

## ACADEMIC ADVISING SYLLABUS

### Academic Advising Syllabus

**Mission Statement:** The mission of academic advising at MDCC is to promote student success through intentional, collaborative, and ongoing partnerships between students and faculty that promote academic, career, and personal achievements.



Student Name: \_\_\_\_\_ D#: \_\_\_\_\_

MDCC 1<sup>st</sup> Semester of Enrollment: \_\_\_\_\_ Graduation Goal: \_\_\_\_\_

#### Academic Advising:

Faculty Advisors work in partnership with students to set, track, and achieve academic, career, and personal goals.

#### Advisee Responsibilities:

The student will

- Prepare for advising sessions
- Schedule and keep regular advising sessions
- Actively participate in advising by asking questions and by sharing goals
- Accept responsibility for his or her own academic plan
- Follow through with advising recommendations in a timely manner

#### Advisor Responsibilities:

The advisor will

- Provide a safe and respectful space for students to share thoughts, goals, concerns, and interests
- Share knowledge about programs, requirements, and policies
- Assist students in course selection and registration
- Refer students to appropriate campus resources

#### Advising Timeline:

**Before the start of your 1<sup>st</sup> semester at MDCC:**

- Complete the enrollment process
- Submit your FAFSA at [www.fafsa.gov](http://www.fafsa.gov)
- After registering for classes, print a copy of your schedule for the upcoming term.
- Visit the MDCC Bookstore to find out how to buy your textbooks. You will need a copy of your schedule in order to purchase books.
- Use your class schedule and the campus map to locate where your classes will be held.
- Sign up for the MDCC Alert System to receive important messages from the college.

**During your 1<sup>st</sup> semester at MDCC:**

- Meet with your advisor to discuss your current academic, career, and personal goals.
- Develop a degree map to reach graduation.

**Each semester at MDCC:**

- Determine when registration begins and ends.
- Secure and maintain funding resources to pay for tuition, fees, and other expenses.
- Talk with your instructor(s) if you are concerned or have questions about your grades or progress.
- Review your degree map before registering for classes to ensure you are track with your graduation goal.

**Ongoing/Anytime:**

- Review requirements for your program of study with your advisor.
- Routinely check the MDCC website, your MDCC e-mail, and campus bulletin boards for information about student events on campus and clubs and organizations.
- Apply for any available scholarships for which you may qualify.

**Yearly:**

- File FAFSA for the upcoming year.

#### Advising Coordinator

Audra Perry  
Boggs-Scroggins Student Services Building 308  
Office Hours: M-TH 8 a.m. – 5 p.m.  
Phone 662-246-6240  
E-mail: [aperry@msdelta.edu](mailto:aperry@msdelta.edu)

# Academic Advising Syllabus

## Preparing for your advising appointment:

- Schedule your appointment with your advisor.
- E-mail your advisor if you need to cancel or change your appointment.
- Visit [www.msdelta.edu](http://www.msdelta.edu) to print the curriculum check sheet for your major. If you are undeclared, print the curriculum check sheet for any majors you are considering and a General Education curriculum check sheet.
- Visit [www.msdelta.edu](http://www.msdelta.edu) to print your current MDCC transcript.
- Mark any classes on your degree map that you have already successfully completed with a grade of C or higher.
- Consider which classes you need to take in the upcoming semester to meet your graduation goal.
- Write down questions that you have for your advisor.

## During your advising appointment:

- During the appointment, be prepared to discuss your educational, career, and personal interests and goals, your educational plan to achieve these goals, and any other academic concerns or questions.

## After your advising appointment:

- Review your degree map and register for classes for the upcoming semester.
- Complete any advising tasks assigned by your advisor.
- Check your MDCC e-mail regularly for correspondence from your advisor that could affect your educational plan.
- Schedule a follow-up appointment with your advisor if needed.

### Don't forget to:

- ✓ Regularly check your MDCC e-mail
- ✓ Check for holds on your account
- ✓ Check registration dates
- ✓ Confirm your major

## Campus Resources:

### Admissions:

- Jay Gary
- Boggs-Scroggins Student Center
- (662) 246-6302
- [jgary@msdelta.edu](mailto:jgary@msdelta.edu)

### Business Office:

- Marsha Lee
- Boggs-Scroggins Student Center
- (662) 246-6314
- [mlee@msdelta.edu](mailto:mlee@msdelta.edu)

### Counseling:

- Kate Failing, LPC, NCC
- Boggs-Scroggins Student Center
- (662) 246-6361
- [counseling@msdelta.edu](mailto:counseling@msdelta.edu)

### Disability Services:

- Frances Williams
- Stanny Sanders Library
- (662) 246-6251
- [fwilliams@msdelta.edu](mailto:fwilliams@msdelta.edu)

### Financial Aid:

- Boggs-Scroggins Student Center
- (662) 246-6263

### Library Services:

- Kristy Bariola
- Stanny Sanders Library
- (662) 246-6376
- [kbariola@msdelta.edu](mailto:kbariola@msdelta.edu)

### Pre-Advising/Tutoring:

- Student Success Center of Learning
- Stanny Sanders Library
- (662) 246-6251

### Student Life:

- Dr. Edward Rice II
- Vandiver Student Union
- (662) 246-6442
- [erice@msdelta.edu](mailto:erice@msdelta.edu)