



## First Year Advising Syllabus

3801 South Central Ave. Cicero, Illinois 60804-4398

Location: 1<sup>st</sup> floor Building B

(708) 656-8000 Ext. 2250

Hours: Monday-Thursday 8am-8pm Friday 8am-4:30pm

### Advising Mission Statement

**Academic Advising employs a student-centered approach to serve our diverse population by supporting and empowering lifelong learning.**

### Welcome to Morton College!

At Morton College, Academic advisors will partner with you and help your transition into college by:

- Ensuring that your career and/or education objective is aligned to your interests, strengths, ability, and passion.
- Help you develop your educational plan.
- Align your plan to your career objective.
- Review your academic performance
- Monitor your academic class load and course selection to ensure your progress toward certificate completion and/or graduation.

### Responsibilities in a Student-Advisor Partnership:

**Expectations for Students:** As a student, you are expected to:

1. Schedule and keep routine advising appointments each semester.
2. Actively participate in advising by asking questions and sharing to clarify goals.
3. Come to each advising session with your advising folder and questions prepared.
4. Follow through on advising recommendations in a timely way.

**Expectations for Advisors:** As an advisor, I will:

1. Be knowledgeable about programs, graduation requirements, policies, and procedures.
2. Educate students on how to interpret and complete their program worksheets.
3. Encourage students to develop and pursue their goals and create an academic plan.
4. Refer students to appropriate campus resources.
5. Recommend appropriate classes to assist students in course selection.

**I have read the above information and understand my responsibilities as a student at Morton College.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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### **Student Learning Outcomes:**

Student learning outcomes assist Advisors to understand how and what you are learning.

- At the conclusion of the New Student Orientation video, all first year students will be able to determine the difference between full-time and part-time student statuses.
- Each student will be able to determine what a semester hour is and how to calculate semester hours.
- At the end of the initial face-to-face first year advising session, a student will know how to interpret their academic worksheet.
- A student will be able to locate information on a class description (online catalog and paper catalog)
- Be capable of identifying courses you can choose for your general education requirements and electives.

### **Contact your Advisor:**

The academic advising department assigns students to advisors based on the amount of semester hours and career/transfer path and by last names. Below you will find your advisor based on the amount of semester hours you have and your last name.

- If you are a NEW STUDENT you will meet with a First Year Advisor.
- If you are a TRANSFER STUDENT with less than 30 semester hours you will meet with a First Year Advisor.
- Find your last name below and make note of who your 1st Year Advisor will be.

**My 1st Year Advisor is:** \_\_\_\_\_