



2023-2024



CENTRAL OREGON  
community college

# Academic Advising Syllabus

## Academic Advisor Information

**Advisor:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Office Location:** \_\_\_\_\_

**Office Hours:** \_\_\_\_\_

## Academic Advising Mission Statement

*Academic advising is a valuable component of the educational experience at COCC. Advisors empower and guide students to explore, develop and implement educational plans aligned with their individual values, goals and career interests.*

## Academic Advising Learning Outcomes

- Develop, implement and maintain an informed academic plan that fits your career and life goals.
- Critically reflect on your academic skills and take responsibility for making decisions regarding your academic success.
- Be aware of, and empowered to utilize, support services and resources to assist you in achieving your academic and personal goals.
- Be knowledgeable of and abide by COCC's policies, procedures and requirements including but not limited to how to drop/withdraw from a class, deadlines for registration and tuition payment and the first-week attendance policy.

## Advising Responsibilities

### Student Responsibilities

- Identify your skills, interests, and career goal, and select your academic program
- Understand your academic requirements, monitor your own progress and take primary and increasing responsibility for your education
- Schedule and attend advising appointments prior to your priority registration eligibility date
- Come prepared for advising appointments
- Check your COCC email on a regular basis to ensure you are receiving all communications from the college and your academic advisor
- Be an active learner by participating fully in the advising relationship and following through with any recommendations in a timely manner

### Advisor Responsibilities

- Empower you to discover your individual strengths, talents, and goals
- Guide you to connect your interests and skills to your career objective and academic plan
- Create an environment of mutual respect, trust, and accountability by actively listening to your concerns and respecting your values and choices
- Help you to understand COCC's degrees, program requirements, college procedures and policies
- Refer you to resources to aid in your success
- Maintain confidentiality within the guidelines of FERPA and COCC policy
- Be accessible to advisees

**Always see your advisor when:**

you are experiencing academic challenges

you are thinking about adding or dropping a class

you want to create a personalized academic plan to map out your path to graduation

you are unsure about your major and want to explore the different options at COCC

you are planning to transfer

you are exploring potential career options

you have a question and are not sure where to go or what your next step is

you have an advising requirement to complete before registering for upcoming term(s)

Always contact your advisor as soon as challenges arise – catching small problems before they become big and planning ahead are always in your best interest!

**Academic Advising @ COCC**

Navigating college can be hard – luckily, your academic advisor is here to help! For anything from understanding college policies and procedures, mapping degree and program requirements, making the connection between your academics and a career, and exploring what your college experience has to offer, your academic advisor is your go-to guide to getting the most out of your education.

**Your Academic Advisor**

You are assigned an academic advisor based on the area of study you declared. Your advisor's name will be sent to your COCC Email before the end of the second week of your first term.

*There are two types of academic advisors at COCC:*

- Faculty Advisors** advise specific areas of study at the college. Students are paired with faculty advisors in order to dig into their academic field and develop an academic and career plan.
- CAP Advisors** advise exploratory students who are undecided or uncertain about their academic goals as well as in selected areas of study. CAP advisors are also available at all campuses to help students with questions about policies and procedures, changing a major, and connecting to on-campus resources.

**Connect with your Academic Advisor**

To connect with your advisor, use the Campus Directory page found on the COCC website. Your advisor's directory page will include their phone number, email, and office location. It may also include office drop-in hours and information on how to schedule an appointment. Remember, it is your responsibility to reach out to your academic advisor.

**Meeting with your Academic Advisor**

Advising can, and should, be ongoing throughout the year; however, you will have an advising requirement that must be met to ensure you are on the right path and taking the classes needed to reach your goals in a timely fashion. If you have an advising requirement, reach out to your assigned academic advisor a few weeks prior to your priority registration date to schedule a time to meet.

*To find your advising status:*

- Log-in to your **Bobcat Web Account**
- Select the **“Student”** tab
- Click on the **“Student Registration”** card and then on the **“Registration Status”** card
- View your **Assigned Advisor**
- View your **Registration Status**

## Preparing for your Advising Appointment

Get to know your academic advisor early in your educational journey at COCC. The more your advisor knows about you, the better they will be able to assist in your planning process and guide you to valuable experiences.

When planning for advising appointments, preparation is the key to having a meaningful and successful experience. Here are a few tips to help you get the most out of your appointment:

### Before your Appointment

- Be proactive. During peak advising times (two weeks before the term begins, the first two weeks of the term, and during priority registration) advisors book up very quickly. Make appointments early and come prepared to make the most of your time.
- Be prepared. Review your certificate or degree progress in GradTracks and review the credit class schedule on the COCC website prior to your appointment. Prepare a "wish list" of classes you would like to take and be sure to have a few extra planned just in case your first choices are not available.
- Evaluate your current term grades and credit load. Critically examine how your personal obligations and responsibilities (family, work, finances, etc.) are balancing with your academic performance.
- Know the important dates and deadlines for adding and dropping classes and have a general knowledge of college policies, procedures and degree requirements. Ask questions if there are things you do not understand. Remember, you are the owner of your education and your own best advocate!
- Take the initiative to schedule and be on time to your advising appointment. Call or email to cancel if you cannot make it. If you are more than 10 minutes late for your appointment, you may be asked to reschedule.
- Make notes of any questions that you have for your advisor ahead of time.
- Review COCC's Human Development courses, that are designed to help you develop skills needed to succeed in college. Bring options to your advisor meeting.

### During your Appointment

- Be prepared to discuss things such as your educational interests and goals, educational plan, course selection, and any academic concerns or questions.
- Write down any homework or recommendations your advisor gives you. Schedule and keep any follow-up appointments as needed to review your progress toward your goals.

### After your Appointment

- Check the "Registration Status" page in your Bobcat Web Account to make sure your advising hold is lifted. Check for other holds on your account. Confirm your registration date and time.
- Use the Credit Class Schedule to determine and/or finalize your course selections, noting down the CRNs.
- Get registered.

## General Schedule

### Each Term

- Review your degree audit in GradTracks to track your progress toward your goals.
- Discuss your academic plan and goals with your advisor prior to registering for next term's classes.

	Winter 2024	Spring 2024	Summer 2024	Fall 2024**
If you have an advising requirement, schedule an appointment to meet with your advisor by:	Early November	Early February	Early April	Early May
Priority Registration begins	November 13 - 18	February 26 – March 1	April 15 - 19	May 6 - 10
Grades posted online. Academic warning and Satisfactory Academic Progress assessed – check your grades and student email account to ensure no additional steps need to be taken.	March 28	June 20	September 5	December 19

\*\* Fall 2024 dates are tentative

- Decide how to pay your bill and contact Admissions and Records and/or Financial Aid for help with financial aid and payment options. Check to ensure you are meeting the requirements of your funding source.
- If planning to transfer, communicate with your intended college or university early.
- Meet with Career Services to explore career options using assessments and other resources. Consider taking HD 110 Career Planning for three elective credits, and talk to your advisor about trying out introductory courses in subject areas of interest if you are undecided about your major or career.
- Review your address, phone number and declared program in Bobcat Web Account and make changes as needed.
- Check your COCC student email account daily.
- Read Canvas Announcements and review bulletin boards for information about campus events, important dates, and student organizations.

### Prior to Term

- Review your GradTracks audit to ensure all requirements are met and register for courses.
- RSVP for commencement in spring term.
- Request your official transcripts be sent to your transfer college or university after final COCC grades post.
- Meet with Career Services to review your resume, discuss job search strategies, and prepare for your next adventure!

## Student Support Resources

Office	Phone Number	Location
Admissions & Records	541.383.7500	Boyle Education Center Mall
Bookstore Bend Redmond*	541.383.7570 541.504.2929	Newberry Hall Redmond Tech Education Center
(*online order pick up)		
CAP Services Career Services Academic Advising Personal Counseling	541.383.7200	Cascades Hall, Rm 240 Second Level
Computer Drop-in Labs	541.383.7722 541.383.7567 541.504.2954 541.550.4100 541.447.6442	Pioneer Hall, Rm 200 Barber Library Redmond Technology Center, Rm 224 Madras Campus, Rm 120 Prineville Campus, Rm 114
Disability Services	541.383.7583	Barber Library, Lower Level
Diversity & Inclusion	541.383.7412	Coats Campus Center, Rm 216
eLearning	541.383.7785	Barber Library
Financial Aid	541.383.7260	Boyle Education Center Mall
Library	541.383.7560	Barber Library
Student Life	541.383.7590	Coats Campus Center, Rm 208
Student Services - Madras Student Services - Redmond Student Services - Prineville	541.550.4100 541.504.2900 541.447.6442	Madras Campus Redmond Campus, Tech Education Center Prineville Campus
Student Technical Help Support Line	541.383.7716	Computer Drop-In Labs
Tutoring	541.383.7534	Bend – Barber Library, Lower Level Madras Campus Redmond Campus Prineville Campus Online
Veterans Support Resources	541.383.7215	Boyle Education Center Mall
Veterans Benefits Certifying Official	541.383.7264	Boyle Education Center Mall

## Glossary of College Terms

Academic Calendar	A college calendar of important dates and deadlines during the academic year.
Academic Program	An area of study a student may choose to pursue as a certificate or degree.
Academic Standing	Students are considered to be in good academic standing if they earn a 2.0 GPA or higher each term.
Academic Warning	Students who earn lower than a 2.0 GPA in a term are placed on academic warning.
Administrative Withdrawal	The College's process of withdrawing a student from a course.
Advising Requirement	Every certificate or degree-seeking student has an advising requirement that needs to be met before they are able to register for courses. This requirement is fulfilled by meeting with their assigned advisor to review their academic plan, at which time the advisor can remove a student's advising requirement hold for one term, or up to one year.
College Catalog	A College publication detailing academic programs, student services, general regulations, requirements and procedures, and all classes offered by the institution.
Catalog Year	The academic year that a student is first admitted to the college. Students follow the certificate or degree requirements that in effect in the College Catalog in that academic year. If a student has a break in enrollment for four (4) consecutive terms, the student must reapply to COCC and the default catalog year will now be the year the student is readmitted. Students may elect to use the catalogs from their second or future years.
Co-requisite	A course or courses that must be taken together in the same term.
Department Approval	The permission from an academic department to register for a program or class.
Full-Time	A registered course load of twelve (12) or more credits in a term.
Grade Point Average (GPA)	A number reflecting the average value of final grades earned in courses at COCC over time. GPA is calculated as the total number of grade points earned divided by the total number of credits completed.
GradTracks	COCC's certificate and degree audit system housed in Bobcat Web Account that helps students see how completed courses apply toward their certificate or degree and what requirements and courses are needed to graduate.
Online Orientation	Students wanting to register to take online credit courses must successfully complete the Orientation for Online Classes.
Part-Time	A registered course load of fewer than twelve (12) credits per term.
Prerequisite	A course, courses, test score, or other experience that a student must have prior to being able to register for a class or begin a program.
Priority Registration	Takes place for continuing students the first week registration opens for a term. Students are assigned days/times based on how many credits they have earned at COCC.
Program Requirements	The list of courses and requirements required to earn a certificate or degree.
Recommended Preparation	A course, courses or test score recommended to be completed prior to taking a course.
Registration	The process of enrolling in classes for a term.
Satisfactory Academic Progress (SAP)	Academic performance criteria to maintain financial aid eligibility.
Schedule of Classes/ Credit Class Schedule	The online listing of courses offered each term. The schedule is accessible to the public from the COCC homepage and can/should be reviewed prior to advising.
Transfer Credit	The term used by colleges and universities for granting credit to a student for courses completed at another institution.

## College Policies Impacting Advising

### Enrollment Deadlines

The following deadlines apply to full term courses\*:

First week of each term	Mandatory attendance: students not in attendance or absent without instructor permission at all class meetings during the first week of the term may be administratively withdrawn.
5pm, Friday of 2nd week	Tuition due and last day to drop full-term classes with full refund. (summer term by 1 pm Friday of 2nd week)
5pm Friday of 7th week	Last day to drop with no grade on transcript, last day to change to an audit
6pm, Wednesday of last week of regular classes.	Last day to withdraw from a full-term course. Permission from the instructor is required. The final course grade will show as a "W" on the student's transcript.

\* Courses not spanning full term will have different deadlines.

### Student Rights and Responsibilities

COCC's Student Rights and Responsibilities provide information on expectations for student behavior on campus.

### Americans with Disabilities Statement

Students with documented disabilities who may need accommodations, who have any emergency medical information the instructor should know of, or who need special arrangements in the event of evacuation, should make an appointment with the instructor as early as possible, no later than the first week of the term. Students may also wish to contact the COCC Disability Services Office Barber Library, 541.383.7583.

### COCC Non-Discrimination Policy

It is the policy of the Central Oregon Community College Board of Directors that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran status or any other protected classes under Federal and State statutes in any educational programs, activities or employment. To report concerns about discrimination, contact the Office of Student Life, 541.383.7590, or submit an incident report.

### Title IX Statement

Title IX protects people from discrimination based on sex in education programs and activities. This includes conduct such as: gender discrimination (includes males, females, transgender, gender identity, etc.), sexual harassment, sexual assault, stalking, intimate partner/relationship violence, bullying and cyberbullying, retaliation, the failure to provide equal opportunity in athletics and discrimination based on pregnancy. Persons having questions about Title IX should contact the Vice President of Student Affairs at 541.383.7244.

### Mandatory Reporting

The advising relationship is not afforded the same confidentiality standards as that of a counseling relationship. Academic Advisors are Mandated Reporters and are required by the Oregon Legislature, as a part of HB 4016 (2012), to report any instances of child or elderly abuse to designated officials. In addition, per the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) advisors in their role as Campus Security Authorities (CSA) must also disclose reports of crime that are shared with them as crime statistics to the US Department of Education concerning Clery Act crimes of criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft and arson along with those identified as hate crimes involving larceny, simple assault, intimidation and destruction/damage and vandalism of property. Also subject to disclosure are crime statistics related to the Violence Against Women Act which include dating violence, domestic violence, sexual assault and stalking. Lastly statistics must be also be reported for weapons, drug abuse and liquor law violations that result in arrests or referrals for disciplinary action. Additional information can be found on the COCC website.