



# Academic Advising Syllabus

Room M2010 303.797.5664 [advising@arapahoe.edu](mailto:advising@arapahoe.edu)

Monday—Tuesday: 8 a.m.—6 p.m.;

Wednesday—Thursday: 8 a.m.—5 p.m.; Friday 10 a.m.—5 p.m.

[Appointments made online](#)

[www.arapahoe.edu/academic-advising](http://www.arapahoe.edu/academic-advising)

*Please keep this Syllabus for future use.*

## ***Here's what we promise to you...*** **Academic Advising Mission Statement**

To empower students to become responsible consumers of their own education. Academic Advising staff will work to build collaborative, responsive, and caring relationships in order to:

- Identify students' strengths and challenges to maximize their educational potential
- Connect academic and career goals
- Provide accurate information

## **What can you do to get the most from your time with an Academic Advisor?**

- **Prepare** — Formulate questions, think about your academic and career goals, and gather academic records before meeting with an Academic Advisor. *(Use page 2 of this Syllabus to prepare your questions.)*
- **Participate**— Be ready to answer and ask a lot of questions!
- **Record** — Write down what you discussed with an Advisor. Take your Advisor's business card for follow up questions.
- **Problem Solve** — Discuss challenges to your educational success and how to resolve them. Ask your Advisor about Student Success Resources on campus.
- **Plan** — Discuss the courses you need to take over the next few semesters in order to reach your educational and career goals. Investigate your post-ACC transfer and career options.

## **Let's work together to plan your success!**

### **Responsibilities in an Advisor - Student Partnership**

<b>Advisor Responsibilities</b>	<b>Your Responsibilities</b>
Communicate the college's programs, graduation requirements, policies and procedures.	Be prepared with questions and concerns regarding your education.
Match students' needs with available resources and make referrals.	Be open and willing to consider recommendations from Instructors and Advisors.
Encourage and guide students to define and develop realistic educational goals.	Be an active participant in the decision-making process.
Create an environment where mutual respect and trust fosters student self-advocacy.	Accept responsibility for academic decisions and performance.

Let us know how we're doing. Share your experience on a Comment Card in the Advising Office!

