



FLORENCE-DARLINGTON TECHNICAL COLLEGE

ADVISING SYLLABUS

Students are encouraged to refer to this document before each advising appointment.

Purpose of Advising Syllabus

This Syllabus is designed to ease the transition to college. Outlined is information on what to expect from the academic advising process at Florence Darlington Technical College.

Academic Advising, based in the teaching and learning mission of higher education, is a series of intentional interactions with a curriculum, a pedagogy, and a set of student learning outcomes.

—NACADA: Concept of Academic Advising

Mission Statement

The mission of Academic Advising at Florence

Darlington Technical College is to promote the growth and development of students as they develop educational plans and choose career and life goals. The Center strives to empower all students to take ownership of their education by providing personalized, comprehensive academic advising in a supportive environment. Our appreciative advising model involves developing one-on-one relationships with students, supporting and encouraging their decision-making processes, assisting with academic persistence and success.

Student Learning Outcomes

Students who participate in academic advising will be able to:

1. Schedule an advising appointment and prepare in advance by reviewing goals, progress, and challenges.
2. Demonstrate an awareness of college, departmental, and program requirements, policies, and procedures.
3. Demonstrate an understanding of their academic plan and degree requirements.
4. Identify and use college resources to facilitate academic success.
5. Utilize the college's electronic advising and registration systems.

Objectives of Academic Advising

- Assist students with transition to college.
- Validate students' career path and academic program selection.
- Support students' ability to meet academic program requirements.
- Assist students to find campus resources to best help students succeed academically and personally.
- Help connect college experience with plans and goals for transition to the workforce or transfer to a four-year institution.
- Provide students with information and support that will enable transfer to another institution.

Academic Advisor Roles and Responsibilities:

- Work with student advisees to validate their career goals and ensure the goals are consistent with their programs of study, preparation, interests, and plans for the future.
- Be knowledgeable about programs, graduation requirements, policies, procedures, and available resources for students.

- Assist students in the understanding of college and departmental requirements, policies, and procedures.
- Document communication about students' progress toward meeting their goals.
- Maintain confidentiality with students following Family Educational Rights and Privacy Act (FERPA) regulations.
- Be sensitive to the varied needs of students as they develop academically and personally at FDTC.
- Refer students to relevant campus resources as appropriate.
- Provide availability for student advising, and respond to advisees in a timely manner.

Student/Advisee Roles and Responsibilities:

- Schedule an appointment with your assigned academic advisor.
- Show up on time for advising appointments, or reschedule prior to the appointment time; come prepared with questions and material for discussion.
- Recognize that you are ultimately responsible for monitoring your academic progress, meeting academic requirements, meeting published deadlines, and fulfilling financial obligations.
- Understand college and departmental requirements, policies, and procedures.
- Commit a reasonable amount of time, both independently and in meetings with an academic advisor, to create a degree plan for your academic program.
- Understand financial aid policies which govern student aid, and seek advice when needed.
- Seek assistance with decisions to be made rather than expecting the advisor to make them; be receptive to advisor's suggestions.
- Follow through with advisor referrals to additional resources or services.

New Student Advising (Incoming first semester students)

New students are required to meet with an academic advisor to discuss career goals and register for classes.

Scheduling and Keeping Appointments

Scheduling an appointment is important in order to allow the academic advisor the opportunity to prepare for the meeting. This time is set aside for the scheduled student; therefore, it is important to keep your appointment, or reschedule in a timely manner. Plan to arrive at least five minutes early for your appointment. Arriving late may require rescheduling of the advising appointment.

FERPA Information

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Information is available on the Family Education Rights and Privacy Act website.

Non-Discrimination Policy

FDTC does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status in its admissions policies, programs, activities or employment practices. Information is available on the Non-Discrimination Policy website.

Title IX

Florence-Darlington Technical College is committed to maintaining a safe and supportive campus for all faculty, staff, and students. The college affirms the principle that individuals have the right to be free from any form of harassment. Information is available on Title IX Harassment and Sexual Assault.