



SOUTH SEATTLE
COLLEGE

ADVISING SYLLABUS



**YOUR
GUIDE TO
ADVISING**

The advising syllabus is a tool to navigate academic resources and enhance your advising experience. Use it every quarter as a guide to understanding the advisor-student relationship, your responsibilities, important timelines, policies, and tips to be successful!

SUCCESS THROUGH ADVISING

Through actively engaging with your advisor, you will be able to:



Academic Advising is a shared responsibility between you and your advisor that includes learning outcomes and expectations for the student-advisor relationship.

Create and utilize an Educational Plan to move toward completion.

Learn how to access and utilize advising staff, resources, and tools.

Clarify, explore, and prepare for educational and career goals.

Understand and take initiative regarding relevant academic policies and procedures.

Identify and learn how to access relevant resources appropriate for individual needs.

Primary Advisors & Areas of Study

You will have a Primary Advisor assigned to you based on your Area of Study



Science, Technology, Engineering & Mathematics



Culinary, Hospitality & Wine



Basic & Transitional Studies (BTS) Programs



Arts, Design & Graphics



Social Sciences, Humanities, & Languages



Skilled Trades & Technical Training



Business & Accounting



Health & Medical



Education & Human Services

RESPONSIBILITIES

What we can expect from each other



Throughout the syllabus you will find the tools and information to help you meet the expectations below.

Advisor

During your advising appointment, your advisor will...

- Provide a safe and respectful space to ask questions, discuss interests, and express concerns.
- Be a responsive listener, provide encouragement, and collaborate to generate solutions to challenges.
- Guide decision-making to help you create an educational plan that fulfills your goals and career pathway.
- Recommend appropriate classes and help you navigate MySouth and other tools/resources to assist you in course selection and registration.
- Provide resources relevant to your individual needs.

Outside of your advising appointment, your advisor will...

- Be knowledgeable about programs and graduation requirements, policies, and procedures.
- Be responsive to students in a timely manner.
- Advocate for student success and development.
- Adhere to the guidelines set forth by the Family Educational Rights and Privacy Act (FERPA).

Student

When meeting with your advisor, you are expected to...

- Take initiative to set up meetings with an advisor to complete an Educational Plan and for other questions regarding academic planning and success.
- Plan to meet with your advisor before next quarter registration opens (schedule appointments early!).
- Come to each advising appointment prepared with questions or materials for discussion.
- Actively engage with your advisor by asking questions and sharing your interests and goals.

To move toward academic success, you are responsible for...

- Checking your email account regularly, managing your inbox and responding to actionable items.
- Taking ownership of your academic success by utilizing the tools provided throughout the syllabus.
- Following through on advising recommendations in a timely manner.

ANNUAL ADVISING CYCLE

This schedule is subject to change.



An educational plan is a quarter by quarter plan of classes you will take based on your goals, program of study, transfer plans, and personal schedule. You will want to review and update your educational plan with your advisor, as needed.

For important college dates and deadlines, visit the academic calendar at <https://tinyurl.com/QtrlyCalendar>.

SEPTEMBER

- FALL QUARTER BEGINS

OCTOBER

- CREATE/UPDATE EDUCATIONAL PLAN

NOVEMBER

- REGISTRATION FOR WINTER QUARTER OPENS

DECEMBER

- FINAL EXAMS
- END OF FALL QUARTER

JANUARY

- WINTER QUARTER BEGINS

FEBRUARY

- CREATE/UPDATE EDUCATIONAL PLAN
- REGISTRATION FOR SPRING QUARTER OPENS

MARCH

- FINALS EXAMS
- END OF WINTER QUARTER

APRIL

- SPRING QUARTER BEGINS

MAY

- CREATE/UPDATE EDUCATIONAL PLAN
- REGISTRATION FOR SUMMER AND FALL QUARTER OPENS

JUNE

- FINAL EXAMS & END OF SPRING QUARTER
- COMMENCEMENT CEREMONY
- SUMMER QUARTER BEGINS

JULY

- CREATE/UPDATE EDUCATIONAL PLAN

AUGUST

- FINAL EXAMS
- END OF SUMMER QUARTER

QUARTERLY ADVISING CYCLE

Fall, Winter, Spring



Want to stay on track?
Add these important dates to your calendar or scheduling tool!

For important college dates and deadlines, visit the academic calendar at <https://tinyurl.com/QtrlyCalendar>.

WEEK ONE

- QUARTER BEGINS
- DEADLINE TO ADD CLASSES: 5TH DAY OF THE QUARTER

WEEK TWO

- DEADLINE TO WITHDRAW WITHOUT A "W" APPEARING ON THE TRANSCRIPT

WEEK THREE

- CREATE/UPDATE EDUCATIONAL PLAN

WEEK FOUR

WEEK FIVE

- PRE-REGISTRATION ADVISING

WEEK SIX

- PRE-REGISTRATION ADVISING

WEEK SEVEN

- REGISTRATION OPENS FOR UPCOMING QUARTER
- APPLY FOR GRADUATION (IF REQUIREMENTS ARE MET/IN PROGRESS)

WEEK EIGHT

- DEADLINE TO WITHDRAW

WEEK NINE

WEEK TEN/ELEVEN

- END OF QUARTER

QUARTERLY ADVISING CYCLE

Summer



Taking classes Summer quarter?

It is 3-weeks shorter than other quarters. Prepare for classes to move at a quicker pace.

For important college dates and deadlines, visit the academic calendar at <https://tinyurl.com/QtrlyCalendar>.

WEEK ONE

- QUARTER BEGINS
- DEADLINE TO ADD CLASSES: 4TH DAY OF THE QUARTER
- REGISTRATION FOR FALL QUARTER OPENED IN MAY

WEEK TWO

- DEADLINE TO WITHDRAW WITHOUT A "W" APPEARING ON THE TRANSCRIPT

WEEK THREE

- CREATE/UPDATE EDUCATIONAL PLAN

WEEK FOUR

WEEK FIVE

- APPLY FOR GRADUATION (IF REQUIREMENTS ARE MET/IN PROGRESS)

WEEK SIX

- DEADLINE TO WITHDRAW

WEEK SEVEN

WEEK EIGHT

- END OF QUARTER

SOUTH ONLINE TOOLS

You will use a combination of your ctcLink account and your MySeattleColleges account while a student at Seattle Colleges.



South offers a variety of resources to support all of our new and current students. The Welcome Center can help you find the best resource to fit your needs.

Contact them at
southwelcomecenter@seattlecolleges.edu
or (206) 934-7943.



Your ctcLink account is your official student account for WA State Community and Technical Colleges.

(ctclink ID = student ID)

Use it to:

- Register for, add, and drop classes
- Access Canvas
- View or update your information
- Pay tuition and fees
- Handle Financial Aid processes
- View final grades, **unofficial transcripts**, and track academic progress
- Apply for Graduation
- Create/reset your MySeattleColleges password and/or find your username.

Login info: ctcLink ID and password

- 9-digit number that starts with 201, or 202
- The password you create
- Password does not expire



Your MySeattleColleges account gives you access to technology tools and systems used at Seattle Colleges.

(MySeattleColleges username = student username)

After you apply to South you can log into:

- MySouth (educational planning, parking pass)
- Starfish

After you register for classes you can log into:

- Campus Wi-Fi
- On-campus and remote **computer labs**
- Office 365
- College Email (Outlook)
- Library services
- Handshake (find jobs/internships)

Login info: MySeattleColleges username & password

- Typically, your FirstName.LastName
- The password you create
- Password expires every 120 days
- Use ctcLink login to create/reset your password

POLICIES AND PROCEDURES

Learn how to work with us!



For additional Policies and Procedures please see South's Student Handbook located at <https://tinyurl.com/SouthStudentHandbook>

Academic Student Progress

Applies to all students: Students are expected to pass and complete their coursework and maintain a cumulative grade point average (GPA) of 2.0 or higher. Should your GPA fall below a 2.0, you will receive an Academic Alert notice. Your advisor can help you better understand this policy.

For more information, visit <http://tinyurl.com/AcademicStudentProgress>.

Satisfactory Academic Progress (SAP)

Applies to students receiving Financial Aid: All students receiving Financial Aid are required to maintain Satisfactory Academic Progress (SAP) to continue receiving this funding source. This is separate from Academic Student Progress. It is recommended to meet with the Financial Aid Office to better understand this policy.

For more information, visit <http://tinyurl.com/FinancialAidSAP>.

Academic Calendar

The Seattle Colleges District academic calendar contains important dates and deadlines with regards to each quarter registration, withdraw/drop and tuition refund deadlines, start and end dates of classes, as well as the holiday schedule. Keep in mind that this is a district-wide calendar. Some dates vary by college and program.

Look for South specific dates at <http://tinyurl.com/QtrlyCalendar>.
Web and PDF versions are both available (see right side column).

Student Complaints Procedure

There is both a formal and informal process for students to report a complaint against an employee of the college or another student. For support in pursuing a complaint, contact the Dean of Student Life.

For more information, visit <http://tinyurl.com/StudentComplaintsProcedure>.

APPOINTMENT TIPS



Plan Ahead for Peak Times

Schedule your appointment **two weeks** before the start of registration. Please note that Advisors are only available on a First-Come, First Serve basis the week before and 1st week of the quarter. *Arrive as early as possible to schedule a same-day appointment during these times.*

BEFORE

- Review student and Advisor expectation section
- Prepare and write down a list of questions to discuss
- Bring all necessary paperwork and placement documents
- Make an attempt to research your questions with the syllabus content
- Review your ctcLink Student Center
- Call Advising Center if you need to cancel/reschedule

DURING

- Arrive on time
- Check-In at the front desk
- Bring a copy of your Advising syllabus
- Share why you came in to see your advisor and ask the questions you prepared
- Be open and willing to establish a relationship with your advisor
- Be prepared to share your interests and goals
- Be sure to take notes!

AFTER

- Review the notes you took during your appointment
- Follow through on next steps and recommendations provided by your advisor
- Email your advisor with follow up questions
- You are always welcome to make another appointment!

Email



Include your full name, ctcLink ID number, program or degree you are interested in, and how an Advisor can help you. Please allow 48 hours for a response excluding holidays, weekends and peak times for advising.

Voicemail



Leave your full name, ctcLink ID number, program or degree you are interested in, and how an Advisor can help you. Please speak slowly and clearly. Allow 48 hours for a response excluding holidays, weekends and peak times for advising.

ADVISING NOTES

Keep track of your progress!



Want to take great notes?
Refer to the Appointment Tips
page for guidance!

Date: _____

Advisor: _____

Date: _____

Advisor: _____

Date: _____

Advisor: _____

Date: _____

Advisor: _____

SCHEDULING WITH AN ADVISOR



Want to schedule an appointment?
You can book an appointment online through Starfish:
<https://tinyurl.com/AppointmentNow>
Please include the reason for your appointment in the "detailed description" field.
You can also call our front desk at 206-934-5387.



STARFISH: Your tool to schedule appointments with advisors and other student services, and to connect you to your "success" network!

[Click here to watch a how to video!](#)

Pro-tip: to access your Starfish account, you need to set up your myseattlecolleges login and password (see page 7)

ADVISING APPOINTMENT

A 30 minute appointment is ideal for new students registering, updating an existing educational plan, and for students who want to talk about transfer/program options.



Available:
Monday-Friday



Schedule in advance

EDUCATIONAL PLANNING APPOINTMENT

A 1 hour appointment is needed for students who want to create a new educational plan or complete funding paperwork that requires an educational plan.



Available:
Monday-Friday



Schedule in advance

ZOOM DROP-IN ADVISING

Attending a drop-in advising session is best for students with quick questions or requests. This does not replace a full advising appointment.



Available:
Mon & Thurs

First come, first serve online



Quick question or need a permission code? AdvisorSouth@seattlecolleges.edu
Include your full name, ctLink ID number, program or degree you are interested in, and how an Advisor can help you. Please allow 48 hours for a response excluding holidays, weekends and peak times for advising.

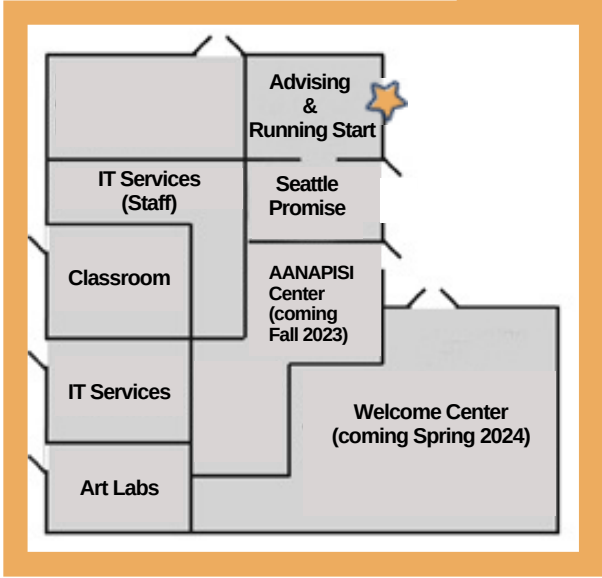
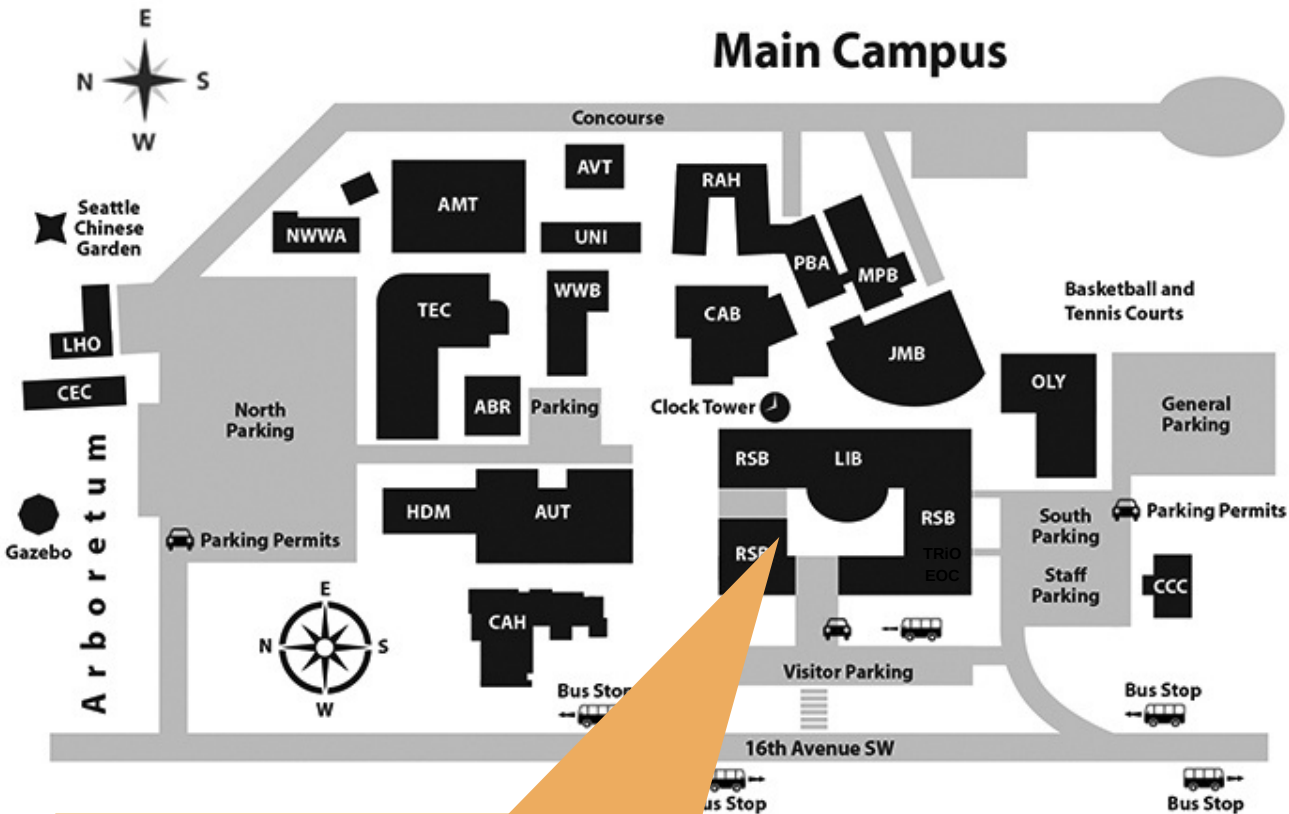
GET IN TOUCH

Advising Center Location and Contact Information



My Advisor is...

**Your advisor may not be located in the Advising Center.*



WSECU Advising Center
Robert Smith Building
Room 02 (RSB 02)

Phone **(206) 934-5387**

Email **AdvisorSouth@seattlecolleges.edu**

South Seattle College does not discriminate against individuals on the basis of race, color, creed, national origin, gender, sex, disability, age, religion, honorably discharged veteran or military status, or sexual orientation. If you need accommodations for a disability, if you have emergency information to share, or if you will need assistance in the event of an evacuation, please discuss this with us in private or contact the Disability Support office (RSB 12) at 206-934-5137 or disability.south@seattlecolleges.edu.