** Please complete sections A-C prior to your next meeting with your academic advisor. This syllabus will be placed on your To-Do list in Catalyst and it is available online ([www.ucclermont.edu/advising](http://www.ucclermont.edu/advising)).

**A. Write down your list of questions for your academic advisor.**

- 1.
- 2.
- 3.

**B. What are your academic goals:**

- Completion of Degree
- Completion of 1-3 courses
- Completion of Certificate in \_\_\_\_\_
- I plan to transition to another program at the University of Cincinnati  
Name of college \_\_\_\_\_ Major \_\_\_\_\_
- I plan to transfer to a four-year institution  
Name of institution \_\_\_\_\_ Major \_\_\_\_\_
- I plan to transfer to another two-year institution  
Name of institution \_\_\_\_\_ Major \_\_\_\_\_

**C. Complete the semester tables below. What are you currently registered for and what courses do you plan to register for next semester?**

SEMESTER 1 (Ex: Fall 2018):		Required Grade	Estimated Grade
CLASS (Ex: PSYC1001)	HRS (Ex: 4)	(Ex: C-)	(Ex: B)

SEMESTER 2 (Ex: Spring 2019):		Required Grade	Estimated Grade
CLASS (Ex: PSYC2040)	HRS (Ex: 4)	(Ex: C-)	(Ex: B)