

IECC Academic Advising Syllabus

Student Name _____

Student ID # _____

Advisor Name _____

Degree Program _____

Major _____

Do you plan to transfer to a university? ____

If yes, where? _____

IECC Contact Information

Frontier Community College
877-464-3687

Lincoln Trail College
866-582-4322

Olney Central College
866-622-4322

Wabash Valley College
866-982-4322

Advising Mission:

The mission of the IECC Academic Advisors is to provide accurate information about academic requirements, policies and procedures, and transfer and career opportunities, which will assist each student in making realistic and purposeful decisions about academic, career, and life goals.

What You Can Expect – Advisor Responsibilities Include:

1. To be knowledgeable, approachable, helpful, friendly, and available to students.
2. Maintaining student confidentiality.
3. Monitoring and accurately documenting students' progress, making sure university and departmental policies are enforced in the completion of the degree or certificate program.
4. Effectively communicating information regarding curriculum, requirements, policies, etc.
5. Addressing student questions and concerns thoughtfully and respectfully.
6. Provide accurate official schedule at registration appointment.

What You Are Expected To Do – Student Responsibilities Include:

1. Completing all necessary assessments, prerequisites, and documentation submittal in a timely manner.
2. Maintaining regular advising appointments and being prepared for the appointment by arriving early with personal records/documentation/questions.
3. Actively participate in advising by communicating your goals to your advisor and being knowledgeable about your academic programs, policies, and procedures.
4. Accepting responsibility for decisions and actions (or inactions) that affect educational progress and goals.
5. Understand graduation requirements.

Advising FAQ's

When do I go for advising?

Registration for summer and fall typically begin the first week in April. Registration for spring begins the first week of November.

What do I bring with me for advising?

Be prepared with your student ID, program outline, scholarship information and any questions you may have.

Where do I pay my bill?

See the Business Office or cashier to make a payment or to set up a payment agreement. Any bill related questions should be directed towards the Business Office.

How can I drop/withdraw from a class?

To withdraw from a class please contact the Retention Coordinator or your Academic Advisor.

When is the last day to withdraw from a class?

Withdrawal requests must be received in Student Services no later than two weeks prior to the end of any regular length semester.

Considerations for graduation (Questions to consider your final year)

How do I...

Apply for graduation? Request an official transcript? Conduct a job search? Prepare a resume?

Acquire letters of recommendations? Apply for transfer to a university? Apply for scholarships?

Email Etiquette

Email is a quick and easy method for communicating with staff and faculty. As a student, you will receive important information from faculty, advisors and administrators. Students are expected to regularly check their IECC email for important information. When communicating with faculty and staff please follow the email guidelines below.

1. Provide your full name and student ID.
2. Be brief. Save lengthy explanations for face to face meetings or phone calls.
3. Include important information such as dates, course name, CRN, section number, ETC
4. DO NOT TYPE IN ALL CAPITAL LETTERS. do not type in all lower case letters.
5. Use proper English grammar and punctuation. Use full words, not text message abbreviations of language.
6. Save important email correspondence as documentation of conversations.
7. If you do not have a professional email address, you will need to create one.

Transfer Assistance – Visit the following websites for more information on transferring IECC classes to other institutions.

iTransfer - www.itransfer.org

Transferology - www.transferology.com

Career Development – Visit the following websites for career information and occupational outlook.

Illinois Career Information System - www.ilcis.intocareers.org

Bureau of Labor Statistics - www.bls.gov

Parts of this syllabus were adapted from SIUE Educational Plan, Austin Peay State University Academic Advising Syllabus, and Owens Community College Advising Syllabus.