

Academic Advising Syllabus



Academic Advising Team	
Academic Advisor's Location:	
Contact information:	
Program of Study	

Mission Statement: The Mission of academic advising at Lane Community College is to create a shared educational partnership, which involves the development of meaningful planning consistent with the student's academic, personal and professional goals. Essential to this outcome is the use of a holistic approach to empower students, provide available resources, accurate and timely information, and assist the student in clearly defining goals.

If you have a disability or acquire one, you may be entitled to receive [individualized services](#) and/or accommodations intended to assure you an equal opportunity to participate in and benefit from academic advising.

ACADEMIC ADVISOR ROLE/EXPECTATIONS:

- Encourage, teach and help students to develop a realistic educational plan consistent with academic, personal, and professional goals.
- Inform students about college policies and procedures.
- Inform students about resources and opportunities on campus.
- Provide transfer information and guidance as needed.
- Be knowledgeable about programs and graduation requirements.
- Academic advisors will keep updated drop in schedules and contact information in [Moodle](#), and posted where students can access this information.

STUDENT ROLE/EXPECTATIONS:

- Carefully consider your academic and career goals, and share this information with your academic advisor.
- Review your major program and degree requirements.
- Ask questions! Prepare a list of questions before meeting with your academic advisor. If you are unclear about what class to take or about college policies and procedures, your advisor can help you to understand.
- Create an academic advising file. Make notes, and keep all copies of academic documents and planners in a file. Bring the file with you to your advising sessions.
- Contact your academic advising team about academic or personal problems that may affect your [academic progress standards](#). They will be able to provide you with options, referrals, or resources that can help.
- Pay attention to important [dates and deadlines](#): [registration](#), drop dates, [payment deadlines](#), and program application deadlines.
- Communicate respectfully and professionally with peers and college staff.
- Academic advisors can provide the student with advice and options, but it is the student who will make his/her own decisions.
- **Prior to dropping or changing a grade option, consult with your program/major academic advisor to prevent unintended consequences related to degree completion and/or [financial aid](#) awards.**

Outcomes:

- The student will develop, implement, and maintain a clear academic plan suited to life and career goals.
- The student will learn how to navigate the college culture and systems.
- The student will obtain support when obstacles appear.
- The student will learn how to obtain accurate information to reach his/ her goals.

OFFICE	LOCATION BLDG/Room	NUMBER	Email
Counseling Department	1/103	541-463-3200	CounDept@lanecc.edu
Enrollment and Student Financial Services	1/Lobby	541-463-3100	AskLane@lanecc.edu
Testing Office	1/116	541-463-5324	TestingOffice@lanecc.edu
Cottage Grove Center	1275 S. River Road Cottage Grove 97424	541-463-4202	cg@lanecc.edu
Florence Center	3149 Oak St. Florence 97439	541-463-4800	See Staff Directory on Florence Center website

Checklist:

Prior to the start of your first term at Lane:

- ☐ Complete the [Steps to Enroll](#).
- ☐ Submit your Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov.
- ☐ When registering for classes, print your class schedule for the upcoming term.
- ☐ Log into [Moodle](#) and review the information under the [Academic Advising tab](#) for your program of study.
- ☐ Visit the [Titan Store](#) website and find out when to buy or rent textbook(s) for the term.
- ☐ Use your class schedule and the campus map to locate where your classes will be held.
- ☐ Sign up for the Lane alert system via [myLane](#), which will provide you with important messages from the college.

During the first year at Lane :

- ☐ If you are not sure about your major, meet with a [career advisor](#) and research possible career paths at [Career and Employment Services](#) in the [Counseling & Advising Center](#) on main campus. [Career Counselors](#) are also available to meet with students at the Counseling & Advising Center.
- ☐ Develop an academic plan with your academic advisor.

Each Term:

- ☐ Look at the “When Can I Register?” link in [myLane](#) to find out when to register for classes.
- ☐ Secure and maintain funding resources to pay for tuition, fees, and other needs.
- ☐ Talk with the instructor(s) of your class(es), if you are concerned or have questions about your progress.
- ☐ Maintain a balance of zero on your student account to avoid being dropped from your classes next term.
- ☐ Complete a degree evaluation/progress report within [myLane](#) before registering for classes to ensure you are on track with your graduation goal.

Ongoing/Anytime:

- ☐ Review requirements for your program of study with your academic advisor.
- ☐ Routinely check [myLane](#) and review bulletin boards for information about student events on campus and [clubs and organizations](#).
- ☐ Review and update your personal and contact information as needed, and confirm your program of study/major.
- ☐ Apply for [scholarships](#) from OSAC, the Lane Foundation, and others.

Yearly:

- ☐ File [FAFSA](#) for the upcoming academic year as needed, complete all requirements, and review/respond to financial aid requests for information.

Final Term:

- ☐ Complete a degree evaluation/progress report in [myLane](#) and attend classes needed to complete your degree or certificate.
- ☐ Submit the [Graduation Ceremony](#) form and apply for your [Degree Award](#).