

WHAT IS “ADVISING”?

Academic advising is a teaching/learning process that helps students understand the steps needed to reach educational, career, and life goals; provides students with information about resources available to help them succeed; and encourages students to take personal responsibility for achieving their goals. In the advising relationship, student and advisor partner for the purpose of exploring the student’s interests, skills, and abilities; planning the student’s educational career; helping the student help himself or herself, and developing the student’s academic skills.

Each student is assigned an academic advisor based on his/her program of study. **However, “advising” will occur in multiple venues:** face-to-face meetings with an advisor, New Student Orientation meeting, College Success classes, other workshops or group advising sessions, and through the web site: www.Ozarka.edu, as well as through your MyOzarka intranet account .

DESIRED STUDENT LEARNING OUTCOMES

MOVING IN (BY THE END OF THE FIRST SEMESTER)

- Student becomes familiar with terminology used at Ozarka College, such as: add/drop, withdrawal, prerequisite, placement scores, developmental, fafsa, syllabus, MyOzarka, Satisfactory Academic Progress (SAP) etc.
- Student understands important dates to honor and how to find those dates on MyOzarka or Ozarka.edu
- Student knows about support resources available at Ozarka College (Student Success, TRiO, Career Pathways, tutoring, etc.)
- Student understands and begins to practice good student success skills: studying, test taking, note taking, writing, etc.
- Student clarifies his/her interests, skills, values, education options, and career options

MOVING THROUGH (2ND AND 3RD SEMESTERS):

- Student understands how to access and read a degree audit and use it to select appropriate classes
- Student sets goals based on his/her interests, skills, and values, and commits to an academic plan
- Student understands why certain courses are required
- Student self-reflects and recognizes personal strengths and challenges, as well as areas of personal growth resulting from academic coursework and advising experiences
- Student utilizes student support resources

MOVING OUT (FINAL SEMESTER):

- Student knows how to transition to the next stage of his/her education or career paths (4-year colleges, job interview skills, resume and cover letter writing skills, etc), and takes the appropriate steps to make the transition
- Student values general education courses and understands their contribution to his/her academic and career success
- Student values the advising experience as an important resource in his/her goal attainment

ADVISING RESPONSIBILITIES

- Explain the curriculum, requirements, policies and procedures
- Assist with registration
- Teach students basic navigation of Ozarka.edu and MyOzarka
- Guide students through: degree/career exploration, defining realistic goals, and designing an academic plan
- Inform students about helpful resources
- Listen to students’ questions, concerns, confusions and respond appropriately with accurate information or referrals
- Maintain confidentiality (assuming that doing so does not create a risk of harm to the student or others)
- Challenge students to persist through trouble spots, and to become creators of their circumstances
- Monitor students’ progress and offer support as needed

STUDENT RESPONSIBILITIES

- Become knowledgeable about college programs, policies and procedures
- Clarify personal values and goals, and participate pro-actively in decision-making
- Check in with the advisor at least twice per semester, and come prepared with any questions
- Work to strengthen student skills
- Attend classes and complete assignments
- Learn
- Follow through with the advisor’s suggested actions
- Accept responsibility for academic decisions
- Become creators of their circumstances, not victims of them