

Advising Syllabus

Academic Advising and Planning Center (AAPC)
Lightsey Center, Suite 247 (2nd floor)
843-953-5981
advising@cofc.edu
<http://advising.cofc.edu/>
Office hours: Monday-Friday, 8:30 AM - 5:00 PM



Academic advising and planning helps students learn how to successfully navigate the many opportunities and responsibilities of their college education.



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Learning Objectives

As a result of academic advising and planning, students will be able to:

- Create a personal path to degree completion
- Make a timely and informed pursuit of an academic major
- Use campus resources
- Find relevant policies and procedures
- Recognize the importance of balancing competing priorities

Materials

Read and regularly consult the following online resources:

- Academic Catalog: <http://catalog.cofc.edu/>
- General Education Requirements: <http://registrar.cofc.edu/general-edu/index.php>
- Degree Works: in MyPortal → Degree Works tile: <https://my.cofc.edu>
- Registration Entry Times → <https://registrar.cofc.edu/calendars/entrytimes.php>

Participation and Attendance

- The AAPC expects students to come to appointments:
 - On time (at least 5 minutes before scheduled appointment)
 - Having completed both the Academic Advising OAKs course and their Advising Appointment Preparation Worksheet completed
 - Prepared to discuss goals, explore major/minor options, address academic problems or concerns, and make decisions about course options for the upcoming semester
- Mandatory Advising:
 - Students are required to attend a one-hour mandatory advising appointment before they can register for the next semester's classes if:
 - They are an undeclared first-year student
 - They are a declared first-year student in a major that does not have mandatory advising
 - They are an undeclared first semester transfer student
 - An advising hold will be placed on your registration, which will be lifted after you meet with your advisor. To verify the origin of a hold, view the My Holds tile in your MyPortal.
 - **Declared students meet with their faculty advisor for mandatory advising and to have their hold removed if declared in the following majors: Art History, Astronomy, Astrophysics, Biochemistry, Chemistry, Classics, Computer Information Systems, Computer Science, Computing in the Arts, Dance, Data Science, English, Engineering, Geology, Historic Preservation and Community Planning, History, Meteorology, Music, Philosophy, Physics, Political Science, Religious Studies, Secondary Education, Spanish, Theatre.**
- Advising Appointments:
 - Students may use the online Appointment Manager system to schedule appointments. Access the Appointment Manager by using the search function in MyPortal.
 - If students are unable to schedule an advising appointment online, they can call the Academic Advising and Planning Center office telephone number: 843.953.5981 from 8:30 a.m. - 5:00 p.m. Monday-Friday or stop by 247 Lightsey Ceter.
 - Appointment Cancellation:
 - If a student cannot attend an appointment, they should cancel it **at least** two hours beforehand so the appointment time can be offered to another student

Assignments

HOMEWORK:

- Before:
 - Orientation
 - Found in the OAKs Advising Course, in the Orientation Pre-work section, students must complete the Registration Preparation Worksheet.
 - Semester Mandatory Advising
 - Before a Semester Mandatory Advising appointment, students must complete the Academic Advising Homework found in their most current module in the Academic Advising course in OAKs. Note: each module includes specific information as it relates to the semester in which students are currently enrolled.
- After:
 - Advising Appointment
 - Follow up on your Action Plan items
 - Utilize campus referrals
 - Contact your advisor in the AAPC if you have questions

Declare You Major

- The Program of Study Management (POSM) system allows students to manage their degree program(s) online. In order to declare a major, students can go to <https://registrar.cofc.edu/posm/index.php> to access POSM.
- A currently enrolled, degree-seeking undergraduate student must complete a major declaration in the semester in which they meet the following criteria:

The student has earned 45 or more credit hours in residence at the College of Charleston

OR

The student is a transfer student who has a total of 45 or more overall earned credit hours

AND

The student is in progress toward junior rank (approaching 60 credit hours) this semester.

Confidentiality

A student's academic information is protected by federal law: The Family Education Rights and Privacy Act (FERPA). Therefore, advising conversations are private and no third party can access this information unless the student grants permission. For more information, go to: registrar.cofc.edu/ferpa

Quick Question Drop -In

Quick-Question Drop-In is intended for issues and/or questions that are quick in nature, usually no more than 10 minutes. No appointment is necessary. Quick-Question Drop-In is staffed by our Peer Advisors with a professional advisor available on-call supporting the Peer Advisor. Quick Question Drop-In Advising is available for all students Monday-Friday, 2:00 p.m.-4:00 p.m. from the last day of the Drop/Add period **through the last day of classes each Fall/Spring semester.** Quick Question Drop-In does not replace a mandatory advising appointment; advising holds will not be released.