Germanna Community College Advising Syllabus

For New Student Advising (your first semester):

Germanna Community College Welcome Centers and Counseling Offices

- Fredericksburg Area Campus – 540-891-3020
- Locust Grove Campus – 540-423-9122
- Daniel Technology Center – 540-937-2934

Advising Mission: Germanna’s academic advising program engages students in their pursuit of knowledge and skills necessary to reach their educational and career goals and empowers students to become more independent in those pursuits.

Academic Advising is a shared responsibility between student and advisor that includes certain student learning outcomes as well as expectations for both student and advisor.

Learning Outcomes: The student will

1. Demonstrate knowledge of his/her degree program’s requirements.
2. Demonstrate a thorough understanding of his/her academic/graduation plan.
3. Identify and utilize appropriate internal and/or external support services.

Measures of Success: The student successfully

1. Student creates a draft academic plan prior to advising meeting.
2. Identifies where to find their program requirements and admission and registration policies and procedures.
3. Identifies the services offered by various departments on campus.
4. Contacts their faculty advisor via email, phone, in person, or chat and follows through on advisors input.

Expectations: Advisors and advisees both play important roles in the advising process.

You can expect your faculty advisor to:

- Encourage and guide you to develop and pursue your goals and assist you in creating an academic plan.
- Refer you to appropriate campus resources.
- Be accessible via phone, email, and by appointment and respond to you in a timely way.
- Follow through on actions promised to you.
- Recommend appropriate classes and direct students to other tools/resources to assist students in course selection and registration.
- Assist you in gaining decision-making skills and help you take responsibility for your educational plans and decisions.
• Maintain confidentiality (will not discuss issues with parents or non-college persons without your written permission; will respond to academic questions only via germanna.edu email accounts) refer to FERPA Policy (34 CFR § 99.31):

We expect you to:
• Be prepared for your advising meeting (guide below)
• Become knowledgeable of campus policies, procedures, and resources
• Be open and willing to consider other perspectives
• Reflect upon your goals and educational plans and be prepared to discuss them
• Review your academic progress throughout the semester
• Create and regularly update your academic plan
• Take primary and increasing responsibility for making your own decisions based on available information and advice

Advising Appointments: BE PREPARED
Advising appointments are a great opportunity to have your faculty advisor listen to your concerns, celebrate your accomplishments, and answer your questions. Complete the following steps before an appointment with your faculty advisor to help ensure you have a productive meeting:
• Note your appointment date and time and notify the faculty advisor as soon as possible if you can’t make the advising session. With notification, they can then help another student.
• Review your unofficial transcript in your Student Center and create/update your Planner in your Student Center
• Prepare a list of questions to ask your advisor
  (Go to http://www.germanna.edu/academic-advising for an advising form.
• Follow through on advising recommendations/To Dos/Referrals in a timely way.

Resources: refer to the Advising Website at http://www.germanna.edu/academic-advising/academic-advising-resources/ for important resources and information regarding advising at Germanna Community College.

For questions regarding this syllabus, please contact: Carolyn Bynum, Coordinator of Faculty Advising, 540-834-1053 or cbynum@germanna.edu