

Academic Advising Syllabus

Danville Community College

Advising Mission Statement

The mission of Academic Advising is to support and empower students to take ownership of their educational experience by having students develop and implement educational plans to achieve educational goals.

Advising Information

Your Advisor's Name: _____

Your Advisor's Email: _____

Your Advisor's Phone: _____

Your Advisor's Office: _____

Your Program of Study: _____

Student Learning Outcomes

- Student will know the name, location, and contact information of his or her assigned program advisor.
- Student will be able to accurately interpret diploma, certificate and/or degree requirements in order to make appropriate course selections.
- Student will develop personal education plan for achieving his or her educational goals taking into consideration his or her circumstances, needs, and abilities.
- Student will be aware of the appropriate College resources available to ensure academic success.

Advising Expectations

Expectations for Students	Expectations for Advisors
Know your academic advisor	Foster communication with assigned student advisees
Participate in regular meetings with your advisor to plan academic coursework and/or make necessary adjustments to your personal education plan	Be accessible to students by phone, email, and/ or appointment
Become knowledgeable about college programs, policies, and procedures	Communicate college's curriculum requirements, policies, and procedures with advisees
Clarify personal values and goals	Assist students in the development of a personal education plan with a focus on realistic educational and career goals
Be pro-active in the advising process by being prepared for the advising appointment	Be respectful of student diversity
Utilize college resources as necessary to help attain education goals	Refer students to appropriate college resources as needed
Be aware of deadlines: e.g. financial aid cutoff dates, application for graduation and core competency deadlines, transfer requirements, and scholarship opportunities.	Foster communication about important college deadlines with advisees
Accept responsibility for your decisions and actions	Listen and clarify questions and concerns advisees may have about academic decisions
Make progress toward program completion	Assess and document student progress

For information about other college policies and procedures please refer to the links below:

College Catalog: [Click here to access the current College Catalog](#)

Student Handbook: [Click here to access the current Student Handbook](#)