

Ozarks Technical Community College

Academic Advising Syllabus

Advisor:

Office:

Phone:

Email:

Office Hours:

Student Responsibilities:	Advisor Responsibilities:
Accept responsibility for academic performance and decisions.	Provide guidance , encouragement, and referrals to resources to empower students to meet their own goals.
Clarify personal values and goals.	Listen carefully.
Participate proactively in the decision-making process.	Maintain confidentiality.
Communicate with assigned advisor on a regular basis.	Provide strategies and options.
Prepare a list of questions and concerns before each advising meeting.	Monitor students' progress.
Follow through on suggested actions, resources, or referrals.	Discuss the relationship between academic preparation and the work world.
Maintain a personal record of academic progress.	Be accessible by appointment, as needed.
Understand college programs, policies and procedures and deadlines.	

Advising Resources:

Catalog

Student Handbook

Advising Folder

OTC Website

Advising Objectives – Successful students will demonstrate the following:

- Understanding of required courses and sequencing
- Understanding of placement test scores
- Ability to create education plan using E-Advisor
- Ability to schedule classes online using MyOTC