

# Advising Syllabus

ADVISING AT MIAMI DADE COLLEGE

At Miami Dade College, the role of advisors is to help you with the transition into college by monitoring your academic plan, course selection, enrollment intensity, and academic performance, to ensure your success in college. You will need to build a relationship with an advisor, as they will support you in initiating long-term educational planning and direct you to opportunities and resources that will enrich your educational experience. We look forward to working with you and assisting you in achieving your academic goals!

## ADVISORS WILL SUPPORT YOU WITH:

- Determining educational and career goals.
- Understanding academic requirements and anticipated graduation date.
- Developing a semester-by-semester MAP (My Academic Plan).
- Scheduling appointments to discuss your academic progress and questions.
- Recommending opportunities for academic and career enrichment.
- Suggesting engagement and leadership opportunities on campus.
- Tracking your academic progress and developing strategies for success.
- Navigating campus and technological resources as needed.
- Communicating accurate information about requirements, policies and procedures.
- Responding to your emails in a timely manner.

## STUDENTS, TAKE CHARGE OF YOUR EDUCATION:

- Identify educational and career goals.
- Understand your academic requirements.
- Collaborate with an Advisor to create your MAP (My Academic Plan).
- Schedule appointments regularly, arrive on time and bring required materials.
- Ask questions! Seek guidance and opportunities for academic and career development.
- Get involved in Campus events, clubs and activities...you are a changemaker!
- Follow MDC academic policies, procedures, and understand important deadlines.
- Utilize campus and technological resources to find and apply information effectively.
- Contact an advisor before making important academic decisions (i.e., changing your major).
- Check your **MyMDC** email, Canvas, and Navigate accounts at least once per day for any communications sent to you.

## Student Development Outcomes for Advising:

1. Be an active participant in the advising process.
2. Identify steps for overcoming academic and personal obstacles.
3. Utilize College technology to access resources pertinent to academic career.
4. Connect personal aspirations to academic and career goals based on personal values, interests, and abilities.
5. Demonstrate ability to develop a schedule based on personal commitments and financial responsibilities.
6. Develop an academic plan to facilitate timely completion based on graduation requirements.
7. Locate appropriate academic, financial, and student support services based on individual needs.
8. Know how to locate opportunities such as but not limited to internships, study abroad, civic engagement and co-curricular activities.
9. Apply post-graduation goals (additional degree completion at MDC, transfer, and/or employment) to academic decision-making.

# Your Advising Path

WHEN	WHAT
During your 1st semester	<ul style="list-style-type: none"> <li>• Get to know your assigned advisor and be an active participant in the advising process: learn degree requirements, how to develop your course schedule, and college policies that apply to you.</li> <li>• Learn about skillsets and resources to overcome obstacles.</li> <li>• Utilize College technology.</li> <li>• Read all communications sent to your MyMDC email, Canvas and Navigate accounts...check it daily.</li> <li>• Complete your to-do's in MDC Navigate.</li> <li>• Learn how to connect your personal aspirations to your academic and career goals.</li> <li>• Confirm your pathway and career goals; utilize career explorations resources to assist you.</li> <li>• Develop your My Academic Plan (MAP) to facilitate timely completion based on graduation requirements.</li> </ul>
Prior Registration (Every term)	<ul style="list-style-type: none"> <li>• Connect with an advisor to initiate a planning discussion.</li> <li>• Review your chosen career pathway and ensure that the coursework suggested in your MAP aligns with your plan.</li> </ul>
Every Term	<ul style="list-style-type: none"> <li>• Ensure you are making good progress and reach out to your advisor for support as needed.</li> <li>• During your advisement sessions, learn how to connect your personal aspirations to your academic and career goals.</li> <li>• Utilize appropriate academic, financial, and student support services and student opportunities in campus life (Service learning, Student clubs and organizations, study abroad, internships, etc.).</li> <li>• Get to know your professors: it's both a good way to find out what the different majors are really about and to begin building important collegial relationships. You may want/need references later on for jobs, scholarships and college applications.</li> </ul>
By the 15th Credit Earned	<ul style="list-style-type: none"> <li>• Focus on the completion of your gateway courses: strengthening your writing, math, and critical thinking skills.</li> </ul>
By the 30th Credit Earned	<ul style="list-style-type: none"> <li>• Review and confirm your comprehensive MAP with your advisor.</li> <li>• Ensure that your Computer, Foreign Language, Civic Literacy and SLS competencies have been met.</li> </ul>
By the 45th Credit Earned	<ul style="list-style-type: none"> <li>• Apply post-graduation goals (additional degree completion at MDC, transfer, and/or employment) to academic decision-making.</li> <li>• Explore in-house baccalaureate options.</li> <li>• Attend a College Transfer Fair.</li> <li>• Review your academic requirements report to plan enrollment for last semester.</li> </ul>
In Your Last Semester	<ul style="list-style-type: none"> <li>• Apply for Graduation.</li> <li>• Participate in Commencement ceremony. (Students who will complete their degree must apply for graduation in Spring to be able to participate in commencement ceremonies).</li> <li>• Ensure degree completion by earning passing grades in enrolled courses.</li> </ul>

## Student Resources

[Student's Rights and Responsibilities](#)

[Academic Programs](#)

[Stackable Credentials](#)

[Prior Learning Assessments](#)

[SMART Action Plan](#)

[Learning Resources](#)

[ACCESS and Disability Services](#)

[Advisement and Career Services Contact](#)

[Frequently Asked Questions](#)

[GPA Calculator](#)

[Career Exploration Guide](#)

[Request Change of Academic Pathway](#)

[Testing Resources](#)

[Florida Residency](#)

[Academic Calendar](#)

[Student Portal](#)

[myMDC Mobile](#)

[MDC Navigate](#)

[Canvas](#)

[Gmail account set-up](#)

[LiveSafe](#)

Please visit [www.mdc.edu/main/academics/academic\\_calendar.aspx](http://www.mdc.edu/main/academics/academic_calendar.aspx) for important dates.