Peer Facilitator Academic Advising and Planning Module

Office Name

Academic Advising and Planning Center (AAPC)

Office Location and Hours

247 Lightsey Center
Monday- Friday
8:30 a.m. – 5:00 p.m.

Contact Information

Website: http://advising.cofc.edu/
Email: advising@cofc.edu
Phone: 843-953-5981

Ideal Time for Delivery

Last week of September/first week of October in the fall semester.
The immediate weeks before or after Spring Break in the spring semester.

How to Schedule an Appointment

First Year students assigned to the AAPC are required to have at least one mandatory advising appointment each semester. Provisional students are required to have at least two mandatory advising appointments each semester. However, students are welcome to visit our office and speak to their advisor as often as needed. Advising appointments are scheduled by either calling the AAPC during business hours or by making an appointment online through Appointment Manager via MyCharleston Academic Services tab. Check our website for details.

Mission

The Academic Advising and Planning Center (AAPC) prepares undergraduate students to navigate all aspects of academic planning by promoting an atmosphere that encourages self-exploration and resource utilization in support of academic success, as well as the timely and informed pursuit of an academic major.

We accomplish our mission by:

- engaging students in individualized, technology-enhanced advising appointments wherein they explore their interests, discuss course options, consider majors and plan for the future;
- establishing a relationship based on mutual trust with a diverse student population encouraging students to address academic strengths and challenges;
- actively seeking and providing professional development opportunities for internal and external colleagues.
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Student Learning Outcomes

Students will be able to:

- locate the AAPC office and know how to schedule an appointment
- can find and navigate the following information in the MyCharleston Academic Services Tab:
  - Identify their Academic Advisor
  - DegreeWorks
  - Web version of the course catalog
  - Program of Study Worksheets (majors/minors)
  - Registration Entry Times
  - Holds
  - Calendars
- come to their advising appointments well-prepared
  - [http://advising.cofc.edu/student-resources/getting-the-most.php](http://advising.cofc.edu/student-resources/getting-the-most.php)

How to Achieve These Outcomes:

1. Show students online via the campus map where AAPC is physically located. Remember: landmarks are important to some students so across from the City Bistro or behind the CofC bookstore can be helpful.
2. Revisit the Advising Syllabus: [http://advising.cofc.edu/pdf/advising-syllabus.pdf](http://advising.cofc.edu/pdf/advising-syllabus.pdf). This document has critical information about the advising experience and deadlines. Students received a paper copy at orientation. Encourage them to revisit it or bookmark it electronically.
3. Log in to MyCharleston (have students log in as well if that is an option) and show students where they can find their Advisor of Record’s name as well as where DegreeWorks and Appointment Manager is located. If time permits, remind students about the “What If” function within DegreeWorks. This piece is critical to their completing their Advising Homework.
4. Show students the AAPC website and point them to information about how to come to their advising appointment well-prepared. Tell them that the meeting will be much more meaningful and useful to them. Plus, it is an expectation of our office.
5. Visit the Majors Fair website and review the “Useful Links for Students” materials with your class so students can maximize their participation. Even though the Fair is offered each Fall, there is current and useful information for students to utilize.

“Quick tips” when talking with students about advising related issues:

**DO:**

- Remind students to read their email, in general, but specifically email from our office. We don’t send out very many; but when we do, they contain critical information. Failure to take action on our emails in a timely manner most often results in students being unable to have their mandatory advising appointment in advance of their registration window opening.
- Remind students to keep their advising appointment when they make it. With today’s technology, there is simply no excuse for not showing up. When students don’t show up for their
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appointment, another student is disadvantaged because he/she could be there instead and it wastes our time.

- Direct students to their academic advisor in AAPC for any questions related to course selection or AP/TR credit or progress toward degree.
- Answer student questions relative to processes, policies or procedures like:
  - How do I search for a class?
  - What is the rule (policy/regulation) on _____________?
  - How can I get involved in clubs, organizations on campus?
- Respond to general questions like:
  - Where is the ______________?
  - Where can I find Degree Works/GPA Calculator online?
  - Where can I find Appointment Manager online?

DON’T:

- Tell students they are ‘exempt’ from their academic advising appointment for any reason. ALL undeclared first year students (new and transfer) are required to be advised by our office. There are even some situations in which first year declared students will still be seen by our office. Always direct students to our office if they are unsure.
- Make course or professor recommendations. While we know you’re working hard to be helpful, a friendly suggestion could be harmful to the student’s future academic plans.
- Respond to questions like:
  - Who is a good professor to take?
  - What courses are easy?
    - Instead respond by saying something like “good” or “easy” is relative to individual learning style, topic matter and student strength in the given subject, willingness to be successful, etc. Or “I’m happy I can balance my checking account; calculus would be hard for me.”

Process for Requesting Guest Speakers from AAPC:

To request an AAPC Advisor’s visit to your seminar, please contact: Sean Bear, AAPC Office Manager, 953-5981 to submit your request at least two weeks in advance. Be prepared to let us know your name, your FYE or LC, date/time/location of your seminar, what you are requesting the advisor to cover and how much time he/she has during the class session. Based on the information provided and AAPC schedule permitting, an advisor will be assigned to work with you for your seminar session.