

Ozarks Technical Community College  
Academic Advising Syllabus

**Advisor:**

**Office:**

**Phone:**

**Email:**

**Office Hours:**

<b>Student Responsibilities:</b>	<b>Advisor Responsibilities:</b>
<b>Accept responsibility</b> for academic performance and decisions.	<b>Provide guidance</b> , encouragement, and referrals to resources to empower students to meet their own goals.
<b>Clarify</b> personal values and goals.	<b>Listen</b> carefully.
<b>Participate</b> proactively in the decision-making process.	<b>Maintain</b> FERPA guidelines.
<b>Communicate</b> with assigned advisor on a regular basis.	<b>Provide</b> strategies and options.
<b>Prepare</b> a list of questions and concerns before each advising meeting.	<b>Monitor</b> students' progress.
<b>Follow through</b> on suggested actions, resources, or referrals.	<b>Discuss</b> the relationship between academic preparation and the work world.
<b>Maintain</b> a personal record of academic progress.	<b>Be accessible</b> by appointment, as needed.
<b>Understand</b> college programs, policies and procedures and deadlines.	

**Advising Resources:**

Catalog

Student Handbook

Advising Folder

OTC Website

**Advising Objectives** – Successful students will demonstrate the following:

- Understanding of required courses and sequencing
- Understanding of placement in English, reading and math
- Ability to create education plan and Register for classes through OTC Central