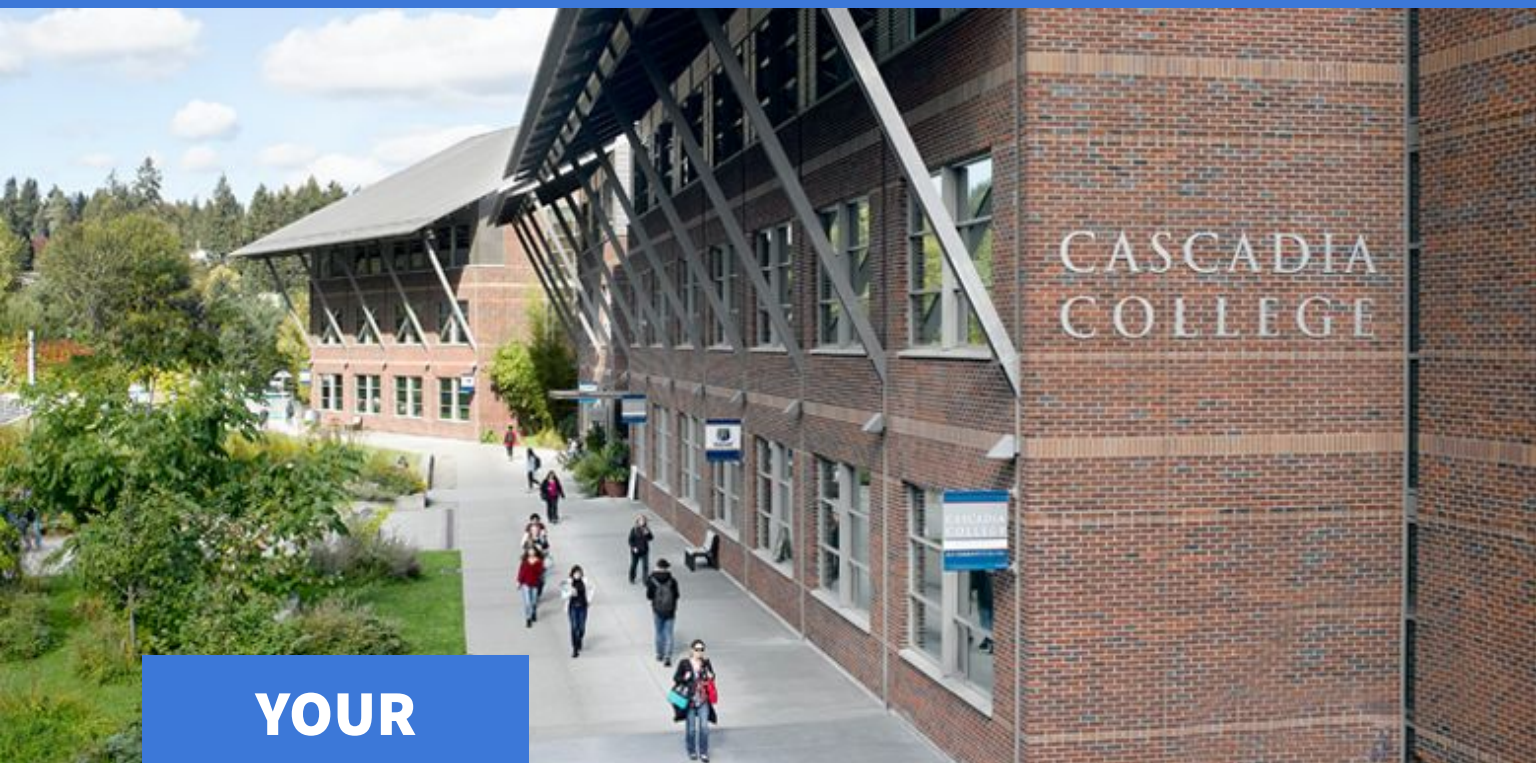


ADVISING SYLLABUS



YOUR GUIDE TO ADVISING

Academic Advising is a collaborative partnership between the student and academic advisor. The purpose of advising is to help students identify and explain their personal and professional goals and to see the connection between classes and those goals. Advisors can help students understand degree and transfer requirements and connect students with on-campus resources.

STUDENT LEARNING OUTCOMES

Working with an advisor, you will learn or gain the following skills...

1

Learn how to access Cascadia Staff and campus resources



2

Identify and learn how to utilize tools and resources to meet your goals



3

Create and utilize an Educational Plan to move toward completion



4

Clarify, explore, and prepare for educational and career goals



5

Have an increased and improved self-awareness and decision-making skills



Thank you to South Seattle College for letting us use their Advising Syllabus template .

RESPONSIBILITIES

What we can expect from each other...

STUDENT

When meeting with your advisor, you are expected to:

- Take initiative to set up meetings with an advisor for questions regarding academic planning and success
- Plan to meet with your advisor before next quarter registration opens (schedule appointments early)
- Come to each advising appointment prepared with questions or materials for discussion
- Actively engage with your advisor by asking questions and sharing your interests and goals

To move toward academic success, you are responsible for:

- Checking your email regularly, managing your inbox and responding to actionable items
- Taking ownership of your academic success by utilizing the tools provided throughout the syllabus
- Following through on advising recommendations in a timely manner

ADVISOR

During your advising appointment, your advisor will:

- Provide a safe and respectful space to ask questions, discuss interests, and express concerns
- Be a responsive listener, provide encouragement, and collaborate to generate solutions to challenges
- Guide decision-making to help you create an educational plan that fulfills your goals and career pathway
- Recommend appropriate classes and help you navigate the Student Toolbox and other tools/resources to assist you in course selection and registration
- Provide resources relevant to your individual needs

Outside of your advising appointment, your advisor will:

- Be knowledgeable about programs and graduation requirements, policies, and procedures
- Be responsive to student success and development
- Adhere to guidelines set forth by the Family Educational Rights and Privacy Act (FERPA)

QUARTERLY ADVISING CYCLE

Mark your calendars...

For specific dates and deadlines for each quarter, visit

http://www.cascadia.edu/academic_resources/schedules_catalogs.aspx

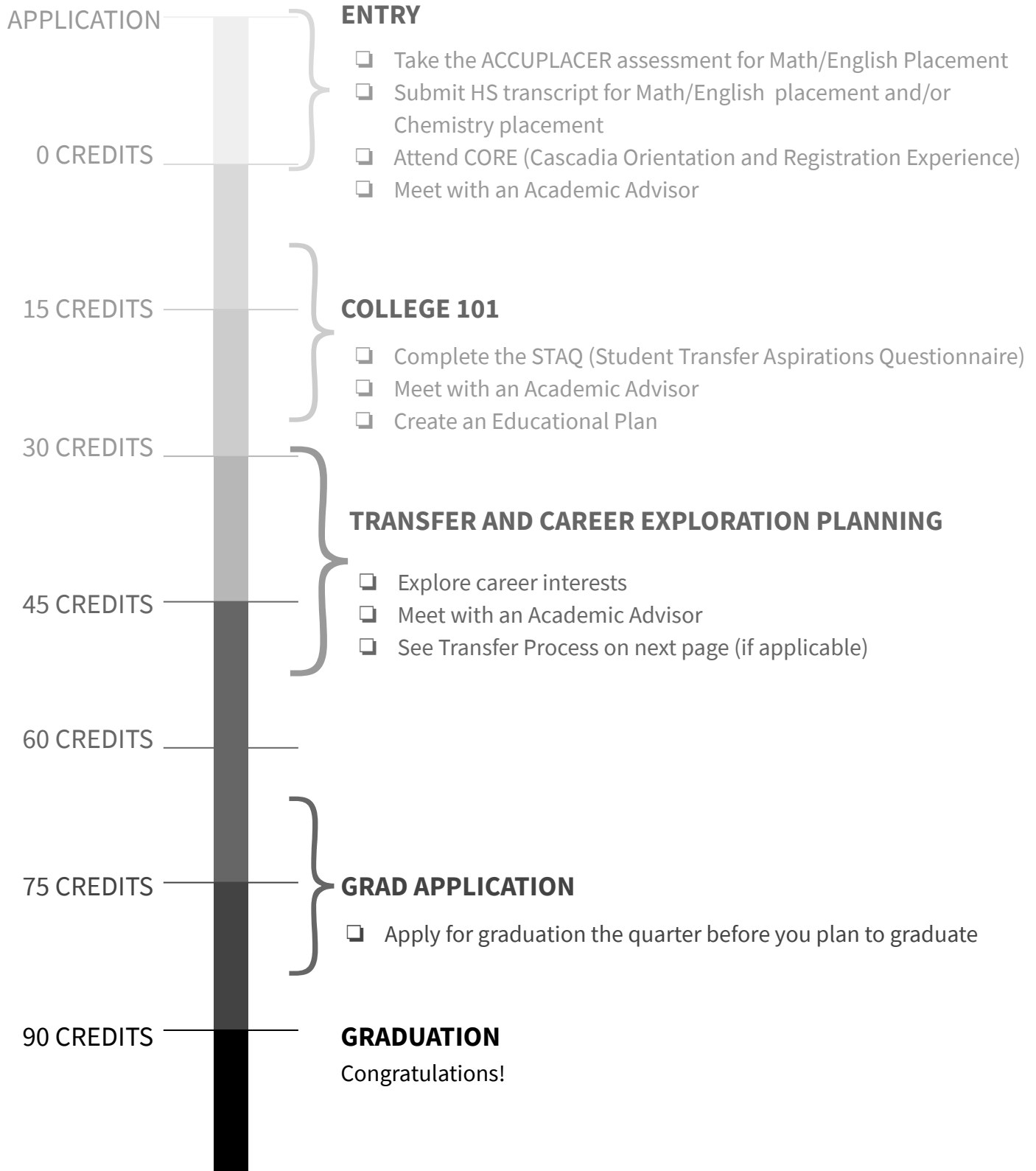
WEEK ONE	<ul style="list-style-type: none"> • QUARTER BEGINS • DEADLINE TO MAKE CHANGES TO COURSE SCHEDULE (INSTRUCTOR PERMISSION REQUIRED FOR REGISTRATION)
WEEK TWO	<ul style="list-style-type: none"> • DEADLINE TO DROP WITHOUT A “W” APPEARING ON TRANSCRIPT • REVIEW/CREATE/UPDATE EDUCATIONAL PLAN
WEEK THREE	<ul style="list-style-type: none"> • REVIEW/CREATE/UPDATE EDUCATIONAL PLAN
WEEK FOUR	<ul style="list-style-type: none"> • REVIEW/CREATE/UPDATE EDUCATIONAL PLAN • PRE-REGISTRATION ADVISING • GRADUATION APPLICATION ADVISING*
WEEK FIVE	<ul style="list-style-type: none"> • REVIEW/CREATE/UPDATE EDUCATIONAL PLAN • PRE-REGISTRATION ADVISING • GRADUATION APPLICATION ADVISING*
WEEK SIX	<ul style="list-style-type: none"> • REGISTRATION OPENS FOR UPCOMING QUARTER
WEEK SEVEN	<ul style="list-style-type: none"> • DEADLINE TO WITHDRAW
WEEK EIGHT**	
WEEK NINE**	
WEEK TEN/ELEVEN	<ul style="list-style-type: none"> • END OF QUARTER

*Graduation Application must be done with an Academic Adviser for review and completion the quarter before you plan to graduate.

**For Summer quarter, omit weeks 8 and 9.

ADVISING CHECKPOINTS

When you should see an adviser...



TRANSFER PROCESS

Check these touch points as you plan on transferring...

FIRST YEAR

Determine Major

Explore colleges
(attend Transfer Fairs, visit schools, meet with admissions reps, attend info sessions)

Get to know your instructors
(you may need 1-2 to write a letter of recommendation)

Attend transfer events:

- Transfer 101
- Personal Statement
- Pathways workshops

Determine which schools you want to apply to and review requirements
(GPA, prerequisites)

Start researching scholarships at transfer institution

Apply for Cascadia Scholarships
for your 2nd year at Cascadia
(due mid-March)

SECOND YEAR

Apply for FAFSA/WAFSA
(both open Oct. 1)

Start your applications as soon as they open for the year/quarter you want to transfer

Apply for transfer institution scholarships

Write your personal statement(s)

Ask instructors to write letter of recommendation
(best to give a month's notice)

Remember to order official transcripts
(from Cascadia College and all other institutions you have earned college credit from, and send to schools you are applying to)

Apply for Cascadia Scholarships
If taking Cascadia classes next academic year
(due mid-March)

SCHEDULING AN APPOINTMENT

Here is a common list of why you would meet with an advisor...

You can always email us at advising@cascadia.edu

30 MINUTE APPOINTMENTS

- COLLEGE 101
- Financial Aid Time Limit Appeals
- Academic Probation
- Transfer Exploration
- Career Advising
- Submitting a Petition for Readmission (ask for Gordon Dutrisac)
- Continuing Student Education Plans
(except Science & Engineering Tracks: 60 min)
- Checking in on progress toward degree completion
(except Science & Engineering Tracks: 60 min)

60 MINUTE APPOINTMENTS

- Veteran Orientation (ask for Ben Sugg)
- Adult High School Completion (ask for Kris Panton)
- New Transfer Student (Bring at least your unofficial copy of transcripts)
- Professional/Technical Degree or Certificate (see Erika Miller or Stephan Classen)
(Drop-in Advising for Prof/Tech Degrees are Wednesdays, 10am-12pm)

KODIAK CORNER DROP-IN ADVISING

- For other quick questions and schedule changes

AVAILABLE DURING:

- Monday - Thursday: 10:00 AM - 4:00 PM
- Friday: 10:00 AM - 2:00 PM (except summer quarter)

To make an appointment, contact the Kodiak Corner by calling 425.352.8860 or stopping by in person during regular business hours

TOOLS AND RESOURCES

These accounts can help you access the tools to navigate your time at Cascadia...

CASCADIA EMAIL/NETWORK ACCOUNT

- To print on campus
- To use computers on campus
- To download student copy Office 365

1. Go to www.cascadia.edu
2. Student Toolbox >> Account Mgt >> Student Acct Mgt >> How do I access my acct
3. Set up account with Student ID, birthdate, PIN

CANVAS ACCOUNT

- To get access to online site for many face-to-face classes
- To get access to online classes

1. Log on to www.cascadia.instructure.com/login/canvas
2. Click on Courses to see courses
3. Click on Account to edit profile and notifications

UW NetID

- To use wifi at Library
- To check out books
- To use library online
- To purchase a parking permit

1. Have Cascadia email account set up
2. Go to www.cascadia.edu
3. Click on Student Toolbox >> UWnetID

WOIS PORTFOLIO

- To save your career search and other online WOIS work

1. Log on to www.wois.org
2. Set up portfolio, upper right
3. Use sitekey if off campus. Ask advisor for sitekey.

LIBRARY SETUP

- Provides access to your online Library account
- Provides off-campus access to most databases and Electronic Reserves

- Set up your Cascadia Network Account
 - Provides access to your network file space and allows you to create a UW NetID
- Set up your NetID
 - Must wait at least 24 hours after registering for courses
 - Access will become active 24 hours after creating your NetID
- Get your Cascadia Student ID Card
 - Available in Kodiak Corner and Bock Center
- Activate your Library Account
 - Go to the Campus Library (LB1)
 - Bring your Cascadia ID card and UW NetID to the front desk first floor of the Campus Library

POLICIES AND PROCEDURES

Learn about these important policies...

ACADEMIC STANDARDS AND PROGRESS

The purpose of this policy is to quickly identify and alert students with low academic achievement and provide those students with assistance to improve their academic performance. Additionally, the policy is intended to ensure students are making progress toward their educational goals.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal and state financial aid regulations require colleges to set minimum standards for satisfactory academic progress and to hold students accountable for meeting those standards. A student's financial aid package may be impacted if you drop classes or earn no credit in a class.

HARDSHIP WITHDRAWAL & INCOMPLETE POLICY

A student may request a hardship withdrawal if they have a crisis or an unusual, extreme circumstance which prevents them from attending class and completing the remaining coursework for the quarter.

GRADE APPEAL PROCESS

Students who believe they received an improper final grade shall have until a week prior to the end of the subsequent quarter to appeal. Students are responsible for retaining all papers, tests, and projects from the class in question. W Withdrawal, or V Vanished are not appealable. See the Academic Policies for the Grade Appeal Process.

CAMPUS RESOURCES

These campus resources are available to help you with your specific needs...

DISABILITY SUPPORT SERVICES

The DSS provides reasonable accommodations and support services to students with accessibility need. Their mission is to provide equal access and opportunity while promoting self-determination.

(425) 352-8128
disabilities@cascadia.edu
CC1-130

VETERANS SERVICES

Veterans' Services supports students who are veterans or are spouses and children of veterans. They offer programs such as tuition waivers and educational benefits.

(425) 352-8025
veterans@cascadia.edu
CC1-004

INTERNATIONAL PROGRAMS

The International Programs Office provides support for International Students studying at Cascadia College, as well as Domestic students who are interested in study abroad programs.

(425) 352-8415
international@cascadia.edu
CC1-042

COUNSELING SERVICES

Counseling services are available to any student who is struggling with issues including family conduct, divorce, substance abuse, depression, grief and loss, and anxiety about academic achievement. Counseling is confidential, professional, and free.

(425) 352-3183
uwbcc@uw.edu
UW1-080

"THE CENTER"

The Center for Culture, Inclusion, and Community offers a variety of services where you can relax, access campus and community resources, and discuss any issues regarding social justice and diversity.

(425) 352-8143
ltikhonava@cascadia.edu
CC1-002

KODIAK CAVE

The Kodiak Cave is an emergency food resource center. Their mission is to end hunger on campus through nourishing meals and providing education and resources to the community.

(425) 352-8455
kodiakcave@cascadia.edu
LB2-006

BOCK LEARNING CENTER

The learning center provides space for students to work individually or in small groups, computer and printing resources, and offers tutoring in a range of subjects on a drop-in appointment basis.

(425) 352-8229
learningcenter@cascadia.edu
CC2-060 & CC2-080

eLEARNING

eLearning provides support for help with any issues regarding online and hybrid courses.

(425) 352-8166
elhelp@cascadia.edu

HaWRC

The Health and Wellness Resource Center is a one-stop hub connecting students with on-campus and community resources. Their services include peer health education and sexual and relationship violence prevention and advocacy.

(425) 352-5190
hawrc@uw.edu
ARC-120

APPOINTMENT CHECKLIST

Get the most out of your appointment...

BEFORE

- Review student and advisor expectation
- Prepare and write down list of questions to discuss
- Bring all necessary paperwork and placement documents
- Make an attempt to research your questions with the syllabus content
- Call Advising Center if you need to cancel/reschedule

QUESTIONS TO THE ADVISOR:

DURING

- Arrive on time
- Check-In at the front desk
- Bring a copy of your Advising Syllabus
- Share why you came in to see your advisor and ask the questions you prepared
- Be open and willing to establish a relationship with your advisor
- Be prepared to share your interests and goals
- Be sure to take notes!

NOTES DURING THE MEETING:

AFTER

- Review the notes you took during your appointment
- Follow through on next steps and recommendations provided by your advisor
- Email your advisor with follow up questions
- You are always welcome to make another appointment!

FOLLOW-UP QUESTIONS AND TO-DO'S:

NOTES

Keep track of your progress...

Date: _____

Advisor: _____

Date: _____

Advisor: _____

Date: _____

Advisor: _____

Date: _____

Advisor: _____
