

**ACADEMIC**

# ADVISING SYLLABUS

## MEET YOUR ADVISOR



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## WHAT IS ACADEMIC ADVISING?

According to the NACADA, "Academic advising is an educational process that facilitates students' understanding of the meaning and purpose of higher education. It fosters intellectual and personal success development toward academic success and lifelong learning." (NACADA, 2004)

TSC's office of Academic Advising provides the knowledge, guidance, and support necessary to empower students to reach their educational goals through innovative programs and services that effectively assist students in making informed decisions.

## MY ROLE & RESPONSIBILITIES AS YOUR ADVISOR

- Assist you by identifying a program of study and facilitate a successful transition to the institution.
- Guide you by mapping your road towards graduation according to your program of study.
- Inform you about academic policies and practices.
- Alert you about TSC academic and personal resources.
- Respect you and be sensitive to your academic needs.
- Stay abreast of changes in academic policies and latest trends in advisement and communicate that to you.
- Provide a supportive environment which promotes developing educational plans compatible with career aspirations.

## YOUR ROLE & RESPONSIBILITIES AS MY ADVISEE

- Become familiar with the information and resources available on the TSC website.
- Develop and maintain a plan for your respective program of study (take courses in sequence).
- Schedule regular appointments with your advisor and bring pertinent materials along with a list of questions.
- Communicate openly and honestly with your academic advisor regarding issues that affect your educational goals and academic performance.
- Be aware of registration-related deadlines.
- Maintain current contact information.
- Assume final responsibility for course scheduling, program planning and successful completion of graduation requirements.

## WHAT WILL YOU GAIN FROM ACADEMIC ADVISING?

- Informed guidance that will assist you with making decisions about your academic goals.
- An understanding of campus resources and academic programs.
- Skills needed to explore program options using the online tools available to you for degree planning.
- An understanding of opportunities available to enhance your academic experience such as: transferring and campus involvement opportunities.



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## ADVISING TIMETABLE FOR EACH SEMESTER

WEEK	STUDENT TASK	FRIENDLY REMINDERS
Before School Starts	Log on to <a href="https://tsonline.tsc.edu">tsonline.tsc.edu</a> and check next term's schedule. Are any changes necessary? Are you registered for the appropriate number of credit hours?	Please let me know if you change your schedule or if you need help dropping and adding a course.
Week 1	Attend every class. Confirm that you have a complete and appropriate schedule.	Contact me if there are any changes you would like to make to your schedule.
Week 2	Update your planner with all assignments, readings and tests. In addition, keep up with your work in each class and remember to use Brainfuse for tutoring assistance.	If you think you are going to experience challenges in a class and want to talk about how to receive academic help with the material, contact me immediately.
Weeks 3-10	Attend every class and use academic support services, including the Academic Advising Office, counseling, tutoring, and Student Life Services. *Census Day (12th class day), usually in week 3, is the last day to withdraw without a recorded grade.	If you are having any challenges, I can offer you more advanced strategies to help you succeed, or make an appropriate referral.
Weeks 6-7	Examine your Degree Audit by logging in to <a href="https://tsonline.tsc.edu">tsonline.tsc.edu</a> to explore potential courses for next semester. Make a list of courses you think you should take and include alternate courses.	Bring your list of courses to the appointment.
Weeks 7-8	Schedule an advising appointment (ideal during Advising Month in March or October) to discuss next term's courses. Attend advising appointment and bring your list of courses to the appointment.	Meet with me to discuss next term's courses, mentorship opportunities, and your timeline for graduation. Please bring a list of courses you think you should take and include alternate courses.
Registration Appointment	Register for your courses on time. Summer and Fall registration begins in April. Spring registration begins in October.	Contact me if you have any difficulty registering from your TSC online account.
Week 13 & Finals	Finish strong! Prepare for finals several days in advance. Attend review, SI or tutoring sessions that will help you prepare for finals.	Check in with me if you want to talk about plans for next term or reflect on your performance this semester.

## STUDENT RESOURCES

### ADMISSIONS AND RECORDS

Oliveira Student Services Center | 956-295-3615 | [admissions@tsc.edu](mailto:admissions@tsc.edu)

### FINANCIAL AID

Oliveira Student Services Center | 956-295-3620 | [financialaid@tsc.edu](mailto:financialaid@tsc.edu)

### TUTORING SERVICES

North Hall Rm. 116 & 119 | [tsc.edu/tutoring](https://tsc.edu/tutoring)

### OFFICE OF STUDENT LIFE

Lightner 100F | 956-295-3570 | [armandoponce@tsc.edu](mailto:armandoponce@tsc.edu)

### VETERAN SUCCESS CENTER

Oliveira Student Services Center | 956-295-3682 | [veterans@tsc.edu](mailto:veterans@tsc.edu)

### OFFICE HOURS

Monday–Thursday, 8–6 a.m. | Friday, 8 a.m.–5 p.m.

### ACADEMIC ADVISING OFFICE

956-295-3640 | [advising@tsc.edu](mailto:advising@tsc.edu)