

Yavapai
COLLEGE
ADVISING
SYLLABUS

PRESCOTT CAMPUS: BUILDING 1 928.776.2106

Monday – Friday 8:00 am to 5:00 pm
Monday – Thursday/ SUMMER HOURS 8:00 am to 5:00 pm

PRESCOTT VALLEY CAMPUS: 928.717.7911 By appointment only

VERDE VALLEY CAMPUS (call for SU12 location): **928.634.6510**

Monday – Friday 8:00 am to 5:00 pm
Monday – Thursday/ SUMMER HOURS 8:00 am to 5:00 pm
Evenings by appointment

YC Academic Advising Mission Statement:

To promote student development and success by assisting students to identify, clarify, and achieve their academic goals. Yavapai College academic advisors and counselors challenge and support students in their process of becoming self directed lifelong learners.

Advising Appointment vs. Drop-In

INDIVIDUAL APPOINTMENT	DROP-IN
Appointments are for 30 minutes	First-come, first-served basis, 10 minute session
Advisors are available according to program of study	No choice of advisor
Time to plan, discuss concerns and questions, file necessary applications or petitions, etc.	Quick questions that have quick answers
Help with academic problems, program decision making, creation of individualized education plan, and study skills	Limited services only - students may need to schedule follow-up appointment.

EXPECTATIONS OF STUDENTS	EXPECTATIONS OF ADVISORS
<ul style="list-style-type: none"> ▪ Recognize that advising is a shared responsibility ▪ Plan ahead and come prepared with questions and information ▪ Learn and understand your program requirements ▪ Monitor your MyYC portal regularly, including email ▪ Learn to use advising tools and resources ▪ Understand your decisions and accept responsibility for consequences ▪ Keep advising materials and bring to appointments ▪ Make use of campus resources as needed 	<ul style="list-style-type: none"> ▪ Maintain a supportive advising environment ▪ Maintain confidentiality (FERPA) ▪ Assist students with understanding their program choice and requirements ▪ Make students aware of campus and advising resources ▪ Empower students to be responsible, independent and resourceful in their decision making ▪ Help students with study skills and college adjustment issues

EXPECTED STUDENT LEARNING OUTCOMES

Through active participation, students will be able to:

1. Create a schedule of courses through the MyYC portal, and understand the basic MyYC portal features
2. Select appropriate education program for career-related goal(s)
3. Locate and use campus and online resources and services to assist with achievement of academic, career and personal goals
4. Understand program requirements and be able to develop an education plan
5. Read and utilize academic transcripts, and understand how they relate to an education plan
6. Utilize degree audit system and understand how it relates to an education plan
7. Locate and understand college policies and procedures