

STUDENT SUCCESS NAVIGATION

ADVISING SYLLABUS FOR NON-SELECTIVE ADMISSION PROGRAMS

The mission of the Student Success Navigation department is to provide admissions, registration, and financial aid guidance; to engage in academic advising for non-selective programs by professional staff known as "Student Success Navigators," and to facilitate all front-line communications and student services for the college. We create high-quality experiences by listening to those we serve through collection of direct feedback via a satisfaction survey presented at the end of each advising session and by applying direct feedback from guests and students to improve service practices and inform professional development initiatives.



ADVISING GOALS FOR STUDENTS

- Learn how to self-register for classes
- Learn how to read degree plan and choose appropriate classes
- Connect degree plan to future studies and/or career goals
- Use college resources to support and enhance learning experience
- Understand financial aid, scholarships, and tuition payment options

STUDENT RESPONSIBILITIES

- Familiarize yourself with the Student Success Navigators and schedule regular appointments (we recommend once per semester).
- Be respectful and inclusive in your communications with Student Success Navigators, other staff, students, and faculty.
- Prepare for and be active in your advising sessions and ask questions when you have them.
- Reflect on your personal interests, skills, and goals and share them with your Student Success Navigator.
- Learn and understand the Catalog, college policies, procedures, deadlines, and requirements.
- Use technological resources (i.e. Degree Works, RaiderNet, etc.) available to help you make informed decisions regarding your degree plan, financial aid, and more.
- Adhere to and complete plans-of-action identified during advising sessions.
- Take ownership and responsibility for your academic plan.

STUDENT SUCCESS NAVIGATOR RESPONSIBILITIES

- Understand student goals and establish strong working relationship with advisees.
- Be respectful and inclusive in your communications with students and colleagues.
- Inform student about our advising style and expectations.
- Assist students in exploring and defining their interests, skills, and goals.
- Remain current with the Catalog and college policies, procedures, deadlines, and requirements.
- Maintain confidentiality regarding student information while following FERPA guidelines at all times.
- Inform students of, and provide appropriate referrals to, campus resources.
- Be clear in communicating and documenting plans-of-action.
- Provide students with the tools and knowledge they need to take ownership in their academic plans.