

**STUDENT SYLLABUS**  
**ACADEMIC AND CAREER ADVISING**  
[WWW.SLCC.EDU/ACADEMICADVISING/INDEX.ASPX](http://WWW.SLCC.EDU/ACADEMICADVISING/INDEX.ASPX)

The purpose of Academic and Career Advising professionals is to empower students to become full participants in their academic planning, career goals, and lifelong learning.

**CONTACT INFORMATION BY CAMPUS:**

<b>Taylorsville Redwood</b> 4600 South Redwood Road Student Center Room 240 PO. Box 30808 Salt Lake City, UT 84130-0808 (801) 957-4978	<b>South City</b> 1575 South State Street Room 061M Salt Lake City, UT 84115 (801) 957-3361	<b>Jordan Campus</b> 3491 West Wights Fort Road West Jordan, UT 84088 Room JHS 047 (801) 957-6215  *Limited Advisors	<b>Miller Campus West</b> 9750 South 300 West Sandy, UT 84070 Room MFEC 126 (801) 957-5417  *Limited Advisors	<b>West Valley Center</b> 3460 South 5600 West West Valley City, UT 84128 Room 155 (801) 957-2127  *Limited Advisors
--	---	--	---	--

**SERVICES OFFERED:**

- Help you understand the enrollment process
- Teach you how to select courses and develop a class schedule
- Assist you with selecting or changing your college major
- Help guide you to complete your program of study
- Review with you your academic progress in DegreeWorks
- Explain process for receiving and evaluating transcripts from other schools to SLCC
- Guide you on how to transfer SLCC credits to other schools
- Provide you with a graduation audit
- Explain how to access resources of other colleges and universities
- Inform you of institutional policies and procedures

**STUDENT RESPONSIBILITIES:**

<ul style="list-style-type: none"> <li>• Have a declared major that is current and updated</li> <li>• Understand the requirements of a program of study</li> <li>• Continued degree and career planning</li> <li>• Learn to effectively navigate the SLCC website: <a href="http://www.slcc.edu">www.slcc.edu</a></li> <li>• Check your BruinMail regularly</li> <li>• Learn to access and read your degree audit in DegreeWorks</li> <li>• Plan subsequent semesters using academic calendar</li> </ul>	<ul style="list-style-type: none"> <li>• Understand the college Academic Standards Policy</li> <li>• Visit Academic Advising during non-rush registration times, like mid-semester</li> <li>• Be an active, informed participant in the advising process</li> <li>• Prepare questions, ask for clarification, write down answers</li> <li>• Make and be responsible for your decisions as a college student</li> <li>• Identify your program advisor and how to make and keep appointments.</li> </ul>
--	--

## **OBJECTIVES:**

### **FIRST SEMESTER PLANNING**

Meeting with an advisor as early as possible before and during your first semester at SLCC leads to college success and completion. Your academic and/ or career advisor will assist you in mapping out your degree and educational goals.

#### **Student Learning Outcomes**

After the Advising session, you (the student) should be able to:

1. Understand the difference between the AS, AA, APE, and AAS Degrees.
2. Describe the math and English sequence as required for your major, using the placement scores chart with 100% accuracy.
3. Explain accurately the purpose of General Education and major course requirements using the purple or beige sheet.
4. Describe your enrollment status (part-time/full-time) and how your status affects your length of enrollment toward degree completion and cost of tuition.
5. Summarize how you will use time management skills to create a realistic and balanced schedule, include time for studying, work, family, and leisure activities.
6. List correctly the pre-requisite courses required for your major of study as they appear in the college catalog.
7. Demonstrate mapping out a two semester plan of classes in DegreeWorks, considering Developmental Education (if required), General Education, and major course requirements.
8. Identify resources available for undecided students or those exploring an area of study, including free and paid assessments.
9. Describe where you will find information on the SLCC website about academic advising, major and career exploration, learning communities, tutoring, experiential language credits (If applicable), and other learning resources and services.
10. Express the benefits of being engaged in campus and/ or community events and activities to enhance your learning in the classroom.

### **SECOND AND THIRD SEMESTER PLANNING**

Continue your visits with your program advisor or meet with a career advisor. These are great opportunities to evaluate your position on the road to graduation and reinforce a relationship with the advisors. They will help you navigate your academic journey to its completion.

#### **Student Learning Outcomes**

After your advising session, you should be able to:

1. State with certainty your current grade-point-average and whether it meets academic standards requirements based on a SLCC Degree Audit in DegreeWorks.
2. Describe accurately the remaining degree requirements, including General Education and required courses as presented in your DegreeWorks Audit.
3. Demonstrate mapping out a two-year plan of classes in DegreeWorks that includes General Education and program of study courses.
4. After meeting with a Career Advisor identify your personality type and three occupations for further exploration (For Exploring students).

5. Explain, using the SLCC website where to find information about transferring to a four-year institution, including: transfer events, frequently asked questions, when to visit with four-year institution representatives on campus, etc.
6. Use TransferUtah.org to inquire about course equivalencies among Utah System of Higher Education colleges and universities.
7. Know the name of, and where to find, your program advisor.
8. Describe where to find on the SLCC website information about policies and procedures that may have an effect on your registration, academic progress, and graduation.
9. Explain where to find information on the SLCC website about Student Employment, Cooperative Education, internships, Thayne Center for Service Learning, and the Center for Health and Counseling.
10. Explain how learning outside of the classroom will help you develop as a lifelong learner.
11. Reflect and express your educational achievements and challenges.

## **ONLINE, TRANSFER, CAREER, & MULTICULTURAL ADVISING:**

### **ONLINE ADVISING GUIDELINES–**

- Emails sent to [onlineadvisor@slcc.edu](mailto:onlineadvisor@slcc.edu) are answered within 48 business hours. Please include your name, the degree you are seeking and specific questions you want answered.
- You cannot schedule an in-person appointment by email or chat. You need to contact one of the advising offices or schedule online by visiting the program advisor webpage.
- If you want assistance with personal educational information or transcript information or a degree evaluation, please send an email and attach an Information Release form.
- Online chat with an advisor is available at <http://www.slcc.edu/academicadvising/online/chat.aspx> during the following times:
  - Monday 12:00 p.m. - 2:00 p.m.
  - Tuesday 11:00 a.m. - 1:00 p.m.
  - Wednesday 12:00 p.m. - 2:00 p.m.
  - Thursday 5:00 p.m. - 7:00 p.m.

**TRANSFER FROM SLCC** - If you've enrolled at SLCC with the intention of transferring to another college or university, we want your transition to be smooth and successful.

Our academic advisors are here to help, and we offer transfer activities, such as college fairs, campus visits, transfer workshops, and orientation sessions on majors.

For help or more information visit -

<http://www.slcc.edu/academicadvising/transfercenter/index.aspx> or contact 801-957-4978 or [TransferCenter@slcc.edu](mailto:TransferCenter@slcc.edu) or visit with an Academic Advisor for help answering your transfer questions.

**CAREER ADVISING** - Our advisors can provide helpful information about the majors and careers offered at Salt Lake Community College. We have selected the best resources that are designed to facilitate personal growth and development within your chosen field of study. Some of the resources include: Career assessment using Myers-Briggs Type Indicator (MBTI) or Strong Interest Inventory (SII), #100DAYSSLCC, Major & Career Discovery Series (MCDS), and Career Exploration Station. Our goal is to assist you in making decisions toward your major and career.

<http://www.slcc.edu/academicadvising/career-advising/index.aspx>

**MULTICULTURAL ADVISING** - Academic and Career Advising is proud to accommodate all our students. Multicultural Advisors are equipped to answer inquiries regarding academics, financial

aid, leadership opportunities and how to get the absolute most of your education at Salt Lake Community College. <http://www.slcc.edu/academicadvising/multicultural-advising/index.aspx>

**ACADEMIC ACHIEVEMENT CENTER** - The Purpose of the Academic Achievement Center is to assist students in reaching their academic grade point average (GPA) requirements toward graduation. Some services include helping students not meeting academic standards increase their GPA above a 2.0 GPA, assist students with completing academic related appeals, 1-1 in-depth academic and career advising, discuss challenges and strategies toward academic success, review short and long term goals, help calculate a student's potential GPA, provide academic related workshops and informational materials such as study skills brochure, referral to on and off campus resources. <http://www.slcc.edu/academicadvising/academic-standards/index.aspx>

## **OTHER COLLEGE RESOURCES:**

### **DISABILITY RESOURCE CENTER -**

ADA Statement <http://www.slcc.edu/drc/faculty/index.aspx>

Students with medical, psychological, learning or other disabilities desiring accommodations or services under ADA, should contact the Disability Resource Center (DRC). The DRC determines eligibility for and authorizes the provision of these accommodations and services for the college. Please contact the DRC at the Student Center, Suite 244, Redwood Campus, 4600 So. Redwood Rd, 84123. Phone: (801) 957-4659, TTY: 957-4646, Fax: 957- 4947 or by [drc@slcc.edu](mailto:drc@slcc.edu).

**TUTORING** - Salt Lake Community College Tutoring & Learning Centers provides a number of free tutoring resources to assist students in meeting learning goals. These resources include tutoring and workshops, and are located at all major campuses or centers, including Online. <http://www.slcc.edu/tutoring/index.aspx>

**FINANCIAL AID** - The financial aid office wants to help students take the worry out of funding your education at SLCC by guiding them toward many types of financial aid, including scholarships, grants, work study, and loans. <http://www.slcc.edu/financialaid/index.aspx>

**STUDENT LIFE AND LEADERSHIP** - Student Life & Leadership (SLL) helps develop student leaders and make the overall experience on campus better for students. In their office they house the SLCC Student Association, StrengthsQuest, and leadership classes. <http://www.slcc.edu/sll/index.aspx>

**CAREER AND STUDENT EMPLOYMENT** - Whether you're looking for a job to help pay expenses or for long-term employment in your chosen field, Career and Student Employment Services (CSES) helps students find work. In addition, CSES can assist with all things career-related. <http://www.slcc.edu/cses/index.aspx>

**TRIO** - TRIO is a set of federally-funded college opportunity programs that motivate and support students from low-income and first-generation college backgrounds in their pursuit of a college degree. TRIO programs provide academic tutoring, personal counseling, mentoring, financial guidance, and other supports necessary for educational access and retention. <http://www.slcc.edu/trio/index.aspx>

**SLCC Online** - the eCampus of Salt Lake Community College. <http://www.slcc.edu/online/index.aspx>