

## **Appendix L**

### **Student Success: Advising Task Force (ATF)**

- **Advising Expectations**



## **DEFINITION OF ADVISING:**

Advising is a holistic process in which you and your advisor enter a dynamic relationship intended to engage you in achieving your educational, career, and personal goals.

## **STUDENT (ADVISEE) RESPONSIBILITIES**

To enhance your success:

- Self-reflect on your interests and abilities in order to explore your personal values and goals during your first year at Miles Community College.
- Be an active learner by participating fully in the advising experience and consider all recommendations from your advisor.
- Come prepared to each appointment with questions or materials for discussion.
- Make regular contact with your advisor throughout each semester via scheduled or drop-in office appointments, email, or phone conversations.
- Regularly access the Miles Community College Academic Calendar, MCC student email, Canvas, and Banner Self-Serve.
- Become knowledgeable about student support services, policies, and procedures.
- Accept personal responsibility for your choices and decisions.
- Conduct yourself in a professional and courteous manner across all methods of communication.

## **ADVISOR RESPONSIBILITIES**

To support your success, MCC advisors will:

- Demonstrate the NACADA (National Academic Advising Association) Core Values in their advising relationship with you: Caring, Commitment, Empowerment, Inclusivity, Integrity, Professionalism, and Respect.
- Establish rapport with you to encourage open and honest communication.
- Encourage and guide you as you develop and implement educational, career and life goals.
- Assist you in understanding the purpose and goals of higher education and how your educational plan affects your life.
- Provide you with information about strategies for accessing available resources and services.
- Maintain the most up-to-date information regarding placement recommendations, prerequisite sequences, course offerings, college policies, and academic standards and regulations.
- Improve and grow as an advisor by attending recommended professional development, workshops, and trainings.
- Utilize technology effectively in the advising process, including MCC email, Canvas, Banner Self-Serve, and Maxient/Student-at-Risk Reports.
- Monitor and accurately document your progression toward graduation or transfer using established tools and guidelines, including MCC Advising Guides and Student Advising Contracts.
- Provide advising services at prescribed benchmarks.
- Utilize the Miles Community College advising syllabus.
- Maintain ethical standards of confidentiality as defined by FERPA.

## **STUDENT LEARNING OUTCOMES**

Students will be able to:

1. Apply college policies and procedures **(Do)**
2. Identify student clubs, organizations, and activities available at Miles Community College **(Know)**
3. Identify student learning resources **(Know/Do)**
4. Value the benefits of your academic advising relationship **(Value)**
5. Demonstrate the ability to effectively manage your academic advising plan **(Do)**
6. Demonstrate personal responsibility for your learning and overall success **(Do)**