

What does MAP mean to me?

WHAT IS ACADEMIC ADVISING?

“Academic advising is a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted, and the responsibility of both student and advisor. The advisor serves as a facilitator of communication, a coordinator of learning experiences through course and career planning and academic progress review, and an agent of referral to other campus agencies as necessary.”

– Winston, Jr. R. B., Enders, S. C., & Miller, T. K. (Eds.) (March 1982). Developmental approaches to academic advising.

STUDENT LEARNING OUTCOMES

The purpose of academic advising is to assist students in reaching their academic goals. Students who participate in academic advising will be able to

1. Identify clear academic goals and create an academic plan for success.
2. Communicate with advisor as needed to achieve academic success.
3. Demonstrate awareness and use of institutional support resources and services.
4. Achieve continued, measurable progress toward timely completion of academic goals.

AS A STUDENT, YOU ARE EXPECTED TO...

- Schedule and keep your advising appointments.
- Arrive on time and be prepared for each appointment.
- Actively participate in advising by asking questions and offering feedback on your academic experiences, including challenges as well as successes.
- Follow through on your advisor recommendations in a timely manner.
- Identify where to find program requirements, registration policies, and procedures.
- Properly register for classes by the required deadlines.
- Keep a record of your academic progress and goals.

- Check student email account regularly for important information.
- Keep your contact information (name, address, phone) current with Student Services.
- Seek help and use appropriate campus resources when needed.
- Accept responsibility for decisions and actions.

YOUR ACADEMIC ADVISOR WILL...

- Guide you through the academic planning process with respect and honest encouragement.
- Be knowledgeable of and effectively communicate information about programs of study, graduation requirements, policies, and procedures.
- Help you identify your strengths, challenges, skills, and abilities to achieve your academic goals and successful completion of program.
- Help identify your options and make referrals to people who can help you match your personal interests, values, and abilities with your choices.
- Refer students to appropriate campus resources.
- Be accessible to students during posted office hours, by telephone, email, and by appointment.
- Respond to student contacts in a timely manner.
- Follow through on actions agreed upon with student.
- Recommend appropriate classes and refer students to tools/resources to assist with course selection/registration.
- Document advising sessions.

ACADEMIC ADVISING CHECKLIST

Admissions (preparing for first semester)

- Complete application.
- Submit transcripts (high school/GED and college).
- Complete placement testing, if necessary.

- Complete FAFSA, scholarships, and other financial resources as needed.
- Explore college website, review quick links, and student services.

Orientation (arranging for first semester)

- Meet with admissions specialist for entry interview.
- Be assigned an academic advisor.
- Complete class registration on WebAdvisor.
- Enroll in ACA 115/122 first semester.
- Register for and attend New Student Orientation.
- Pay bill or secure payment via financial aid, payment plan, or scholarship.
- Sign up for Regroup alert system, which will provide text, phone and/or email alerts when the college is closed or when the college has important reminders to share.
- Explore campus resources (on campus and online).
- Visit the Academic Support Center and Writing Center on campus.
- Visit the Learning Resource Center (library) and sign up for a library card.
- Log in to MyCCCTI.
- Check email and familiarize yourself with the Gmail system.
- Check financial aid status and meet with financial aid counselor.
- Print class schedule.
- Log in to Moodle and familiarize yourself with the process.

Ongoing

- Check student email daily.
- Read Moodle announcements daily.
- Check Cobra calendar online and bulletin boards for campus events and information.
- Attend classes regularly, get involved, and ask questions.

- Compete all assignments before class and take good, detailed notes in class.
- Keep a daily/weekly/monthly calendar and plot out all assignments and important dates.
- Visit instructors during office hours to discuss class progress or ask questions.
- Respond to contacts from academic advisor in a timely manner.
- Check with advisor and financial aid before dropping a class.
- Explore campus activities and student organizations.
- Take advantage of Academic Support Center tutoring and the Writing Center.
- Check grades in WebAdvisor within 1-2 days after the term ends.
- Review academic policies including Academic Integrity Policy.
- Meet with career counselor if plan/goals change.

Year One-Fall Semester

- Take ACA 115 or ACA 122.
- Schedule an appointment with advisor.
- Review academic requirements for program of study.
- Meet with advisor and complete your MAP (My Academic Plan) prior to registering for classes.
- Register for spring semester classes on WebAdvisor.
- Print next semester's schedule.
- Check status with financial aid.
- Complete FAFSA for next academic year.
- Research and apply for scholarships.
- Explore volunteer opportunities, internships, or co-ops for chosen career field.
- Contact intended university or college for transfer planning, if transfer student.
- Review address, phone number, and major in WebAdvisor and make changes as necessary.

Year One-Spring Semester

- Take ACA 115 or ACA 122, if not already completed.
- Schedule an appointment with advisor.
- Review academic requirements for program of study.
- Meet with advisor and update MAP (My Academic Plan), if needed, prior to registering for classes.
- Register for summer and/or fall semester classes on WebAdvisor.
- Print next semester's schedule.
- Check status with financial aid.
- Complete FAFSA for next academic year, if not already completed.
- Research and apply for scholarships.
- Explore volunteer opportunities, internships, or co-ops for chosen career field.
- Contact/visit a transfer advisor at your intended university or college, if transfer student.
- Review address, phone number, and major in WebAdvisor and make changes as necessary.

Year Two-Fall Semester

- Schedule an appointment with advisor.
- Review academic requirements for program of study.
- Meet with advisor and complete your MAP (My Academic Plan) prior to registering for classes.
- Register for spring semester classes on WebAdvisor.
- Print next semester's schedule.
- Check status with financial aid.
- Complete FAFSA for next academic year.
- Research and apply for scholarships.
- Explore volunteer opportunities, internships, or co-ops for chosen career field.

- Meet with transfer advisor at your intended university or college, if transfer student.
- Review address, phone number, and major in WebAdvisor and make changes as necessary.

Year Two-Spring Semester

- Schedule an appointment with advisor.
- Review academic requirements for program of study.
- Meet with advisor and update MAP (My Academic Plan), if needed, prior to registering for classes.
- Register for summer and/or fall semester classes on WebAdvisor or make arrangements to register for classes at your transfer university.
- Print next semester's schedule.
- Check status with financial aid.
- Complete FAFSA for next academic year, if not already completed.
- Research and apply for scholarships.
- Explore volunteer opportunities, internships, or co-ops for chosen career field.
- Meet with transfer advisor at your intended university or college, if transfer student, to finalize transfer plans.
- Review address, phone number, and major in WebAdvisor and make changes as necessary.

Prior to Graduation and/or Transfer

- Update resume, visiting the Writing Center or meeting with a career counselor for review.
- Attend job/career fairs or other networking opportunities.
- Meet with NC Works to create/update profile and apply for jobs.
- Meet with advisor to prepare for graduation.
- Review degree audit to assure all classes are completed for graduation or transfer.
- Apply for acceptance at your transfer university, if transfer student.
- Apply for graduation.