



Advising Syllabus

www.morton.edu

Location: 1st floor Building B • 708.656.8000 Ext.2250

Hours: Monday – Thursday 8:00am – 8:00pm Friday: 8:00am-4:30pm

Summer hours : Monday- Wednesday 8:00am- 8:00pm Thursday- 8:00am- 4:30pm Friday-Closed

Michael Brown
Associate Dean, Student
Services
Ext.1002

ACADEMIC ADVISORS:

Diana Rodriguez
Ext.2359
George Fejt
Ext. 2154
Rodolfo Yañez
Ext. 2408
Marlene Soto
Ext. 2249
Sonia Perez
Ext.2158
Michelle Herrera
Ext. 2247
Brenda Garcia-Searle
Ext. 2152
Kristen Shimko
Ext. 2280
Caroline Johnson
Ext. 2246
Maria Smith
Ext. 2159

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: (a) ensuring that your career- objective is aligned to your interests, strengths, ability, and passion; (b) help you develop your educational plan and (c) align your plan to your career objective. In addition, you and your advisor will review your academic performance, monitor your academic class load and course selection to ensure your progress toward graduation.

**Students with disabilities are entitled to receive individualized services and/ or accommodations intended to assure you will have an equal opportunity to earn your degree.*

Resource Materials: Program worksheet, College Catalog, Student Handbook, Panther Portal.

Responsibilities in a Student-Advisor Partnership:

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

1. Take the English and Math placement test if you are pursuing a degree or certificate.
2. Schedule and keep routine advising appointments each semester.
3. Be prepared for advising sessions by researching degree requirements, prerequisites, co-requisites and transfer information.
4. Actively participate in advising by asking questions and sharing to clarify goals.
5. 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. Encourage and guide students to develop and pursue their goals and create an academic plan.
3. Refer students to appropriate campus resources.
4. Be accessible via phone, email, and by appointment and respond to students in a timely way.
5. Recommend appropriate classes and other tools or resources to assist students in course selection and registration.

Please understand, the academic advisors do not make decisions for you. Academic advisors provide you with the most accurate information available to them, and they work with you to create a realistic plan to accomplish your educational and career goals. However, the educational choices you make are yours and the responsibility for knowing your degree requirements and fulfilling them in a timely and successful manner rests with you.

CHECKLIST

Prior to the Start of my First Semester...

- 1. I have completed New Student Orientation (NSO)- *an orientation program for new students.*
- 2. I have activated my Panther Portal account and changed my password.
- 3. I have reviewed the sections in the college catalog, located on Morton's college website, that describe academic assistance and support, academic and college policies and procedures, and the Student Code of Conduct.
- 4. I have completed the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov Morton College CODE:001728, all of my financial aid requirements and talk to a financial aid advisor to make sure the FAFSA process is complete if I plan to use financial aid to help pay for college.
- 5. I have developed with my academic advisor an academic plan and will routinely update each semester.
- 6. I have registered for classes via my Panther Portal account and printed my class schedule.
- 7. If I am planning to transfer, I have made contact with my intended four year college or universities and have reviewed online transfer information sources.
- 8. I must make payment arrangements through my Panther Portal for my outstanding tuition, fees and other expenses the day I register for classes. This may include a Payment Plan option.
- 9. I fully understand, that I am responsible for tuition regardless of financial aid eligibility.

Ongoing...

- 10. I will routinely check Panther Portal and review bulletin boards for information about student events on campus, notifications, email, clubs and organizations.

Yearly...

- 11. I have filed the FAFSA for the upcoming academic year (*October, 1st*), completed all requirements, and talked to my Financial Aid Advisor.

In my Final Semester...

- 12. I have completed a degree evaluation/ audit with my advisor, registered for my final semester, and petitioned for graduation by meeting with an advisor and submitting the petition online.

► Registration Holds

Student Academic Progress (SAP): Grade point average below 2.0 and less than 67% completion rate.

Please note: Not all registration holds are from academic departments. Some holds may be the result of past due balances or other administrative reasons; such as an athletic restriction with the purpose of monitoring student athlete eligibility (full time 12 semester hours) on a semester-by-semester basis.

► Scheduling Appointments

Appointments are scheduled by calling the Advising Department telephone number: **(708) 656-8000 Ext.2250**. *Please have your advisor's name and student ID number available when scheduling your appointment.*

► Same-day Advising Session

Walk-ins are available during the semester; however, please be aware that advisors may be committed to previously scheduled appointments and/or meetings. We will do our best to meet with you in a timely fashion. Please keep in mind same-day advising sessions are shorter sessions than scheduled appointments.

► Preparing for Your Advising Appointment

- ✓ Be prepared to discuss course options, address academic problems or concerns, make decisions about the upcoming semester, and explore major/minor options.
- ✓ Make a list of potential courses for the next semester you are interested in taking.
- ✓ Explore degree worksheets for majors you might be interested in.
- ✓ Make sure you arrive for your appointment on time.
- ✓ Please bring any and all transcripts from previous college(s) and high school/GED.

OFFICE	Building:	Main Line:708.656.8000
Academic Advising /Placement Testing	B: 1 st floor	Ext. 2250
Student ID's	C: 239	Ext. 2419
Student Success Center / Activities	C: 213	Ext.2317 /2416
Intercollegiate Athletics	E: 201	Ext. 2271
Library	C: 1 st floor	Ext. 2235
Financial Aid	B: 232	Ext. 2428
Bookstore	C: 134	Ext. 2222
Admissions and Records	B: 1 st floor	Ext. 2356
Child Care Center	D: 105	Ext. 2284
Individual Learning Center	C: 201	Ext. 2465
Cashier's	A: 1 st floor	Ext. 2268
Campus Police	C: 119	Ext. 2201