

# HOLISTIC ADVISING SYLLABUS

## Advising Center Information

- ❖ Phone: (307) 778-1214
- ❖ Clay Pathfinder Room 111
- ❖ Hours: Mon, Tues, Wed, Fri 8:00 am – 5:00 pm      Thursdays 10:00 am-5:00 pm
- ❖ Evening appointments available by arrangement      **ACC Student Services: (307) 772-4258**

Email: [advising@lccc.wy.edu](mailto:advising@lccc.wy.edu)

Advisor: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

LCCC practices Holistic Advising. This means that we recognize that your success in school is dependent on more than just your courses. Your entire life affects your academic career. Your advisors will work with you throughout your career at the College, not only during registration periods, assisting you with all aspects of your student experience. They can connect you with various resources to help you when you need it, as well as discuss how the various elements of your life may be affecting your academic progress and your development as a student.

LCCC connects all credential-seeking students with a holistic advisor who will work with them throughout their time at the College (however, sometimes circumstances require that students switch advisors). By the end of their first year (at the latest), students should also be connected with faculty in their program of study and working with them on curriculum, transfer, potential career areas, advanced study, and more.

We expect students to actively participate in the advising process throughout their time at LCCC. This is your experience, and these are your choices and decisions to make. We are here to help you make it the best experience it can be!

## Mission Statement

Holistic Advising at Laramie County Community College engages students in continuous partnerships that foster the development and active pursuit of academic, career, and life goals.

## Values

We value advising services that are:

- *Student Centered* – appreciate the unique nature of each student and personal definitions of success in curricular and co-curricular activities
- *Collaborative in Nature* – work in unison with all partners in the advising relationship – students, faculty, professional staff, and resources
- *Mutually Respectful* – establish a reciprocal professional relationship with students based on an understanding of the shared responsibility and respect for the differences each person brings to the partnership
- *Accountable* – timely, accurate, consistent, thorough, and honest

## Goals

Through the holistic advising process, students will:

1. Assume ownership of their education
2. Become self-directed in planning and accomplishing goals
3. Continually assess progress and revise personal strategies as needed to achieve success

Through the holistic advising process, advisors will:

1. Foster a sense of belonging with all students
2. Create processes that are clear, understandable, and effective
3. Empower students to engage in the comprehensive educational process

### **Expectations of Student Advisees**

As a student advisee, you are responsible to:

- Make regular contact with your advisor & reply promptly to advisor communications – CHECK YOUR STUDENT EMAIL REGULARLY
- Come prepared to each appointment with questions and materials for discussion
- Plan ahead to make appointments & meet required deadlines
- Be an active learner by participating fully in the advising experience
- Ask questions if you do not understand an issue or have a specific concern
- Connect with program faculty early to capitalize on transfer, internship, career opportunities
- Keep a personal record of your progress toward meeting your goals
- Complete all assignments or recommendations from your advisor
- Gather all relevant decision-making information
- Clarify personal values & goals regarding your interests & abilities
- Become knowledgeable about College programs, policies, & procedures
- Accept responsibility for decisions

### **Expectations of Advisors**

As your advisor, you can expect me to:

- Understand & effectively communicate the curriculum requirements
- Understand & effectively communicate college policies & procedures
- Encourage & guide students as they develop realistic goals while they work on gaining the skills to achieve those goals
- Provide students with information about & strategies for utilizing the resources & services both on campus & in the community
- Assist students in understanding the purposes & goals of higher education & its effects on their lives & personal goals
- Monitor & accurately document students' progress toward meeting their goals
- Reply to communications from students in a timely manner (24-48 hours)
- Be accessible for meeting with advisees via phone, email, virtually, and by appointment
- Be prepared for each appointment
- Assist students in gaining decision-making skills
- Assist students in gaining self-advocacy skills
- Assist students in assuming responsibility for their educational plans & achievements
- Maintain appropriate confidentiality of student information
- Assist students in working closely with their instructors
- Foster a sense of belonging with every student
- Model integrity with each student interaction

### **Academic Plan**

As a credential-seeking student, you will complete Academic Plan by the end of your first semester which outlines the course of study to the completion of the degree/credential you are seeking. You can follow this plan for registration and adjust it with your advisor as circumstances change. This plan will reflect the program requirements of the catalog year that you enrolled. Advisors will have these on file as well as being available digitally to students.

## Student Learning Outcomes

Listed below are milestones you will be expected to reach throughout your career at the College. Your advisor will work with you along the way as you accomplish each element of the credit milestones. Each category contains aspects you should know, do, and value at various points in your career. Credit totals indicated below refer to college-level coursework.

0 – 15 Credits		
<p><b>Know</b></p> <ul style="list-style-type: none"> <li>•Effects of placement test results</li> <li>•College &amp; Community Resources</li> <li>•How to use the College catalog, transcript, degree program, etc...</li> <li>•How to find policies that affect you</li> </ul>	<p><b>Do</b></p> <ul style="list-style-type: none"> <li>•Create an academic plan</li> <li>•Navigate the website and MyLCCC</li> <li>•Explore campus activities</li> <li>•Actively participate in advising process</li> <li>•Connect with needed resources/services</li> <li>•Begin career exploration process</li> </ul>	<p><b>Value</b></p> <ul style="list-style-type: none"> <li>•The role of the Community College in higher education</li> <li>•The design of your program of study</li> </ul>
16 - 45 Credits		
<p><b>Know</b></p> <ul style="list-style-type: none"> <li>•Academic standing process</li> <li>•How to calculate GPA</li> <li>•Personal goals</li> <li>•Personal strengths weaknesses, likes, dislikes, &amp; motivations</li> <li>•How to self-advocate</li> <li>•What’s working &amp; what’s not for you</li> </ul>	<p><b>Do</b></p> <ul style="list-style-type: none"> <li>•Connect with program faculty for transfer, curriculum, advanced study (prior to 25 credits)</li> <li>•Research transfer requirements</li> <li>•Further career exploration</li> <li>•Engage in campus community</li> <li>•Maintain academic progress</li> <li>•Assess progress &amp; revise strategies</li> </ul>	<p><b>Value</b></p> <ul style="list-style-type: none"> <li>•How academic standing affects you</li> <li>•Your progression through your program of study</li> <li>•The relationships you are making throughout campus</li> </ul>
46 Credits to Graduation		
<p><b>Know</b></p> <ul style="list-style-type: none"> <li>•How to verbalize your Community College experience</li> <li>•Personal Goals</li> <li>•Your next steps</li> <li>•Impending deadlines</li> <li>•How to set realistic goals</li> </ul>	<p><b>Do</b></p> <ul style="list-style-type: none"> <li>•Conduct advanced career exploration</li> <li>•Conduct degree audit</li> <li>•Apply for graduation</li> <li>•Request transcripts for transfer institution</li> <li>•Complete Financial Aid exit counseling</li> <li>•Secure letters of recommendation</li> </ul>	<p><b>Value</b></p> <ul style="list-style-type: none"> <li>•Community College experience</li> <li>•Self, personal attributes</li> <li>•Accomplishments</li> <li>•Lifelong learning</li> <li>•What you’ve learned at LCCC</li> </ul>

## Appointments

Through the advising process at LCCC, you'll be required to meet with your advisor in-person or phone and communicate with them via email at various times each semester. These meetings will begin with several visits in your first semester and will lessen as you advance in earned credits and you become more self-sufficient.

0-15 Credit Hours	16-24 Credit Hours	25+ Credit Hours
<p><b>Intake Appointment Mandatory</b></p> <p>After you attend orientation – this is when you'll first meet with your advisor to begin the process and most likely register for your first semester of courses</p>	<p><b>Early in Semester Check-In Recommended</b></p> <p>(Weeks 3-4) – touch base with your advisor to discuss how your semester is going</p>	
<p><b>Midpoint Check-In Mandatory</b></p> <p>must be done prior to registration for following semester</p>	<p><b>Midpoint Check-In</b></p> <p>can be done by email/phone, <b>mandatory</b> if advising hold still applies and will need to be done prior to registration</p>	<p><b>Midpoint Check-In mandatory</b> if advising hold still applies</p>

Students on academic probation will meet with their advisors more frequently throughout the semester – details follow.

- ★ During peak times such as the 2 weeks before the semester begins, the first 2 weeks of the semester, and registration periods, advisors book up very quickly. It is unlikely you will be able to see your advisor immediately. Plan ahead. Make appointments early and come prepared to make the most of your time.

The chart below shows what kinds of needs/questions require meetings and those that might be resolvable via email instead. All email correspondence must come from your student email account for security purposes. This is also where correspondence from your advisor will go, so check it frequently!

Appointment	E-mail
<p><b>In-depth discussions such as:</b></p> <ul style="list-style-type: none"> <li>• Intake appointments</li> <li>• Any discussion pertaining to academic standing/probation/suspension</li> <li>• Financial aid questions/financial aid appeals</li> <li>• Creating/changing academic plans</li> <li>• Scheduling/planning for upcoming registration (for the first two semesters)</li> <li>• Exploring/changing program of study</li> <li>• Graduation application/degree evaluations</li> <li>• Exploring transfer options</li> <li>• Personal struggles affecting your education</li> <li>• Struggles in the classroom or with schoolwork</li> </ul>	<p><b>“Quick questions”, such as:</b></p> <ul style="list-style-type: none"> <li>• Course section changes/course add &amp; drops when necessary (if you are not on probation or suspension)</li> <li>• Unsure where in MyLCCC/on the website to access certain information</li> <li>• Referral information for a campus service (check your Campus Resource Guide first!)</li> <li>• Difficulty contacting faculty/campus resource and need alternate contact information</li> <li>• In general, for “yes or no” type questions</li> <li>• If you are not sure if your question might require an appointment – send an e-mail. Your advisor may help you via e-mail, or may suggest that you make an appointment</li> </ul>

## Registration

Advising holds that prevent students from registering for courses or making changes to their academic plans are placed on all new student accounts and will remain there *through the first year*. Students will need to verify with their advisor what they are planning to take prior to registering for at least their first 2 semesters. Advisors will remove holds to allow students to register for the courses they've selected and replace them after students have registered.

- First-year students must work in conjunction with their advisor to make any adjustments to their schedules.
- Students with 25+ college-level credits will have free access to online registration after they have demonstrated they can manage the registration system independently. This will be determined by the advisor.
- Athletes will have holds on their accounts permanently and must consult with their advisors prior to making any changes.
- Students on academic probation/suspension will have holds on their accounts until they successfully return their academic records to Good Standing.
- International students will have permanent holds and in addition will need to check with Student Records to verify their schedule each registration period.

★ During peak times such as the 2 weeks before the semester begins, the first 2 weeks of the semester, and registration periods, advisors book up very quickly. It is unlikely you will be able to see your advisor immediately. Plan ahead. Make appointments early and come prepared to make the most of your time.

## Academic Standing --- Probation/Suspension

Students with grade point averages at or above 2.0 are considered to be in good academic standing with the College. If your GPA should fall below 2.0, we want you to get back on track to being successful and will want to work with you more closely to discover what's getting you off track and to help you amend it.

### Probation

Students on probation must meet with their academic advisor to create a Probation Success Plan that includes steps to get the student's record in good standing. Students will work with their advisors throughout the semester to ensure they are staying on track with their plans.

Students will be expected to see their advisor at least 2 times throughout the semester for Probation Check-In appointments in addition to the previously stated mandatory advising meetings. Students will be prevented from having access to online registration while they have Probation standing.

### Suspension

Students returning from the required semester of leave for suspension are highly encouraged to create a Success Plan with their advisor.

#### *Suspension Appeal*

If a student is seeking to appeal their suspension status without taking the required semester off, this requires a one-hour appointment (made in advance, not drop-ins) with their advisor at which time the advisor will assist the student in completing the Academic Suspension Appeal process. Students should complete the Appeal Form before seeing their advisor. The form and important deadlines and procedures can be found at:

<http://www.lccc.wy.edu/academics/policies/academicstanding.aspx>

Advisors will have additional paperwork for students to complete for this process. Students will be prevented from having access to registration while they have Suspension standing.

*Note to Students Seeking to get into Competitive Entry Programs*

If you are seeking entry into one of LCCC's competitive entry programs; that are listed below, you will work with a holistic advisor until you are accepted into that program, then you will be transitioned to work with one of the program faculty as your official advisor.

- Nursing
- Dental Hygiene
- Diagnostic Medical Sonography
- Physical Therapist Assistant
- Radiography
- Speech Language Pathology Assistant
- Emergency Medical Service
- Fire Science Technology
- Health Information Technology Management
- Surgical Technology

**Grievance**

Should students experience situations with their advisor that leaves them unsatisfied and they cannot work out the situation with the advisor, comments and questions should be directed to the Director of Student Planning & Success. Every effort will be made to resolve the situation and remedy any misinformation. This can be done by calling the Advising Center (778-1214) or emailing [advising@lccc.wy.edu](mailto:advising@lccc.wy.edu)

**Equal Opportunity**

Laramie County Community College is committed to providing a safe and nondiscriminatory educational and employment environment. The college does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, political affiliation, sexual orientation or other status protected by law. Sexual harassment, including sexual violence, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. The college does not discriminate on the basis of sex in its educational, extracurricular, athletic or other programs or in the context of employment.

The College has a designated person to monitor compliance and to answer any questions regarding the College's non-discrimination policies. Please contact: Title IX and ADA Coordinator, Clay Pathfinder Room 205B, Student Services Building, 1400 E College Drive, Cheyenne, WY 82007, 307.778.1217, [TitleIX\\_ADA@lccc.wy.edu](mailto:TitleIX_ADA@lccc.wy.edu).  
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