



## **Advising Syllabus**

### **Mission Statement**

Meridian Community College is dedicated to improving the quality of life of our local and global communities by serving their diverse intellectual, cultural, and occupational needs through higher education.

### **Advising Mission Statement**

The primary responsibility of an advisor is to guide students in making wise selections of course offerings with careful attention to institutional policies and degree requirements. In addition, effective advising will also assist students in identifying available internal and external resources that will have a positive impact on their MCC experience. Consideration of each student as a unique individual with unique needs is recognized as the foundation of MCC's advising program.

### **Advising Model**

The advising model at MCC is a partnership between the student, advisors, faculty, and staff of MCC. Advisors assist students from admission to MCC all the way to graduation. Advisors utilize the intrusive model of advising and it encompasses three parts:

- Part one is focused on helping students explore and define academic, career and life goals and pathways, and develop problem-solving and decision-making skills through collaborative and process-oriented advising.
- Part two is focused primarily on providing students with information directly related to their program and progress, such as policies, program requirements and course selection.
- Part three is focused on communication and is initiated by the advisor rather than the student. Contact with the student is initiated at critical periods throughout a student's academic career: during a student's first year of study, while taking introductory/ developmental courses, while deciding on a program of study, and as they approach graduation.

In intrusive advising, fostering a relationship is critical.

### **STUDENT AND ADVISOR RESPONSIBILITIES**

- Develop a strong working relationship with your advisor/ advisee; make and attend appointments when requested and necessary
- Be respectful and inclusive in your communications and interactions with your advisor/ advisee

## **STUDENT RESPONSIBILITIES**

- Prepare for and be active in your advising meetings and ask questions when you do not understand an issue or have a concern
- Provide your advisor with accurate information on your academic progress or any problems that you may be having
- Reflect on your personal interests, skills, and goals and share them with your advisor
- Use the resources (Tutoring, EagleNet, TRAC, etc) available to help you achieve your academic, personal, and career goals
- Follow through on plans-of-action identified during advising meetings
- Accurately read and effectively utilize a degree works in your educational planning
- Take responsibility for your decisions and completing your program of study
- Students will demonstrate an understanding of academic policies and regulations

## **ADVISOR RESPONSIBILITIES**

- Encourage and guide students as they define and develop realistic goals
- Inform your student about your advising style and expectations
- Assist students in exploring and defining their interests, skills, and goals
- Communicate with students via various platforms on important dates, deadlines, and other pertinent information throughout the semester
- Remain current with the Catalog and MCC's policies, procedures, deadlines, and requirements
- Monitor and accurately document students' progress toward goals
- Maintain confidentiality regarding student information while following FERPA guidelines at all times
- Inform students of and provide appropriate referrals to campus resources that enhance their academic and/or personal experience at MCC

## Staff Name, Title, and Contact Information

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