

Borough of Manhattan Community College Advisement Syllabus

Statement on Advisement: Borough of Manhattan Community College policy is that all students are required to be advised by either an academic or faculty advisor prior to registration each semester. Students are strongly encouraged to get advised as early as possible. Through academic advisement, students and their advisors will develop meaningful educational plans that will address the students' academic, career and personal goals.

Roles & Responsibilities:

Academic Advisors' Roles & Responsibilities: <i>What Advisees (Students) Can Expect</i>	Students' Roles & Responsibilities: <i>What Advisors Can Expect</i>
<p>Academic Advisors are expected to:</p> <ul style="list-style-type: none"> • Maintain confidentiality when working with students one-on-one. • Assist students with exploring their 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, concerns, and problems. • Be on time for scheduled appointments. • Be courteous and plan ahead by cancelling or rescheduling appointments, if necessary. • Have access to the Student Advisement Degree Audit system and know how to use it for advisement. 	<p>Students are expected to:</p> <ul style="list-style-type: none"> • Attend an academic advisement session each semester prior to registration. • Be on time for scheduled appointments. • Be courteous and plan ahead by cancelling or rescheduling appointments, if necessary. • Come to appointments with prepared questions or issues to discuss with their Advisor • Accept responsibility for short and long-term decisions and actions. • Keep a record of their academic progress and completed goals. • Familiarize themselves with BMCC's academic calendar each semester – paying close attention to important deadline dates. • Seek help when needed and use appropriate campus resources. • Be able to access the Student Advisement Degree Audit system.

Preparing for the Advisement Session:

Academic Advisement is a chance for students to make a connection with someone at the College and to have their questions answered. 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 sessions. Here are some examples:

- How many credits per semester are recommended for me to graduate in a timely manner?
- What are the Common Core courses and how do they apply to my degree program?
- I am undecided about my major interest area, 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 semester?
- Where can I get help if I experience difficulty in any of my classes?
- How can I best begin exploring the internship, research, study abroad and summer employment opportunities related to my field?

BMCC Student Email:

Students are STRONGLY encouraged to activate and regularly check their BMCC student email for important updates and opportunities sent to them by the College.

Borough of Manhattan Community College Advisement Syllabus

Department Information:

Department	
Department Location	
Main Department Telephone Number	
Main Department Email Address	
Main Department Website	

Advisor Information:

Name	
Telephone Number	
Email Address	

Department Specific Information:

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Academic Advisement Resources:

1. Academic Advisement & Transfer Center Website: www.bmcc.cuny.edu/advisement
2. Directory of BMCC Departments: www.bmcc.cuny.edu/directory
3. BMCC Academics Website: www.bmcc.cuny.edu/academics
4. BMCC Student Email Assistance: http://www.bmcc.cuny.edu/email/student_email.jsp
5. BMCC Academic Calendar: http://www.bmcc.cuny.edu/calendar/academic_calendar.jsp