



Advising Services Syllabus

Bradenton Campus	Venice Campus	Lakewood Ranch Campus
Building 1, Room 101	Building 100	MTSC Building, Room 134
941-752-5032	941-408-1400	941-363-7150
Monday and Tuesday: 8:00am-6:00pm Wednesday - Friday: 8:00am-4:30pm		By appointment only
advisor@scf.edu		
<i>*Advisors begin seeing students at 8:30am and stop seeing students one half hour prior to closing*</i>		

Definition of Advising:

Academic advising is an educational process that, by intention and design, facilitates students’ understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (NACADA, 2004).

Advising Mission:

“State College of Florida, Manatee-Sarasota Advising Services in partnership with students, encourages student success through the development of educational strategies that are consistent with students’ values, goals and career plans.”

The Advising Services Department at State College of Florida assists future and current students in achieving their academic, professional and personal goals through the development of individualized educational plans that serve to guide students toward future success. Student Services Advisors are available to assist students via walk-in advising or scheduled appointments.

Student Services Advisors meet with students interested in earning the Associate in Arts degree and pre-health science programs. Students interested in earning an Associate in Science degree are encouraged to meet with the program director or manager for their particular program of study. Contact information for program directors and managers can be found in the **SCF online catalog**
<http://catalog.scf.edu/content.php?catoid=6&navoid=420>

Expectations and Responsibilities of Advisor and Advisee:

Advisor Expectations and Responsibilities	Advisee Expectations and Responsibilities
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Create a safe, respectful, committed, and confidential space for students to discuss their goals and concerns	Be honest and respectful in your communication with your advisor and be willing to engage in the advising process
Clearly communicate to students SCF policies and procedures, degree requirements, and the requirements necessary to remain in good academic standing	Understand SCF policies and procedures, degree requirements, and requirements for remaining in good academic standing
Assist students in clarifying and understanding their personal, academic, and career goals as well as identifying their strengths and weakness	Communicate your personal, academic, and career goals to your advisor and let your advisor know if your goals change
Monitor students' progress	Check your degree audit regularly and before each advising session
Meet students regularly at agreed upon times	Schedule regular advising sessions by appropriate means and come to sessions prepared (explained in the How to Prepare for an Advising Session section of this document)
Answer students' questions to the best of the advisor's knowledge or provide referrals as appropriate	Ask questions if you receive any information that is unclear
Inform students of available resources and options as appropriate	Use resources and services to help you achieve your goals
Consistently provide accurate and relevant information to students	Make and be responsible for your own decisions based on available information and advice

Student Learning Outcomes:

Students will be able to:

- Articulate their short- and long-term personal, academic and career goals
- Connect their curriculum and class choices to their career and personal goals
- Engage in effective decision-making including, but not limited to: choosing courses and majors that fall in line with their previously defined goals
- Understand and articulate university policies and procedures, degree requirements, and requirements necessary to remain in good academic standing
- Choose and participate in co-curricular or extracurricular activities that are in line with their previously defined goals
- Make and take responsibility for their own actions
- Engage in honest and respectful interactions with faculty and staff
- Define and articulate their strengths and weaknesses as well as make decisions best suited for their abilities
- Recognize the resources and services available to them, as well as how to access these resources and services



How to Prepare for an Advising Session:

1. Schedule an Advising Appointment via the **SCF Advising Center webpage**

- a. <http://scf.edu/StudentServices/advisingcenter/default.asp>
2. Log-in to My SCF (SCFconnect) <http://my.scf.edu> to view your CAPP Degree Audit
 - a. Print this document to bring with you to your advising session
 - b. Specific instructions for how to access your degree audit can be found on the Advising Center webpage: <http://www.scf.edu/StudentServices/advisingcenter/default.asp>
3. Write down any questions you may have so that you can remember to ask your advisor during your advising session
4. Arrive at your advising session a few minutes early. Remember to bring your CAPP Degree Audit, your list of questions, and something to write with.

eCampus Advising

UNDER CONSTRUCTION



Key Advising Check-in Points:

- Students should meet with an advisor **at least once a semester** to ensure continued progress toward their educational goals
 - Appointments in late September - early October are encouraged for Spring course registration/planning
 - Appointments in late January - early February are encouraged for Summer course registration/planning
 - Appointments in late March - early April are encouraged for Fall course registration/planning
- Per *Florida Statute 1007.23*, Associate in Arts degree-seeking students must meet with an advisor as early as possible (**no later than the 30-credit hour mark**) to create an academic plan that incorporates pre-requisites for their transfer institution and program of choice
- **The deadline for submission of Third Attempt Fee Waiver forms is always the week before classes start each term**
- *Please review the Academic Calendar for the full list of important dates and deadline*

NOTE:

Please be aware that although advising is a collaborative process, your advisor will not be making decisions for you. It is the advisor’s duty to provide you with the most relevant and accurate information available so that you and your advisor can work together to help you achieve your personal, academic, and career goals. Although your advisor will do their best to make sure you are aware of State College of Florida policies, procedures, and degree requirements, it is ultimately your responsibility to make sure you have this information and use it accordingly.



Support Services and Resources:

Electronic Resources	Resource Description
Advising Services Website: http://www.scf.edu/Advising	Advising Services hours, to schedule appointments, and contact information

Academic Calendar: http://www.scf.edu/Academics/AcademicCalendar.asp	Information about registration dates, college-closure dates, etc.
My SCF (SCFconnect): http://my.scf.edu	Access class registration, financial aid information, CAPP degree audits, etc.
College Catalog: http://catalog.scf.edu/	Official catalog of policies, procedures, programs and courses

Important Offices	Service Offerings
Academic Resource Center: http://scf.edu/StudentServices/AcademicResourceCenter	Various educational support labs, workshops, and other resources including peer tutoring, the writing center, developmental skills labs, etc.
Admissions: http://scf.edu/Admissions	Admissions and Residency information; campus tours are also available upon request
Assessment and Testing Center: http://scf.edu/StudentServices/AssessmentTestingCenter	Testing of groups/individuals is offered for academic placement and career assessments
Career Resource Center: http://scf.edu/CareerResourceCenter	Comprehensive resources, career advisement and job search assistance for on- and off-campus jobs
Disability Resource Center: http://scf.edu/DisabilityResourceCenter	A broad range of services as well as academic accommodations are provided for students with documented disabilities
Educational Records: http://scf.edu/Records	Registration, transcript evaluations, transcript requests and graduation application assistance
Financial Aid Office: http://scf.edu/FinancialAid	Information and assistance is available concerning scholarships, grants or loans
ITS Help Desk: http://scf.edu/Administration/InformationTechnology	Support for SCFconnect, email, wireless access and other college technology needs
Public Safety and Security: http://scf.edu/Safety	SCF ID cards and parking decals as well as assistance with safety concerns
Student Life: http://scf.edu/StudentLife	Various organizations, activities and a wellness program are available to students
Veteran Services: http://scf.edu/Veterans	Processing of VA educational benefits for veterans and their dependents
Title IX Coordinator/Deputy Coordinators, Equity Officer, ADA Coordinator, and 504 Coordinator: http://www.scf.edu/content/pdf/hr/EquityPoster2015.pdf Provide employment accommodations (ADA), and assistance with complaints/grievances pertaining to gender (Title IX), disability (504), and sex, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information, sexual orientation and any other factor prohibited under applicable federal, state, and local civil rights laws, rules and regulations (Equity)	

**For a full list of Student Services offices and locations, view the Student Services Directory:*
<http://scf.edu/StudentServices>*