

## Advisement Syllabus

An *advisement syllabus* describes the academic advisement relationship, the advisement process, and the responsibilities of both students and advisors in this shared endeavor. Borough of Manhattan Community College (BMCC) defines academic advisement as a collaborative process between you, the student, and an academic or faculty advisor with the purpose of helping you reach your educational, professional and personal goals.

BMCC requires all matriculated students to meet with an advisor each term prior to registration for the following term. Students are strongly urged to get advised as early as possible to ensure the earliest registration possible. In addition, students are encouraged to consult with an advisor before making any major academic decisions (e.g., dropping/withdrawing from a course, changing majors).

In collaboration with your advisor, you will create an academic plan tailored to your goals. The plan you create can incorporate career and transfer advisement to make certain that your academic and career paths align and to help prepare you for transition to a senior college.

### *Academic/Faculty Advisor's Information*

<b>Name</b>	
<b>Department</b>	
<b>Email Address</b>	
<b>Phone Number</b>	

### *Student Learning Outcomes*

Through academic advisement, you will:

- Identify appropriate curricular requirements.
- Utilize available resources to support timely degree completion.
- Exhibit self-efficacy behaviors.
- Identify what criteria you are seeking in your transfer institution.
- Utilize available transfer tools to aid in your research.
- Create a Transfer Plan in Transfer Explorer.

### ***Advisors' Roles and Responsibilities:***

What Advisees (You, the Student) Can Expect

#### **Advisors are expected to:**

- Maintain confidentiality when working with you one-on-one.
- Assist students with exploring your education and career goals.
- Provide information regarding general college policies and procedures, referrals to campus services and other administrative departments.
- Assist in program planning that will lead to realistic life choices and long-term goals.
- Be prepared for each advising session.
- Listen carefully and respect your questions.
- Be on time for scheduled appointments.
- Be courteous and plan ahead by cancelling or rescheduling appointments, if necessary
- Have access to DegreeWorks and know how to use it for advisement.

### ***Students' Roles and Responsibilities:***

What Advisors Can Expect

#### **You are expected to:**

- Attend an academic advisement session each term prior to registration.
- Be on time for scheduled appointments.
- Be courteous and plan ahead by cancelling or rescheduling appointments, if necessary.
- Come to appointments prepared with questions or issues to discuss with the advisor
- Accept responsibility for short and long-term decisions and actions.
- Keep a record of your academic progress and completed goals.
- Familiarize yourself with BMCC's academic calendar each term – paying close attention to important deadline dates.
- Seek help when needed and use appropriate campus resources.
- Be able to access DegreeWorks.

### ***Preparing for the Advisement Session:***

Academic advisement is a chance for you to connect with someone at the College and to have your questions answered. You should review your DegreeWorks audit before meeting with an advisor.

Every student has questions, but sometimes it's hard to figure out which ones to ask. It is always a good idea to bring a list of questions to an advisement session. Here are some examples:

- How many credits are recommended for me to graduate in \_\_\_\_\_ timeframe?
- I am undecided about my major, how can I plan my course selections to explore my opportunities?
- Are there any course grade requirements that I should know about in my degree program?
- Which courses must be taken in a particular sequence, and which courses can be taken any term?
- Where can I get help exploring internship, research, study abroad and summer employment opportunities related to my field?

# Helpful Terms and Tips

## Terminology:

- **Enroll/Register/Registration:** These terms refer to the creation of your schedule where you have finalized the days and times you will be attending classes for that term.
- **Add:** The process of enrolling in courses for the term/session. Once the Add period has ended, you are no longer able to enroll in a course.
- **Drop:** The process of unenrolling from a course. Courses 'dropped', will not show on your transcript.
- **Swap:** Replacing one course with another on your schedule during the Add period.
- **Withdrawal:** The process of unenrolling from a course(s) after the Drop period has ended. Once the withdrawal period begins, the withdrawn course(s) will show on your transcript with a grade of W which will not affect your GPA.
- **Credits:** Units granted for the satisfactory completion of a course.
- **Credit Hours:** Form of measurement used to indicate how many credits a course is worth, based on the time you will likely spend on the class each week. For courses such as ESL that offer 0 credits, the number of hours attached to the course count towards full-time/ part-time status.
- **Full-time:** Enrollment in 12 credits/credit hours or more for the term.
- **Part-time:** Enrollment in 11 credits/credit hours or less for the term.
- **Online Asynchronous:** A type of distance education that does not occur in real time, asynchronous learning allows students to watch lectures and complete assignments on their own time (but by the required deadlines) rather than having to attend classes on a specific schedule.
- **Online Synchronous:** This requires you to attend real-time lectures online, typically via Zoom, and complete assignments at specific times.
- **Hybrid:** A mix of in-person and online learning.
- **Class Syllabus:** A document given to you by your professor, that provides class expectations and an overview of required readings/ textbook, assignments, exams, etc.
- **Office Hours:** The day(s) and time(s) during the term when your professor is available in their office or online to assist you with questions you may have regarding the course.
- **Tutoring:** Additional academic support if you would like to get a better understanding of class material, if you are experiencing any difficulty with the class, need help preparing for a test, etc. Depending on the subject matter, tutoring may be available in-person or online.
- **Major:** Your chosen area of study, such as Accounting or Science.
- **Degree:** A type of credential awarded upon graduation. At BMCC, we offer 3 different types of Associate degrees: Associate of Arts, Associate of Science and Associate of Applied Science. The major you are pursuing will determine the type of degree you receive. For example, the Criminal Justice major is an Associate of Arts degree, the Human Services major is an Associate of Science degree while the Nursing major is an Associate of Applied Science degree.

### **BMCC Student Email:**

We **strongly** encourage you to activate your BMCC student email and regularly check it for important updates and opportunities sent by the College. You can contact the Service Desk at [userservices@bmcc.cuny.edu](mailto:userservices@bmcc.cuny.edu) 48 hours after your initial registration if you need technical assistance.

### **Resources:**

- **Academic Advisement and Transfer Center (AATC):** The AATC coordinates academic advisement and transfer-out services at the College. Visit the AATC for academic advisement or transfer planning. [www.bmcc.cuny.edu/advisement](http://www.bmcc.cuny.edu/advisement)
- **Counseling Center:** Visit the Center if you are experiencing psychological and adjustment issues (e.g., depression, anxiety) and problems or issues including stress management that can negatively impact your academic performance, quality of life, or more. [www.bmcc.cuny.edu/counseling](http://www.bmcc.cuny.edu/counseling)
- **Digital Education Center:** This Center is there to support you throughout your online learning experience whether you are taking an asynchronous course, a synchronous course or a hybrid course. [www.bmcc.cuny.edu/academics/digitaleducation/student-support](http://www.bmcc.cuny.edu/academics/digitaleducation/student-support)
- **Learning Resource Center (LRC):** The LRC provides academic support services to meet your learning needs and strengthen your academic skills by giving you the opportunity to complete your coursework successfully. [www.bmcc.cuny.edu/students/lrc](http://www.bmcc.cuny.edu/students/lrc)
- **Office of the Bursar:** The Office of the Bursar handles inquiries involving billing, payment, and Tuition Assistance Program (TAP; New York State financial aid). [www.bmcc.cuny.edu/bursar](http://www.bmcc.cuny.edu/bursar)
- **Panther Station:** The Panther Station provides services from three different areas: Admissions, Financial Aid, and Registrar. They are there to assist with admission to BMCC, paying for college (using financial aid or scholarships), applying for Pell and/or TAP, and enrolling in courses. [www.bmcc.cuny.edu/panther-station](http://www.bmcc.cuny.edu/panther-station)

### **Websites to Bookmark:**

- **Academic Calendar:** You should refer here for important dates and deadlines for each term/session you are enrolled. [www.bmcc.cuny.edu/academic-calendar](http://www.bmcc.cuny.edu/academic-calendar)
- **Academic Departments:** You should refer to this page to navigate to departments that oversee your major or the courses in which you are enrolled. [www.bmcc.cuny.edu/academics/departments](http://www.bmcc.cuny.edu/academics/departments)
- **Academic Programs:** You should refer to this page for a list of all BMCC majors; each major page contains related curricular, transfer, and career information. [www.bmcc.cuny.edu/academics/programs](http://www.bmcc.cuny.edu/academics/programs)

# Recommended Timeline/Tasks

The information below contains a list of recommended tasks you can take during a recommended credit range to help you make the most of your academics at BMCC.

Credit Range	Task
<b>Before you start</b>	<ul style="list-style-type: none"> <li>• Research major requirements</li> <li>• Research careers you can obtain with your intended major</li> <li>• Review the grading policies <a href="https://bit.ly/4ifeQhw">https://bit.ly/4ifeQhw</a></li> <li>• Reach out to <a href="mailto:aatc@bmcc.cuny.edu">aatc@bmcc.cuny.edu</a> if you have not already been advised</li> <li>• Log on to DegreeWorks <a href="https://degreeworks.cuny.edu/Dashboard_bm/">https://degreeworks.cuny.edu/Dashboard_bm/</a></li> <li>• Utilize the BMCC student planner <a href="https://www.bmcc.cuny.edu/students">https://www.bmcc.cuny.edu/students</a> (Under Communications and Publications)</li> </ul>
<b>0-12</b>	<ul style="list-style-type: none"> <li>• View advisor assignment in CUNYfirst or if unsure, email <a href="mailto:aatc@bmcc.cuny.edu">aatc@bmcc.cuny.edu</a></li> <li>• Review DegreeWorks audit</li> <li>• Familiarize yourself with Schedule Builder</li> <li>• Narrow down academic/career interests</li> <li>• Explore student clubs and other opportunities based on academic/career interest</li> <li>• Check in with your professor(s) to see how you are doing in your classes</li> <li>• Explore Transfer Explorer (T-Rex) <a href="https://explorer.cuny.edu">https://explorer.cuny.edu</a></li> </ul>
<b>13-24</b>	<ul style="list-style-type: none"> <li>• Research required or elective internship opportunities related to major/career</li> <li>• Get involved on campus: join a club and attend events/workshops</li> <li>• Review articulation agreements for your major <a href="https://bit.ly/43ao4HC">https://bit.ly/43ao4HC</a></li> <li>• Attend the transfer fair or a transfer event</li> <li>• Create a list of potential transfer institutions</li> <li>• Submit transfer plan through T-Rex</li> </ul>
<b>25-36</b>	<ul style="list-style-type: none"> <li>• Review graduation requirements, particularly Writing Intensive requirement, and progress <a href="https://bit.ly/3CWBBRQ">https://bit.ly/3CWBBRQ</a></li> <li>• Finalize transfer list</li> <li>• Review T-Rex transfer plan and update as needed</li> </ul>
<b>37-48</b>	<ul style="list-style-type: none"> <li>• Review graduation process</li> <li>• Complete internship or other experiential learning opportunity, such as study abroad</li> <li>• Check application requirements and deadlines</li> </ul>
<b>49-60</b>	<ul style="list-style-type: none"> <li>• Apply for graduation</li> <li>• Decide if you would like to attend commencement (graduation ceremony) which is only held once a year in late May or early June</li> <li>• Submit transfer applications and other required documentation</li> <li>• Review onboarding steps for transfer school once accepted</li> </ul>