



Harrisburg Area Community College

Get on Track and Stay on Track: Pathway to Success Advising Curriculum Academic Advising Syllabus

Advising Department Contact Information

Phone: 717-780-2498 **E-mail:** Advising@hacc.edu

Website: <https://www.hacc.edu/Students/AdvisingCounseling/index.cfm>

Gettysburg Student Success Center - Main Building G101 - **Harrisburg** Student Success Center - Cooper 219 **Lebanon** Student Success Center - Bishop Library, First Floor/Lebanon Valley College **Lancaster** Student Success Center - Main Building 221- **York** Student Success Center - Leader 102

Mission Statement

Academic Advising at HACC equips students to be active, self-directed learners who can identify goals, develop plans, and access resources. Advisors cultivate a supportive and welcoming environment while building meaningful partnerships with students.

Purpose Statement

Advising at HACC exists to assist students on their pathway to success through a collaborative relationship based on an ethic of care, shared responsibility, and ongoing support.

Advisor Responsibilities:

You can expect your advisor to:

- Be available, approachable and respectful
- Encourage and support students as they develop realistic goals and attainable educational plans
- Be efficient and accurate when discuss program requirements
- Discuss student's academic performance and its impact on future goals
- Maintain confidentiality
- Be knowledgeable about college resources, support services and career and transfer opportunities

Student Responsibilities:

As a student you have responsibilities in this advising partnership in order to make it successful.

- Be respectful of their advisor
- Schedule appointments with their advisor, be on time and come prepared for appointments
- Check Hawkmail regularly and become familiar with Navigate and Degree Works.
- Ask questions and keep lines of communication open
- Familiarize yourself with the HACC academic calendar and be aware of important deadlines.
- Follow through on suggested actions, resources, or referrals
- Keep personal contact information up-to-date (email, phone numbers, address)

Student Learning Outcomes

1. Students will be able to name their program/major and school in which their program is housed.

2. Students will know how to register for classes: To accomplish this, after the new student advising session the student need to know one or all of these:
 - know classes to register for their program
 - know advising PIN if needed
 - know or have access to instructions how to register
 - know where to find assigned advisor
3. Students will know their program requirements. To accomplish this, after the student advising session, a student will know one or all of these: - find program guide on www.hacc.edu - find educational plan in Degree Works - run a degree audit (Degree Works) - read a degree audit (Degree Works)
4. Students will know their graduation program requirements. Apply to graduate and request an official transcript.

Additional student support resources:

Available for review on the college's webpage: <https://www.hacc.edu/Students/index.cfm>

REMEMBER the Important Milestone Check-in Points in Your Academic Pathway:

Meet with your advisor when you attain the credits at each milestone. This ensures that you start well, find the right path, maintain success on your path and finish strong! "

Connect: Start Well 0-5 credits

Engage: Find Your Pathway 6-13 credits

Persist in Your Pathway 14-29 credits

Grow in Your Pathway 30-44 credits

Keep on Your Pathway 45-50 credits

Achieve: Finish Line 51+ Credits

My Assigned Academic Advisor is:

Name:

Email/Phone:

Notes:

My Next steps:

Classes to register for:

Advising PIN:

Important dates (will have to be updated every semester):