



Academic Advising and Completion Syllabus

Note: This document is formatted for ADA accessibility

	Academic Advising	Academic Completion
E-mail:	advising@howardcc.edu	Bridge2Success@howardcc.edu
Office:	RFC 242	RFC 340, Learning Assistance Center
Website	Academic Advising	Student Completion
Appointments:	Advising Appointments	Completion Services Appointments

Academic and Completion Advising is provided in-person on the Howard Community College campus and online through Zoom platforms via appointments. Quick questions may be addressed via email or during drop-in services. Drop-in services are limited to fifteen minutes.

Academic Advising Defined

“Academic advising, based in the teaching and learning mission of higher education, is a series of intentional interactions with a curriculum, a pedagogy, and a set of student learning outcomes. Academic advising synthesizes and contextualizes students’ educational experiences within the frameworks of their aspirations, abilities, and lives to extend learning beyond campus boundaries and timeframes.”

NACADA: The Global Community for Academic Advising. (2006). NACADA concept of academic advising. Retrieved from <https://nacada.ksu.edu/Resources/Pillars/Concept.aspx>

Academic Advising and Completion Mission Statement at HCC

The mission of academic and completion advising at Howard Community College is to promote student success by empowering students to take responsibility in developing meaningful academic and personal plans that are consistent with their aspirations, interests, skills, career goals and life values.

Academic Advising and Completion Vision at HCC

Howard Community College’s academic and completion advising aspires to provide high quality support to both the learning efforts and experiences of students. Academic and Completion Advisors are committed to providing quality, holistic advisement services that meet each student’s unique needs. The advising community, in partnership with colleagues across campus, is devoted to establishing an environment that supports student retention and success.

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Academic Advising and Completion at HCC

Academic and completion advising, at Howard Community College, as a teaching and learning process, seeks to engage students in a holistic and developmental process. In partnership with an advisor, students will engage in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. Through the advising process, students learn to become members of the higher education community, to prepare to be educated citizens of the world, and to learn to critically think about their roles and responsibilities as students.

During the advising process, students will engage in a decision-making process to discover their maximum educational potential through communication and information exchanges with an advisor. Additionally, advising is ongoing, multifaceted, and the responsibility of both student and advisor.

Student Learning Outcomes of Advising and Completion HCC

Parenthesis show Blooms Taxonomy area

In a successful advising and completion relationship:

- Students will *examine* the value of their academic and personal background. (*Knowledge*)
- Students will *practice* becoming an active participant in the advising and decision-making process related to their educational journey and goals. (*Apply*)
- Students will *recognize* and find value in advocating for assistance, as a strength and not a hindrance. (*Knowledge*)
- Students will *identify* where to access advising and completion offices resources. (*Knowledge*)
- Students will *research* and *cite* HCCs (Howard Community College) general education requirements. (*Understand*)
- Students will *analyze* and *list* their academic program requirements. (*Evaluate and Apply*)
- Students will *select*, *choose*, and *schedule* courses independently utilizing Self-Service. (*Knowledge, Evaluate, Create, Apply*)
- Students will *demonstrate* the ability to access, check, and respond to HCC email. (*Apply*)
- Students will *use* and be able to *identify* important enrollment dates, as listed in the academic calendar. (*Apply, Understand*)
- Students will *locate* and *identify* where to access appropriate college services and resources. (*Knowledge, Understand*)
- Students will *create* an academic plan. (*Create*)
- Students will *locate* and *utilize* advising tools, including the college catalog, student handbook, academic calendar, and self-service. (*Knowledge, Apply*)
- Students will *evaluate* opportunities that help them reach their academic, personal, and professional goals. (*Evaluate*)

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- Students will, when appropriate, *plan* their transfer to a Maryland four-year academic institution and *identify* where to access the Articulation System for Maryland Colleges and Universities (ARTSYS). (*Create, Knowledge*)

Philosophy of Academic Advising and Completion at HCC

Advising is a teaching and learning process that will facilitate students' understanding of navigation in the world of academia, provide guidance for students to learn to ask the right questions, become advocates for their academic success, and become advocates for their future. Through advising, students will learn to examine their development, foster their own retention, completion, and success, encourage the development of campus and community relationships, increase engagement with faculty, and identify services that help students clarify both their career and life goals.

Responsibilities in the Academic Advising Process

The Students Responsibilities in the Academic Advising Process

We expect you to...

- Be an active learner by participating fully in the advising experience.
- Be proactive rather than reactive to challenges you may encounter.
- Learn to locate accurate and credible information to aid in your academic program planning process.
- Be familiar with the requirements of your degree, and schedule courses each term based on those requirements.
- Be proactive and take the initiative to contact an advisor.
- Work collaboratively with academic advisors and develop strong advising relationships.
- Be honest, open, and willing to receive and act upon recommendations from faculty and advisors.
- Prepare a list of questions and bring pertinent materials before each meeting with an advisor.
- Ask questions if you do not understand something during your advising session; such as tutoring, accessing resources, academic standing, college policies, FAFSA (Free Application for Federal Student Aid) requirements, financial aid notices, testing requirements, etc.
- Keep the Howard CC email account current and check it regularly.
- Always demonstrate academic integrity and ethical behavior
- Comply with academic deadlines for registration, adding courses, withdrawing from courses, etc.
- Take steps toward your transitional goal (graduation, employment, or transfer).
- Register for courses via MyHCC Student Planning (preferred) or in-person in Records, Registration and Veterans' Affairs (RRVA) in RCF (Rouse Company Foundation) Building, Room 233.

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The Academic and Completion Advisors Responsibilities

We will...

- Provide holistic and developmental advising.
- Be a responsible listener.
- Provide an ongoing advising relationship with students individually.
- Direct students to various offices, services, and resources.
- Assist students in defining academic, career, transfer, and personal goals.
- Help you understand the curriculum, graduation requirements, college policies and procedures.
- Assist students with the development of their academic plan.
- Assist students with the development of their plans to transfer to a four-year institution.
- Act as a learning pathway for students and maintain a comprehensive knowledge of institutional programs, practices, requirements, etc.
- Maintain confidentiality according to FERPA (Family Educational Rights and Privacy Act) guidelines.
- Focus on the educational process for the students rather than the clerical product of the institution.
- Support faculty mentors by serving as a resource for addressing student academic issues that are unusually complex.
- Attempt to provide a cultural shift for what 'advising' means across campus.

Academic Milestones

0-15 Credit Hours

- Check your **HCC email daily**
- Know who your advisor is and how to contact them
- Create an academic plan
 - If undeclared or still exploring, use campus resources to engage in a program of study discernment.
- Develop time management and academic success skills
- Participate FULLY in academic and completion advising
 - Be prepared with questions for your advisor
- Discover/access skills, values, talents, strengths, and challenges
- Learn to navigate Self-Service
- Know where to find the Academic Calendars and be familiar with deadlines such as add/drop dates, registration dates, etc.
- Schedule your next term courses on your own
- Learn your general education and program of study requirements
- Begin to explore opportunities to meet your personal, academic, and professional goals

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- Consider getting involved in campus activities
- Engage with your [Handshake Account](#) to view internships and employment opportunities.

15-30 Credit Hours

- Check your HCC Email Daily
- Complete ENGL 121: College Composition within the first 24 credit hours or the semester following the completion of any pre-requisites you need for ENG 121.
- Complete college level math within the first 24 credit hours or the semester following the completion of any pre-requisites you need for the college level math course required for your area of study.
- Identify transfer college or university if your goal is to complete a bachelor's degree
- Begin to connect with that institution and understand transfer requirements
- Consider job shadowing
- Engage with your [Handshake Account](#) to view internships and employment opportunities.

31-45 + Credit Hours

- Check your **HCC email daily**
- Review and revise your academic plan
- Schedule your next term courses on your own
- Develop relationships with faculty
- Schedule a check-in appointment with your advisor
- Explore opportunities to further your personal, professional, and academic goals
 - Consider [internships or co-op experience](#)
 - Consider career opportunities within your field of study
 - Consider job shadowing
 - Begin Networking
- Seek out [career resources](#)
- Understand specific requirements for competitive transfer programs. Stay Informed!
 - Become aware of financial aid, scholarship, and application deadlines for 4-year colleges and universities
- Enhance your HCC Experience with activities in [Student Life](#)
- If transferring prior to earning a degree, check out the [Reverse Transfer program](#).
- Attend Transfer Fairs and explore [ARTSYS](#), if you plan to transfer after your completion of your associate degree.
- Begin to attend Career Fairs, if you plan to work after you complete your Area of Study.

45+ Credit Hours

- Check your **HCC email daily**
- Review your academic plan with your advisor to make sure you are registering appropriately to graduate
- If transferring prior to earning your degree at HCC, check out [Reverse Transfer](#)
- Meet all transfer admission application deadlines and scholarship deadlines.

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- [Request official transcripts](#) from [Records, Registration and Veterans Affairs](#).
- Submit your [application for graduation](#) in [self-service](#)
- See [Career Services](#)
 - o Continue Networking
 - o Actively seek out shadowing or internship opportunities
 - o Apply for jobs and attend the Career Fair
- Develop relationships with faculty
- Schedule a check-in appointment with your advisor
- Explore opportunities to further your personal, professional, and academic goals
- Apply for Graduation in Self-Service
- Be sure to check out the information for [Commencement \(Graduation Ceremony\)](#)

Diversity, Equity, and Inclusion Statement

Howard Community College values diversity, equity and inclusion and fosters a climate of belonging that is grounded in respect, social responsibility, and civic engagement and supports the educational experience of students. Consistent with these values, [HCC Policy](#) prohibits discrimination and harassment based on race, color, religious or spiritual affiliation, pregnancy, ancestry, age, gender identity or expression, national origin, immigration status, veteran status, marital status, socio-economic status, sexual orientation, disability, or genetic information.

It is the intent that all students are well served by Academic Advising and Completion and that diversity is seen as a resource, strength, and benefit. As academic and completion advisors, we are committed to building an environment that is equitable and inclusive. We encourage you to speak with us if you have suggestions or concerns as we work toward building a collaborative community. If for any reason you do not feel comfortable discussing the issue directly with us, please use the Safe Campus Student Reporting Form to get help. For additional information and resources, please refer to the [Student Handbook](#).

Resources

Academic Integrity

As a partner in your learning, it is important to us that you are aware of the Academic Honesty Policy at HCC. ([10.02 Academic Honesty Policy](#))

You are expected to practice the highest possible standards of academic integrity. Any deviation from this expectation will result in a minimum academic penalty of your failing the assignment and will result in additional disciplinary measures. This includes improper citation of sources, using another student's work, and any other form of academic misrepresentation.

Disability Support Service

Disability Support Services (DSS) at Howard Community College (HCC) facilitates appropriate and reasonable accommodations to incoming and current HCC students with disabilities, psychological conditions, or medical conditions. DSS works to ensure the college's compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. HCC is

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committed to providing equal access and full participation for individuals with disabilities within all college programs and activities. For additional information please visit [Disability Support Services](#), email disabilitysupport@howardcc.edu, or call 443-518-1300.

Canvas Information

Canvas is where course content, grades, and communication will reside for academic courses. Students are expected to login to Canvas daily during the term.

- Review the [Canvas Student Training Guide](#) to learn how to set notifications, submit assignments, participate in Canvas discussions, take Canvas quizzes, and participate in your course.
- Canvas offers 24/7 support to students in the Help button on the Canvas blue global navigation. Support includes a hotline, live chat, and the ability to report Canvas-related problems, except password issues.

Technical Support Services

Any student requiring technical or computing support outside the scope of this course and instructor should contact the Helpdesk. For additional information please visit [HCC Computer Helpdesk and Labs](#) or call 443.518.4444, or email helpdesk@howardcc.edu.

Public Safety

Any student requiring emergency assistance should contact public safety. For additional information please visit [HCC Emergency Information](#) or call 443.518.5555.

Mental Health

If stress is impacting you or getting in the way of your ability to do your schoolwork, maintain relationships, eat, sleep, or enjoy yourself, please reach out to any of our mental health resources. For all available mental health resources, check out [Counseling Services](#) .

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