



# Entry Advising Syllabus

**Advisor:**  
**Phone:**

**Email:**  
**Office Hours:**

**Student Learning Outcomes:** Students who participate in academic advising will

- ◆ Create an academic plan and learn how to utilize College resources in establishing their academic goals
- ◆ Be able to accurately interpret program requirements in order to make appropriate course selection
- ◆ Demonstrate effective decision-making concerning their degree and career goals.

**Text/Materials Needed:** LCC Catalog/Student Handbook, LCC Website

## **Pre-Advisement Assignment:**

- 1) Complete placement testing if required
- 2) Research possible degree paths and program requirements
  - a. Degrees, certificates and program plans. Online or use the College Catalog.
  - b. LCC Career Center assistance is available. Visit website or Career & Employment in the Admission Center.
- 3) Determine your outside commitments and how these may affect your class schedule
- 4) Prepare a list of potential courses you would like to take
- 5) Bring a list of questions you would like to discuss with your advisor

***Effective advisement requires a partnership between the advisor and the student.***

## **Expectations for Students:**

1. Complete all necessary assessments such as COMPASS, Pearson-My Math Test.
2. Schedule and keep advising appointments each quarter of enrollment.
3. Be prepared for advising planning sessions by researching certificate or degree requirements, prerequisites as well as transfer information.
4. Actively participate in advising by asking questions and by sharing and clarifying goals.
5. Follow through on advising recommendations in a timely way.
6. Understand that advising may not address other requirements that you may have as a student and you need to seek information from those resources accordingly (examples include but not limited to student-athlete eligibility, international student visa requirements, financial aid requirements).

**Expectations for Advisors:**

1. Be knowledgeable about programs and graduation requirements, policies, and procedures.
2. Encourage and guide students to develop and pursue their goals and create an academic plan.
3. Refer students to appropriate campus resources by utilizing assessment results (COMPASS, MyMath Placement).
4. Be accessible via phone, email, and by appointment and will respond to students in a timely way.
5. Follow through on actions promised to students.
6. Recommend appropriate classes and describe catalog of record and other tools/resources to assist students in course selection and registration.

***Academic advisement at Lower Columbia College  
is an integral part of the larger College mission of student success***

Students with disabilities who believe that they may need accommodations are encouraged to contact Disability Support Services at 442-2340 as soon as possible to better ensure that accommodations are implemented in a timely manner.

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