

**Academic advising** is a shared responsibility between students and advisors. Together students and advisors will set realistic goals, identify campus resources and support services, understand the requirements for majors, and develop a graduation plan. Ultimately, students will make informed choices that will impact their own success.

## Advising Services

- Registration Advising
- Advising on Change of Major
- Degree Planning
- Performance Reports
- Financial Aid Appeal Reviews
- Veterans Benefits Certifications
- Referrals to College & Community Resources

## Advising Resources

- **College Catalog.** Always available online. Visit [catalog.solacc.edu](http://catalog.solacc.edu).
- **Advising Handbook.** Select “advising handbook” from the catalog’s drop-down menu for registration instructions and tips.
- **Degree Works.** Available through LoLA. See how your credits apply to graduation requirements.

## How Do I Know Who My Advisor Is?

Follow these easy steps to find who your advisor is:

- Login in LoLA.
- Click the “Student” tab.
- Click “Academic Profile” in the Academic Links box.
- Your advisor’s name will display in the Advisors section.
- Search the “Directory” at [solacc.edu](http://solacc.edu) to find your advisor’s email address.

## What Will My Advisor Expect from Me?

- Schedule appointments for help with understanding your degree plan, advice on changing your major, and planning your schedule.
- Have your degree plan, student ID number, and other forms available for every appointment.
- Ask questions if something is unclear.
- Be flexible to consider all options and recommendations.
- Check your SLCC e-mails regularly. This is SLCC’s official communication method to students.
- Use your SLCC e-mail for messages and always include your student ID number.
- Be aware of important dates and deadlines, such as registration, schedule changes (dropping and withdrawing), tuition payments, and graduation applications.
- Be familiar with resources, such as the college catalog, advising handbook, and student handbook.
- Take responsibility for making your own decisions.
- Accept the consequences for the choices you make.

# Advising 101

## Who Will My Advisor Be?

SLCC has over 150 academic advisors across our regional campuses. Most are full-time faculty members. Several are full-time staff in the student services division. Advisor assignments are based on the following:

- Your major or program
- Your home campus
- Your English and math placement

## What If I Change My Major or Home Campus?

Any changes to your major or to your home campus are processed through SLCC's Registrar's office. Some of these changes may impact your advisor assignment. You will be notified at your SLCC e-mail address if your advisor is officially changed.

## When Do I Get An Advisor?

SLCC assigns advisors during the first month of the fall and spring semesters.

## What Will My Advisor Do?

Your advisor will support you in the following ways:

- Help you to set realistic goals
- Share campus resources and support services with you
- Help you to understand the requirements for your major
- Assist you to plan your class schedule
- Guide you to develop a graduation plan
- Encourage you to take responsibility for making your own decisions and to accept the consequences for the choices you make

## How Often Should I Contact My Advisor?

Your advisor is available throughout the fall and spring semesters.

- You'll want to contact your advisor at least once a semester before priority registration.
- Review your advisor's office hours for the best days and times.
- If you're pursuing an associate's degree, you'll want to contact your advisor once you've earned 45 credits to verify if you're on track for graduation.

## How Should I Prepare for an Advising Meeting?

These tips will help you make the most of your meeting:

- Consider your goals (e.g., finding a job quickly, transferring to a 4-year school).
- Update your degree plan with completed courses and courses in progress.
- Write down your questions.
- Bring copies of your degree plan, transcript, and other applicable forms.

## Is My Advisor Available During the Summer?

Some advisors may be available during the summer. Most, however, won't be. SLCC provides limited advising services for current students through [slccsummeradvising@solacc.edu](mailto:slccsummeradvising@solacc.edu). Avoid potential delays in response times during summers. Update your degree plan, plan your schedule, and register for classes while your advisor is available during the fall and spring semesters.