

INSTITUTION: GREAT FALLS COLLEGE MSU

PROGRAM: ACADEMIC ADVISING

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MAJOR:

I. ADVISING DEFINITION:

Advising is a comprehensive educational process whereby students, faculty and advisors are partners in:

- Providing encouragement and support;
- Ensuring student academic success;
- Identifying resources to help students achieve their personal, academic, and career goals;
- Meeting essential learning outcomes; and
- Engaging students throughout their entire experience at the College.

II. ADVISING MISSION:

Advising is a teaching and learning process dedicated to student success. The Advising & Career Center will work collaboratively with the campus community to assist students in developing and implementing individual plans in order to live, work, and learn as active members of a global society.

III. ADVISING MATERIALS:

- Online Catalog
- Student Planner
- Academic Calendar (<http://www.gfcmsu.edu/academics/AcademicCalendar.html>)
- Banner Web
- Placement Scores (COMPASS, ACT, SAT)
- Unofficial Transcripts
- Student Policy Manual

IV. ADVISING OBJECTIVES:

- Students will develop a comprehensive, individual academic plan
- Students will identify Great Falls College MSU's primary academic resources, tools, policies and procedures

V. ADVISING RESPONSIBILITIES:

Advisors will:

- Encourage and guide students to define and develop realistic educational goals
- Communicate the College's degree requirements, policies, and procedures
- Listen carefully to questions, concerns, and confusions
- Monitor students' progress
- Match students' needs with available resources and make referrals
- Discuss student's academic performances and its impact on their future goals
- Listen and respect students as individuals with unique needs, abilities, and interests
- Provide students with accurate information and follow-up if any questions are left unanswered
- Discuss the relationship between academic preparation and the work world

Students will:

- Clarify personal values and goals
- Become knowledgeable about college programs, policies and procedures
- Keep lines of communication open
- Keep a personal record of academic progress
- Follow through on suggested actions, resources, or referrals
- Accept responsibility for your academic decisions, performance and accept the challenge that college coursework provides
- Listen to and respect the advisor as a professional who has your best interest in mind
- Come prepared to meetings with questions and some initial research done about your areas of inquiry

VIII. PREPARING FOR YOUR ADVISING APPOINTMENT

- Be prepared to discuss course options, address academic problems or concerns, make decisions about the upcoming semester, and explore major/minor options
- Bring a list of questions you would like to discuss with your advisor
- Discuss current semester progress in your courses
- Research degree requirements including pre and co-requisites
- Make a list of potential courses for the next semester you are interested in taking
- Develop and/or update your academic plan

IX. CAMPUS RESOURCES

- *Academic Success Center:* R263, learningcenter@gfcmsu.edu, 406-771-5121
- *Adult Education:* G40, 406-771-5108
- *Campus Food Pantry:* B104
- *Career Services:* Advising & Career Center, careers@gfcmsu.edu, 406-771-4387
- *Counseling:* Please contact 406-771-5100 or 406-771-4304 for contact information
- *Disability Services:* R261, katherine.meier@gfcmsu.edu, 406-771-4311
- *eLearning:* A120, distance@gfcmsu.edu, 406-771-4440
- *Financial Aid:* Student Central, finaid@gfcmsu.edu, 406-771-4334
- *Student Helpdesk:* helpdesk@gfcmsu.edu, 406-771-4433
- *Veterans Hospitality Room:* B102
- *Veterans Success Coach:* B102, kevin.lyons@gfcmsu.edu, 406-771-4434
- *Weaver Library:* library@gfcmsu.edu, 406-771-4398

X. OUTCOMES ASSESSMENT ALIGNMENT

Course Objectives	Type of Objective: <i>Introductory, Reinforce, or Emphasize</i>	MSU – Great Falls Abilities
Students will develop a comprehensive, individual academic plan	Reinforce	A7
Students will identify Great Falls College’s primary academic resources, tools, policies and procedures	Reinforce	A7, A8

Great Falls College Eight Abilities:

The faculty and staff of Great Falls College MSU have deemed the following abilities to be central to the personal and professional success of all graduates:

A1 – Communication: The ability to utilize oral, written, and listening skills to effectively interact with others.

A2 – Quantitative Reasoning: The ability to understand and apply mathematical concepts and models.

A3 – Inquiry and Analysis: The ability to process and apply theoretical and ethical bases of the arts, humanities, natural and social science disciplines.

A4 – Aesthetic Engagement: The ability to develop insight into the long and rich record of human creativity through the arts to help individuals place themselves within the world in terms of culture, religion, and society.

A5 – Diversity: The ability to understand and articulate the importance and influence of diversity within and among cultures and societies.

A6 – Technical Literacy: The ability to use technology and understand its value and purpose in the workplace.

A7 – Critical Thinking: The ability to understand thinking that is responsive to and guided by intellectual standards such as relevance, accuracy, precision, clarity, depth, and breadth.

A8 – Effective Citizenship: The ability to commit to standards of personal and professional integrity, honesty, and fairness.

XI. ADVISING CALENDAR

<u>September</u> - let your advisor know how your classes are going - be aware of drop/add dates and other deadlines	<u>October-November</u> - meet with your advisor to plan for Spring semester - meet with your advisor if you have questions or concerns about your midterm grades - complete the graduation application for December graduation - be aware of the last day to drop Fall courses with a “W” - register for Spring classes
<u>January</u> - contact your advisor if you need to change your class schedule - be aware of drop/add dates and other deadlines	<u>February</u> - let your advisor know how your classes are going - file FAFSA for financial aid - get program applications for competitive Health Science programs
<u>March</u> - complete the graduation application for May graduation - meet with your advisor to plan your classes for Summer and/or Fall semester - meet with your advisor if you have questions or concerns about your midterm grades	<u>April-May</u> - be aware of the last day to drop Spring courses with a “W” - register for Summer and/or Fall semester before leaving campus in May
<u>June</u> - complete the graduation application for July graduation - be aware of drop/add dates and other deadlines	<u>July</u> - be aware of the last day to drop Summer courses with a “W”