

Academic Advising Syllabus

York Technical College

Revised February 2020

Academic Advising Purpose

The purpose of Academic Advising is to **maximize your success** by ensuring you have the resources necessary to self-advocate and reach your goals. If you actively participate in Academic Advising, you will foster a relationship with your advisor in order to navigate the ins and outs of college life and create your *educational plan*. This process will help you develop your life goals and create a realistic plan to reach those goals!

Through participation in the advising process, you will demonstrate the ability to:

Develop a realistic educational plan through discussion of long and short-range plans/goals and develop a plan of action to achieve them.

Create an individualized schedule for each semester to include time for class attendance and preparation along with work and personal commitments, as applicable.

Research your program of study and determine your ability to meet requirements for admission and completion.

Advisee Responsibilities

Advisor Responsibilities

Finding your advisors name and contact information in Navigate (Resources → People)

Setting up appointment availability in Navigate and being available to advisees during scheduled times for academic advising appointments each semester

Making an appointment in Navigate and promptly attending regular appointments with your advisor during his/her availability

Reviewing and assessing placement test scores, pre-requisites and/or co-requisites to recommend appropriate courses based on this information

Regularly checking your York Tech email and promptly responding to all communications from your advisor

Providing accurate information about institutional policies, procedures, and programs

Working with your academic advisor to develop your academic plan. Viewing and accepting your advisors recommendation of courses sent to you through Navigate

Assisting students in developing an educational plan consistent with life goals and objectives

Following your advisor's recommendations when referred to appropriate campus resources that will assist you in achieving your academic, personal, and career goals

Increasing students' awareness of available college resources and making referrals to support services where applicable, i.e. financial resources

Learning how to access and use technical support materials – Navigate, WebAdvisor, D2L, etc

Using technical support materials such as Navigate to facilitate the advising process

Taking personal responsibility for your learning, being realistic in your academic and personal goals, and sharing these with your advisor as applicable.

Using discretion in dealing with confidential student information

Using Navigate to schedule and register for your classes.

Advising Resources for the Advisee (the Student)

Academic & Career Advising Center

Anne Springs Close Learning Commons, academicadvising@yorktech.edu

Provides academic advising, assistance with choosing and/or changing academic majors, and general assistance related to students' academic success. Meet with an advisor for career counseling, advising & registration, or assistance with Navigate.

Financial Aid

Student Services, J-building, finaid@yorktech.edu

Financial Aid (Grants, loans, Life Scholarship, Lottery Tuition Assistance); FAFSA assistance. Be sure to check your Financial Aid information in WebAdvisor.

Navigate

Navigate is your single source for all things York Tech. Use Navigate to schedule appointments with your academic advisor or instructors, build your academic plan, schedule and register classes, find resources, and more.

- Find your Student ID # under "Settings"

<https://yorktech.edu/current-students/> (Click on Navigate under Logins)

Counseling & Support Services

Student Services, J-building, cass@yorktech.edu

CASS supports students with an academic standing of warning, probation, and suspension by providing tools for success through Academic Improvement Mentoring (AIM). CASS also assists students who are seeking to completely withdraw from college.

Transfer Resources

Helpful transfer information for several four-year institutions in South and North Carolina and tips for a successful transfer.

<https://www.yorktech.edu/programs-classes/university-bridge/university-transfer-resources/>

Office 365 E-mail Account

Your academic advisor will share important academic information using your student e-mail account. Please check it regularly.

<https://yorktech.edu/current-students/> (Click on Office 365 under Logins. After you log in, select "Outlook" from the list of applications.)

WebAdvisor Account

You will use your WebAdvisor account to view your academic evaluation and unofficial transcript, view classes being offered each semester, view your grades, and apply for graduation.

<https://yorktech.edu/current-students/> (Click on WebAdvisor under Logins)

Assessment Center

A-203, AssessmentCenter@yorktech.edu

Placement testing, TEAS, etc.

Academic Records

Student Services, J-building, arecords@yorktech.edu

Official transcript requests, FERPA, Enrollment verification, graduation

Cashier

Student Services, J-building

Payments, Payment Plans (Enroll through WebAdvisor)

IT Help Desk

Anne Springs Close Learning Commons, YTCWebSupport@yorktech.edu

Assistance with email, login, connecting to the wireless network, or other technology issues