


GARRETT COLLEGE
EXPERIENCE. EXPLORE. EXCEL.
ACADEMIC ADVISING SYLLABUS

Office: Advising & Academic Success Center – LRC Room 519
Phone: 301-387-3715
E-mail: advisor@garrettcollege.edu
Office Hours: 8:30 AM – 4:30 PM; additional hours by appointment
Required Resources: College Catalog, Student Handbook, Student Portal

What is Advising?

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. (National Academic Advising Association, 2004)

Advising Mission

The mission of academic, personal, career and transfer advising at Garrett College is to effectively assist students in the development of meaningful educational and life plans that are consistent with their aspirations, interests, skills, and work and life values and in the implementation of these plans through purposeful major selection, successful degree completion, smooth transferring to 4-year institutions, honest personal reflection, and relevant work and service learning experience.

Staff Advisor Responsibilities

We will...

- Assist you in defining your academic, career, transfer, and personal goals, and work with you in creating an educational plan that is consistent with those goals.
- Encourage and guide you as you define and develop realistic educational and career goals.
- Help you understand the curriculum, graduation requirements, and College policies and procedures.
- Provide you with information about the available academic support resources and services on campus.
- Assist you in understanding the purposes and goals of higher education and its effects on your life and personal goals.
- Answer your questions through phone, scheduled appointment, walk-in advising and email. (Note: Privacy requirements are that you use your Garrett College email address and may mean that you must visit in person).

Faculty Advisor Responsibilities

We will...

- Mentor you as you move towards completion of their defined academic, career and personal goals.
- Provide program and career-specific information and suggestions to incoming and current students.
- Provide accurate information about the College's policies, procedures and graduation requirements and answer advisees' related questions.
- Make advisees aware of transfer and career options.
- Refer advisees to other college services and resources as needed.
- Maintain records on your academic progress toward educational goals.
- Make clear the College's expectations for academic success and your responsibilities for meeting those expectations.
- Hold regular office hours (August through May) and respond to advisees' emails and phone calls in a timely manner.

Advisee Responsibilities

We expect you to...

- Learn about Garrett College programs, policies and procedures.
- Learn how to select and schedule classes independently and be aware of important dates on the Academic Calendar.
- Review your degree audit before each advising session and become familiar with your program and GER requirements.
- Seek advising services, if needed, prior to registering for classes each semester.
- Schedule and keep advising appointments and provide advance notice if you cannot keep an appointment.
- Take care of all Holds on your account before signing up for a registration/scheduling appointment.
- Be involved in the advising process by being prepared (i.e., having done your research) to discuss your goals and educational plans during our meetings.
- Use advising tools, such as the Course Catalog, Academic Calendar, Student Portal, and ARTSYS.
- Be an active participant in your advising process, and ask questions if you do not understand an issue or have a specific concern.
- Keep a personal record of your progress toward meeting your goals by having an organized way for you to find important documents easily.


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- Regularly check your Garrett College email and read those sent to you from the College. This is the official method of communication for the institution.
- Promptly attend to all correspondence that needs a response (i.e., email, phone, standard U.S. mail).
- Take responsibility for making your own decisions based on available information and guidance.
- Follow-up on referrals to other services and information resources.

Your Advisor is available to help YOU stay on track and reach your goals.

Credit Guideline	You should be able to...	Recommended action step(s)...	Your reward will be...
First-Year/ New Students	<ul style="list-style-type: none"> • Begin to understand your responsibilities as a college student, and the College's regulations and procedures. • Locate and use campus support resources. • Establish a connection with an advisor or faculty member. 	<ul style="list-style-type: none"> ✓ Attend a New Student Advising Day and complete the registration process for the next semester. ✓ Login to the Student Portal and learn to access tools. ✓ Use the Student Portal to identify your staff advisor. ✓ Meet with advisor to prepare for 2nd semester registration. ✓ Explore campus resources. 	Getting off to the right start!
By about 15 credits	<ul style="list-style-type: none"> • Identify your interests, skills, and values to assist you in formulating goals. • Make a tentative educational plan. 	<ul style="list-style-type: none"> ✓ Take a career assessment to identify/verify your career goals. ✓ Create a tentative educational plan. ✓ Meet with your faculty advisor to review plan. ✓ Get Involved in Campus Activities. 	Knowing how to get around the campus to find what you need.
By about 30 credits	<ul style="list-style-type: none"> • Verify that your major is compatible with your interests, skills and values. • Review and modify your educational plan, as needed. • If appropriate, access information to help you plan for transfer to a four-year college/university. 	<ul style="list-style-type: none"> ✓ If you need to change your major, discuss it with your faculty advisor. ✓ Review your educational plan with an advisor. ✓ If appropriate, attend Transfer Day and review the Garrett College Transfer web site. 	Beginning to take steps to reach your educational goals.
By about 45 credits	<ul style="list-style-type: none"> • Define an exit plan from Garrett College (graduation, employment or transfer). 	<ul style="list-style-type: none"> ✓ Apply for graduation in the Office of Records & Registration. ✓ Attend Job Fair. ✓ Apply to transfer institutions by deadlines. 	Being well on your way to reaching your goals!
By about 65 credits	<ul style="list-style-type: none"> • Make the transition out of Garrett College. 	<ul style="list-style-type: none"> ✓ Take steps toward your transitional goal (graduation, employment or transfer). 	Having satisfaction in completing your goals at Garrett College.

***Remember:** We will collaborate with you by providing information, resources and feedback. However, you are ultimately responsible for planning your individual program and meeting academic requirements & deadlines.*