

# Academic Advising Syllabus

*We are here for you and ready to help!*



## Advising Mission

The Academic Advising team is an integral part of a student's journey at Montgomery County Community College. We support students through academic planning with relationship building and empowerment at our core. We strive to provide holistic experiences across all areas of the College that guide our success towards shared goals.

### Offices:

**Blue Bell Campus:**  
College Hall, Student Success Center

**Pottstown Campus:**  
South Hall, 1st Floor

**Virtual:**  
Zoom appointments

### Hours:

**Monday – Thursday:**  
8am – 7pm

**Friday:**  
8am – 5pm

**Saturday:**  
9am – 12pm (virtual only)

### Drop-in Advising

**Monday – Friday:**  
11am – 2pm

### Contact us:

**Website:** [mc3.edu/advising](https://mc3.edu/advising)

**FAQs:** [mc3.edu/advising-faq](https://mc3.edu/advising-faq)

**Schedule an appointment:** [mc3.edu/advising-appointment](https://mc3.edu/advising-appointment)

## Advising Relationship

Your relationship with your advisor is a partnership. We are here to be your advocate, determine your needs and guide your journey. For our relationship to be successful, it is important we each contribute.

### Student Expectations:

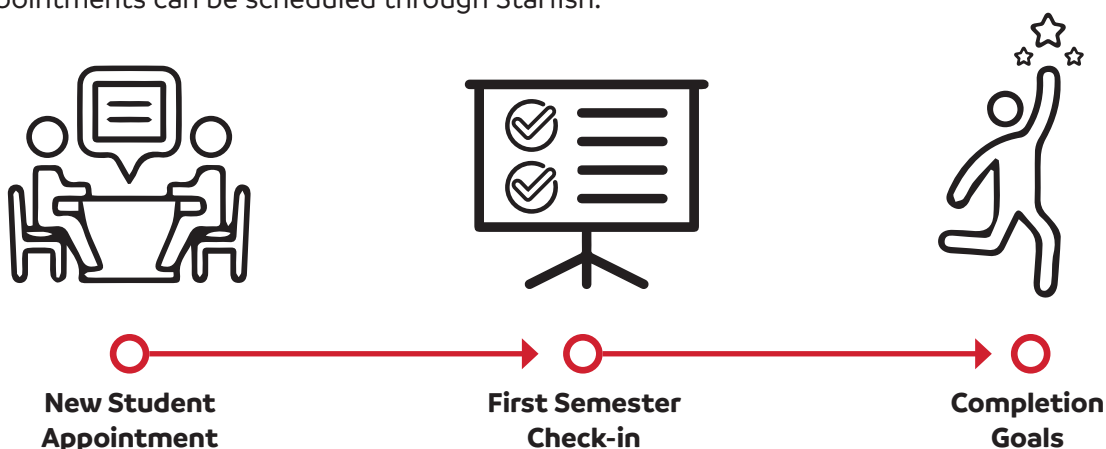
- Check Montco email regularly and use Montco email for all correspondence.
- Please include your student ID number in all correspondence.
- Be able to identify your assigned advisor and the other advisors for your program.
- Schedule and keep required advising appointments.
- Understand program curriculum and requirements. Adhere to all College policies including Montco's Student Code of Conduct.
- Be an active participant in your educational journey; Accountable for the decisions you make along the way; Ownership of your decisions.
- Begin with the end in mind. Provide thought and planning towards your end goals.

### Advising Expectations:

- Respond to student emails in a timely manner. Advisor response times are 48 business hours or less.
- Educate students about College resources and refer as needed.
- Be available for appointments and via email as appropriate.
- Be knowledgeable about academic programs, College policies and procedures. Follow up and provide guidance if unsure of student situation.
- Work alongside students to develop an educational plan. We are here to assist!
- Partner and provide guidance to assist student with planning for their end goals.

## Our Journey Together

There are certain points along your journey that we will want to connect with you. These appointments can be scheduled through Starfish.



## Advising Checklist to Success

### **New Student | Planning and Preparation**

- Meet with your Advisor- Review requirements and plan classes
- Understand the following: Bookstore, Parking Pass, Payment options
- Download Montco Connect App
- Know your resources: Library, Tutoring, Disability Services, Wellness Center, Help Desk, Enrollment Services
- **CHECK YOUR MONTCO EMAIL DAILY**

### **1st Semester | Check-In and Future Planning**

- Meet with your Advisor – 1st Semester Check-In. Plan courses to program completion.
- Are you interested in transferring? Discuss Dual Admission and Transfer options
- Liberal Studies Students: Let's talk about courses based on your educational goals
- Health Science Students: Petition, Intent to Register preparation
- Check in with Career Services

### **Completion | Goals and Next Steps**

- Practical Experience: Some programs require Practicums/ Internships and Clinicals
- Apply for graduation
- Aspire for what is next!



## Academic Advising as a Resource

Often, we hear from students asking the best way to connect with their advisor. Here is information about our different services and the best way to connect.

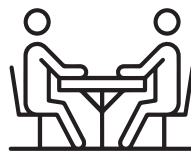
Scheduled Appointment	Drop-in Advising	Email/Outreach
30-minute appointments	10-15 minutes available	Please allow two business days for your advisor to respond*
<i>Monday-Thursday: 8:30am – 7pm</i> <i>Friday: 8:30am – 5pm</i> <i>Saturday: 9am – 12pm</i> (fall/spring semesters only)	<i>Monday-Friday: 11am – 2pm</i> Drop-in offered virtually each day.	<i>*During peak periods (before a semester, holidays etc.), our response time can be up to 72 hours. We always do our best to support you.</i>
In-depth discussions: <ul style="list-style-type: none"> <li>■ Current courses</li> <li>■ Change of Major</li> <li>■ Academic Plan and Goals</li> <li>■ Plan of Study</li> <li>■ Transfer options</li> <li>■ Withdrawals</li> </ul>	This is a first-come, first-served service through Starfish. We will text you when you are up next. Quick question examples: <ul style="list-style-type: none"> <li>■ Drop/Withdraw conversation</li> <li>■ Course override</li> </ul> There may be a wait. We text you when you are next to be seen.	Clarification on topic. More in-depth questions about your personal journey.

## Advising Appointment Tips



### Before the Appointment

- Determine your needs
- Familiarize yourself with your program and important deadlines
- Review your academic record
- Come prepared with questions
- *Zoom Appointments:* Sign in using your name and ensure you are in a safe place



### During the Appointment

- Arrive early and ready for the appointment
- Be open with your advisor on how things are going
- Be willing to share things about yourself so we can better understand your goals and interests
- Ask questions



### After the Appointment

- Complete any necessary steps
- Follow up with other departments
- Take action as needed for next steps in your journey

## Important Dates throughout the Academic Year

August/September	October	November	December	January
<p><i>FALL SEMESTER BEGINS</i></p>	<p>Winter &amp; Spring Registration Opens</p>	<p>Thanksgiving Break</p>	<p>Winter Break</p> <p><i>WINTER SESSION BEGINS</i></p>	<p><i>SPRING SEMESTER BEGINS</i></p>
February	March/April	May	June	July
<p>Summer Registration Opens</p>	<p>Spring Break</p> <p>Fall Registration Opens</p>	<p>Commencement</p> <p><i>SUMMER SEMESTER BEGINS</i></p>	<p><i>SUMMER SEMESTER 10 WEEK SESSION BEGINS</i></p>	<p><i>SUMMER SEMESTER 6 WEEK SESSION II BEGINS</i></p>

Dates and Deadlines Academic Calendar: [mc3.edu/dates](http://mc3.edu/dates)

### Tips for Success!

[mc3.edu/tips](http://mc3.edu/tips)

- [Registering & Paying for Classes](#)
- [Best Practices for Online Students](#)
- [Getting Ready for Class - Course and Campus](#)
- [Getting Ready for Class - Tech Support & Resources](#)
- [Wrapping up the Semester](#)

**NOTES:**

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## Top Tools



### CANVAS

- Online classroom
- Where to find your grades IN the class (on quizzes, homework, papers, etc...)
- Can link to virtual class
- Discussion boards
- Email faculty
- Not available until classes begin



### STARFISH

*MySuccessNetwork*

- Access your advisor's contact information
- Make appointments with Advising, Career Services, Disability Services, Financial Aid
- See other people in your network



### SELF-SERVICE

- Official student record
- See your schedule
- Plan/register for classes
- Final grades
- Review your financial aid
- Evaluate your bill and payment options



### EMAIL

- It is important that you check your Montco email on a regular basis
- From registration forward, this will be the ONLY consistent method of communication we can use due to privacy concerns



### QUICK LINKS

- [Academic Calendar](#)
- [Health & Wellness](#)
- [IT Help Desk](#)
- [Library Resources](#)
- [Tutorial Services](#)
- [Virtual Bookstore](#)