



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



Business & Accounting



Health & Medical



Skilled Trades & Technical Training



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	<ul style="list-style-type: none"> <li>FALL QUARTER BEGINS</li> </ul>
OCTOBER	<ul style="list-style-type: none"> <li>CREATE/UPDATE EDUCATIONAL PLAN</li> </ul>
NOVEMBER	<ul style="list-style-type: none"> <li>REGISTRATION FOR WINTER QUARTER OPENS</li> </ul>
DECEMBER	<ul style="list-style-type: none"> <li>FINAL EXAMS</li> <li>END OF FALL QUARTER</li> </ul>
JANUARY	<ul style="list-style-type: none"> <li>WINTER QUARTER BEGINS</li> </ul>
FEBRUARY	<ul style="list-style-type: none"> <li>CREATE/UPDATE EDUCATIONAL PLAN</li> <li>REGISTRATION FOR SPRING QUARTER OPENS</li> </ul>
MARCH	<ul style="list-style-type: none"> <li>FINALS EXAMS</li> <li>END OF WINTER QUARTER</li> </ul>
APRIL	<ul style="list-style-type: none"> <li>SPRING QUARTER BEGINS</li> </ul>
MAY	<ul style="list-style-type: none"> <li>CREATE/UPDATE EDUCATIONAL PLAN</li> <li>REGISTRATION FOR SUMMER AND FALL QUARTER OPENS</li> </ul>
JUNE	<ul style="list-style-type: none"> <li>FINAL EXAMS &amp; END OF SPRING QUARTER</li> <li>COMMENCEMENT CEREMONY</li> <li>SUMMER QUARTER BEGINS</li> </ul>
JULY	<ul style="list-style-type: none"> <li>CREATE/UPDATE EDUCATIONAL PLAN</li> </ul>
AUGUST	<ul style="list-style-type: none"> <li>FINAL EXAMS</li> <li>END OF SUMMER QUARTER</li> </ul>

# 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	<ul style="list-style-type: none"> <li>• QUARTER BEGINS</li> <li>• DEADLINE TO ADD CLASSES: 4TH DAY OF THE QUARTER</li> <li>• REGISTRATION FOR FALL QUARTER OPENED IN MAY</li> </ul>
WEEK TWO	<ul style="list-style-type: none"> <li>• DEADLINE TO WITHDRAW WITHOUT A "W" APPEARING ON THE TRANSCRIPT</li> </ul>
WEEK THREE	<ul style="list-style-type: none"> <li>• CREATE/UPDATE EDUCATIONAL PLAN</li> </ul>
WEEK FOUR	
WEEK FIVE	<ul style="list-style-type: none"> <li>• APPLY FOR GRADUATION (IF REQUIREMENTS ARE MET/IN PROGRESS)</li> </ul>
WEEK SIX	<ul style="list-style-type: none"> <li>• DEADLINE TO WITHDRAW</li> </ul>
WEEK SEVEN	
WEEK EIGHT	<ul style="list-style-type: none"> <li>• END OF QUARTER</li> </ul>

## SOUTH ONLINE TOOLS

Here is a list of online resources that we encourage you to use! Please talk to your advisor for more in depth information.



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

Contact them at  
[infosouth@seattlecolleges.edu](mailto:infosouth@seattlecolleges.edu) or (206) 934-6684.

### MySouth

<http://www.southseattle.edu/my-south/>

Your portal to access your educational plan, grades, unofficial transcripts, and degree audit. You can register (add/drop) for classes, view your schedule, and view your wait-listed classes.

### Class Schedule

<https://mysouth.seattlecolleges.edu/classschedule.htm>

Find what classes are offered by quarter - including class days, times, and instructors. An annual class schedule is also available and can be discussed with an advisor.

### Elearning

<http://sites.southseattle.edu/online/welcome>

The Support Center (Online Instructional Services) contains helpful resources, contact information, and support forms. (i.e. *online classes, email, Canvas, login guide*)

### Starfish

<https://tinyurl.com/StarfishSouth>

This tool can help you connect with your primary advisor, current instructors and other resources you may be connected to through your Success Network. In 2019-2020, Starfish will be expanded to support you in other ways, so be on the look out for more information.

### Canvas

<http://sites.southseattle.edu/online/welcome>

The virtual extension of your classroom where your instructor may post information relevant to that class.

### @SeattleColleges.edu

<http://sites.southseattle.edu/email/>

Microsoft educational email account is required to access campus computers, connect to printers, log in to Starfish, WiFi and Office 365 applications.

# 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 <https://tinyurl.com/SouthAcademicStudentProgress>*

## 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 <https://tinyurl.com/FinancialAidSAPDoc>*

## 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 MySouth Student Portal
- 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, South student 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, South student 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: \_\_\_\_\_

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Date: \_\_\_\_\_

Advisor: \_\_\_\_\_

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Date: \_\_\_\_\_

Advisor: \_\_\_\_\_

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# 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.

## 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:  
Tuesdays, Wednesdays,  
Fridays



Schedule in advance

## EDUCATIONAL PLANNING APPOINTMENT

A 45-minute appointment is ideal for students who want to create a new educational plan or complete funding paperwork that requires an educational plan.



Available:  
Tuesdays, Wednesdays,  
Fridays



Schedule in advance

## SAME - DAY APPOINTMENT

These appointments are designed for returning students with quick questions and schedule changes.



Available:  
Mondays & Thursdays



First-Come, First-Serve



Quick question or need an entry code? [AdvisorSouth@seattlecolleges.edu](mailto:AdvisorSouth@seattlecolleges.edu)

Include your full name, South student 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...

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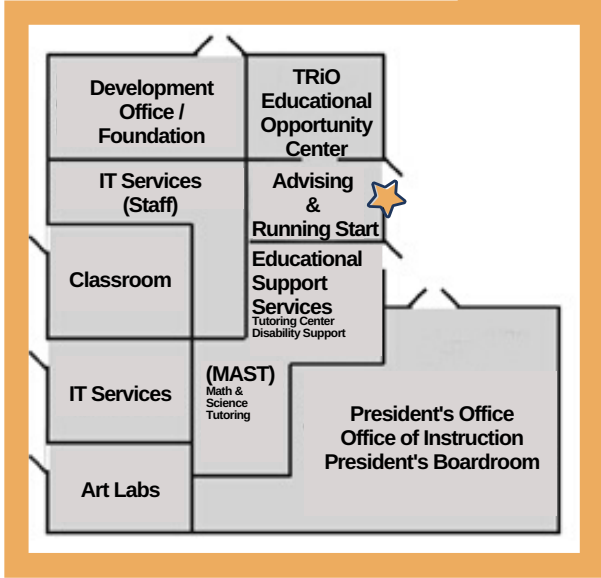
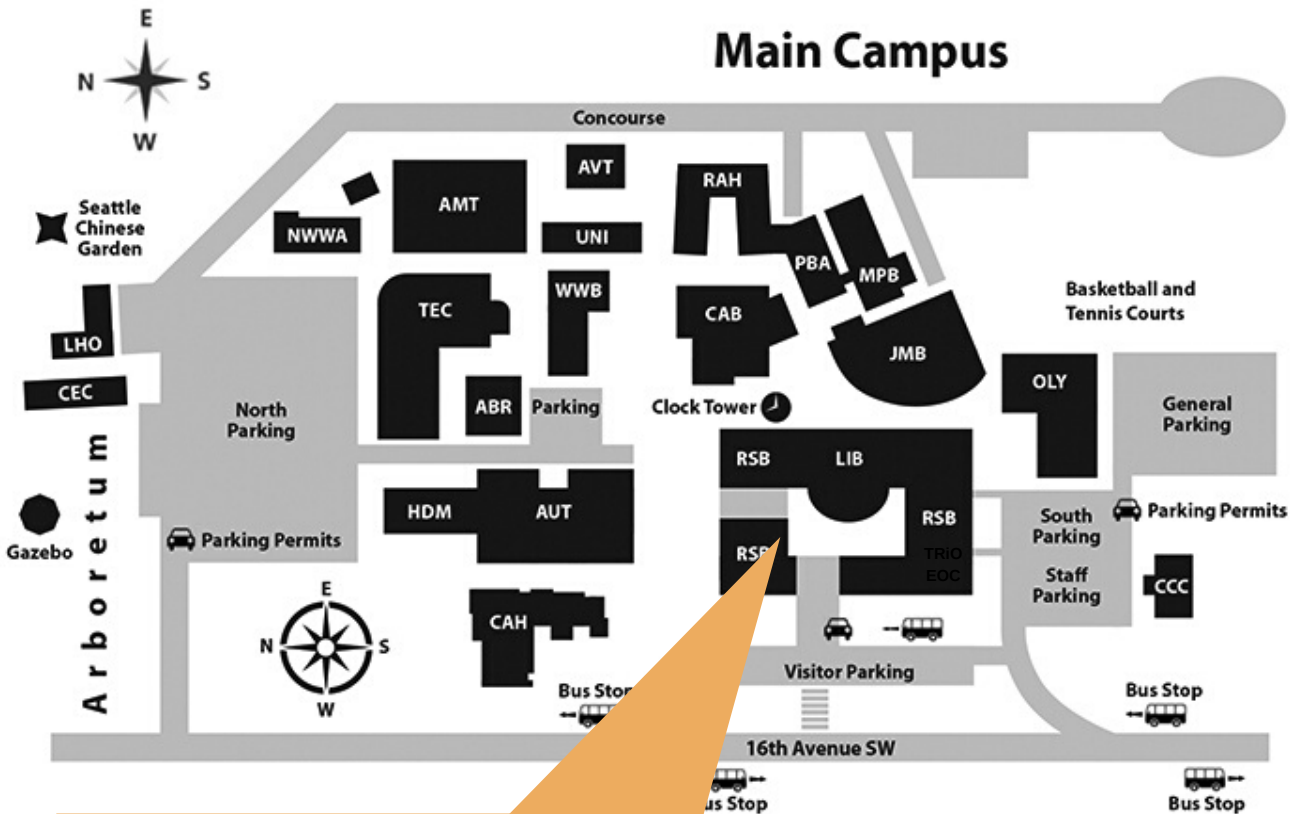


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*Your advisor may not be located in the Advising Center.*



**WSECU Advising Center**  
 Robert Smith Building  
 Room 11 (RSB 11)

Phone (206) 934-5387

Email [AdvisorSouth@seattlecolleges.edu](mailto:AdvisorSouth@seattlecolleges.edu)

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