



## **Hellenic College Academic Advising Guidelines for Students**

### **Academic Advising: An Introduction**

Hellenic College believes that each student will benefit from early and consistent connections with Hellenic College Faculty; these connections will help each student in his or her moral, intellectual, and spiritual growth. Creating and sustaining advising relationships is an important part of your academic experience at Hellenic College. This process requires regular contact, both face to face and via email, which allows students and advisors to maintain contact with each other as students develop their academic plans.

A core belief we share at Hellenic College is that the development of mutual respect will assist students to engage more fully with both faculty and peers. Students are encouraged to participate in the advising process by asking questions, seeking answers, and utilizing those answers to inform their academic plans.

### **The General Education Requirements**

The Hellenic College Catalog states, “All students are required to complete the General Education Requirements. These courses enable the student to gain a comprehensive foundation in the liberal arts, to become acquainted with the principal fields of knowledge, and to provide a basis for further scholarly and personal growth (60 credits).” Students should spend time discussing the purpose of these courses with their Advisors so that students will understand the many ways that that these courses contribute to the quality of education that each student receives. These courses will enable students to deepen and broaden their intellectual horizons. The General Education Requirements are presented in the Course Catalog in a systematic and sequential manner. This time line serves to ensure that students fulfill their General Education Requirements in a way that is timely and meaningful. Students should discuss the importance of the content and sequence of the General Education Requirements with their Advisors.

## Practical Suggestions

1. At your first meeting with your Academic Advisor, make certain you obtain your Academic Advisor's office hours and contact information.
2. When you meet with your Academic Advisor to begin the registration process, arrive with the necessary materials: registration form, course schedule, schedule worksheet and degree audit. During this meeting, you should also discuss with your Academic Advisor the various majors, minors, and courses that you might want to pursue.
3. Remember that courtesy requires a prompt reply from email messages sent by your Academic Advisor, Dean, Faculty Member, Registrar, Administrative or Staff Member.
4. Meet with your Academic Advisor at least three times during the semester, and check in with him or her via email throughout the semester.
5. Discuss with your Academic Advisor the Registrar's Office webpage and the **MyHCHC Student Portal**. Make certain that you understand how to access these tools.
6. Familiarize yourself with current academic policies and procedures that are stated in the Course Catalog and on the Registrar's Office webpage.
7. If you have questions about various programs or courses, ask your Academic Advisor which professor you can consult or which office you can visit to receive additional information.
8. When your Academic Advisor makes specific suggestions that require follow-up actions, be sure to make a note of the suggestions so that you can recall the steps involved.

## **Topics Vary for Each Year**

The topics discussed during Academic Advising meetings may vary each year. A few examples are:

### **Freshman Year: Questions and Topics to Consider**

1. *Do I have questions regarding which General Education Requirements I need to complete this year?*
2. *Do I have questions regarding specific classes and potential majors?*
3. *Do I need help developing a long-term academic plan?*
4. *Do I have questions regarding which courses are most pertinent as I narrow my career interests and formulate my long-term goals?*

### **Sophomore Year: Questions and Topics to Consider**

1. *Do I have questions regarding which General Education Requirements I need to complete this year?*
2. *Do I have questions regarding declaring a major?*
3. *Do I have questions regarding specific courses?*
4. *Which requirements do I need to fulfill for my major and my minor?*
5. *Do I need help developing a long-term academic plan?*
6. *Which courses are most pertinent as I narrow my career interests and formulate my long-term goals?*

### **Junior Year: Questions and Topics to Consider**

1. *Which General Education Requirements do I need to complete this year?*
2. *Which course requirements do I need to fulfill in my major and my minor?*
3. *Does my major require an internship?*
4. *Does my major require a thesis or capstone project?*
5. *Which courses are most pertinent as I narrow my career interests and formulate my long-term goals?*

## **Senior Year: Questions and Topics to Consider**

1. *Do I have questions related to making certain that I fulfill all my Major and General Education Requirements on time to graduate?*
2. *Do I have questions related to career opportunities and graduate school options?*
3. *Do I have questions related to my thesis or capstone project?*
4. *What advice does my Academic Advisor have regarding the application process for graduate school?*
5. *Which courses are most pertinent as I narrow my career interests and formulate my long-term goals?*
6. *Which internships may be of interest in relation to my career goals?*

## **Academic Advising as Shared Responsibility**

In summary, Academic Advising at Hellenic College is a shared responsibility between student and advisor. Academic Advisors assist students as they: explore learning inside and outside the classroom, reflect upon their goals and academic choices, plan their academic program(s), and monitor their progress toward completion of all degree requirements.

Academic Advisors recommend courses and fields of study appropriate to the individual student's interests and abilities. Part of Academic Advising is helping each student to realize that he or she is responsible for understanding the college's requirements and for seeking appropriate academic advice when advice is needed. Each student, not his or her advisor, is ultimately responsible for making his or her own academic decisions and for fulfilling the requirements for degree completion.

## **Final Thoughts**

Hellenic College places a high value on Academic Advising and recognizes that Academic Advising has a significant impact on each student's overall college experience. Hellenic College encourages each student to participate fully in the Academic Advising process. Academic Advising is an integral part of our mission to contribute to the moral, intellectual, and spiritual development of our students.