



# Academic Advising Syllabus

**Location:** Kodiak Corner, CC1First Floor

**Email:** [admissions@cascadia.edu](mailto:admissions@cascadia.edu) **Phone:** (425) 352-8860

**Websites:** <http://www.cascadia.edu/current/kodiak> | <http://www.cascadia.edu/> | <http://www.cascadia.edu/advising/academic.aspx>

**Facebook:** <https://www.facebook.com/CascadiaCollege/>

## Mission

Transforming lives through integrated education in a learning-centered community. Think critically, learn actively, interact in diverse environments, and communicate with clarity. Those are Cascadia's four learning outcomes driven by our mission to be a collaborative, learner-centered college. Every class is designed to embrace those learning outcomes and exposes students to small group work where projects, presentations, and teaching others are key components. We are committed to helping you reach your educational goals and hope you will use this catalog to help guide your way. If you are in need of help, reach out to one of the staff or faculty. We are here to help you succeed!

## What is Academic Advising and its Process?

Academic Advising is a process in which an advisor gives insight or direction to a college student about academic, social, or personal matters. The advisor serves as a teacher and guides a student towards enhancing their college experience.

Academic Advisors help you develop the skills you need to make sound academic decisions. Through advising, you make connections among your academic interests, your long-term goals, and career opportunities. Advisors are here to help you quarter by quarter with educational planning, university transfer options, college application processes, and graduation requirements. We offer support while encouraging you to take responsibility for your success. Advising is available on campus (appointments and drop-ins), by phone, and by email.

**Summer 2019 Office Hours:** Our office is open Monday-Thursday 9:00AM-5:00PM.

## Making an Appointment

To schedule an appointment, please call our front desk at (425) 352-8860 or stop by Kodiak Corner during business hours. Appointments are typically 30 - 60 minutes in length depending on your needs.

## Drop-in Hours

During the academic year, drop-in advising is available Monday through Thursday from 10am to 4pm in Kodiak Corner. Stop by for answers to quick 5 to 10 minute questions.

## Contacting your Advisor via Email

**When emailing your advisor remember to include your first and last name and your Cascadia College student ID number. Unless your advisor is out of the office, he or she will typically respond within two business days. Here is a sample email for contacting your academic advisor:**

*Dear Ms./Mr. Advisor,*

*My name is John Turner. I am writing because I misplaced my course plan we did in our appointment last week. Can you please email it to me? Thank you.*

*Tammy Trojan  
ID: 0123456789*

## Advisor and Student Roles and Responsibilities in Academic Advising

<b>Advisor Role:</b> listen and guide, challenge and support	<b>Student Role:</b> learn and grow, take responsibility
Be available to you through scheduled appointments, drop-in hours, group advising sessions, and emails during regular business hours.	Understand that advisors have a variety of responsibilities that affect their availability. Keep scheduled appointments or cancel with 24 hours' notice.
Assist with course planning.	Attend mandatory advising and schedule regular advising meetings in a timely fashion. Register for courses on time.
Help you develop, clarify, & modify academic goals.	Review your academic plan and quarter schedule
Clarify school policies & procedures.	Be aware of important dates & deadlines.
Listen, ask questions & respect you as an individual.	Be prepared, ask questions, and be accountable. Respect your advisor as a professional who has your best interest in mind.
Discuss your academic performance and its impact on your future goals.	Take responsibility for your academic performance and accept the challenges that college courses provide.
Adhere to confidentiality guidelines as outlined in the Family Educational Rights and Privacy Act (FERPA)	Keep open lines of communication. Share problems & concerns.
Refer you to campus resources.	Follow-up, & utilize, recommended and suggested resources available to you.

### Statement for Students with Disabilities

Cascadia College maintains the Office of Disability Support Services (DSS) to help assure compliance with the rules and regulations set forth by various congressional acts, i.e., the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) 1990. This office has created an atmosphere of opportunity by providing services and mediating considerations for students. The primary goal of the Office of Disability Support Services is to ensure access for students with documented disabilities and to contribute to the development of self-advocacy and confidence of students with disabilities.