

Center for Academic Advising

**Center for
Academic Advising**
Academic Commons
South (ASC)
First Floor
Regular Hours
Monday – Friday
8 a.m. - 5 p.m.
After 5:00 p.m.
by appointment only
Contact Information
PH: 912.279.5717
Email:
advising@ccga.edu

What is Academic Advising?

You are beginning an exciting educational journey. You may or may not know what you want study, but for sure, you are going to need some guidance. Your guide on this journey will be your academic advisor. Unlike your high school guidance counselor, you will want and need to build a relationship with your college advisor and your advisor wants to get to know YOU. The advisor/student partnership requires participation and involvement by both. This is not just a one and done deal. This active partnership with your advisor will ensure that you have the tools you need to plan your educational career and he/she will help you learn the skills needed for your academic success.

The College of Coastal Georgia endeavors to prepare students to become active citizens who will continue to learn and contribute to the communities in which they live and work. Students share in the responsibility for a successful educational experience and need to take an active role in their educational plans and goals. Your academic advisor will be your guide and will help you with your educational plan.

Who is Your Advisor?



Make a Note of Who your Advisor is: _____

Advisor Contact Information: _____

Beginning Your College Journey

- ◆ Get to know your academic advisor and begin to develop your personal academic action plan
- ◆ Collect the needed information that will enable you to be successful and make informed decisions about your academic future
- ◆ Connect your college experiences with your plans and goals for life after college
- ◆ Find the campus professionals who can best help you succeed academically and personally
- ◆ Start looking at Academic Opportunities and develop your plan for the next four years—course plans, study abroad, internships, on-campus, co-curricular experiences that will increase the value of your college experience and develop your interpersonal skills and leadership abilities

Advisee Tip

Class registration is just one time to see your advisor—your advisor is available to answer questions and support you throughout the semester — visit them with questions or just to learn about your major.

How to get the most out of your Advising Appointment

ADVISOR

- ◆ Understand and effectively communicate the curriculum, graduation requirements, and college policies and procedures
- ◆ Encourage and guide students as they define and develop realistic goals
- ◆ Assist students in understanding the purposes and goals of higher education and its effects on their lives and personal goals
- ◆ Work with the student to develop an academic plan that will translate into success in their major course of study
- ◆ Monitor and accurately document students' progress toward meeting their goals.
- ◆ Be accessible for meeting with advisees for advising: office hours, telephone, texts, e-mail, or web access.
- ◆ Assist students in gaining decision making skills and skills in assuming responsibility for their educational plans and achievements.



Check it out

FOCUS 2 is an online, comprehensive career and education planning tool available to all students. This interactive, self-paced system assesses your career planning status, personality, values, skills, and interests. With FOCUS 2, you can discover the right major, explore over 1,200 career profiles (300+ with videos), and create a personalized career portfolio.

Meeting with An Adviser —

- ◆ Email Your advisor for an appointment — Do It Early — Don't Wait Until the week before Early Registration
- ◆ Bring a list of courses you are interested in taking with back up choices
- ◆ Know your 9200 number and how to access COAST
- ◆ Make sure your computer password is up-to-date
- ◆ Bring your program of study with you
- ◆ Know how to check your email and use Desire2Learn
- ◆ Bring questions concerning prospective majors or the requirements for the major you have chosen
 - ◆ Bring any other questions you might have to ask your adviser

ADVISEE — That's YOU

- ◆ Schedule regular appointments or make regular contacts (emails, texts, calls) with your advisor during each semester
- ◆ Come prepared to each appointment with questions or material for discussion—Participate fully in the advising experience. *This is the time for you to ASK questions*
- ◆ Organize your official documents in a way that enables you to access them when needed
- ◆ Complete all assignments or recommendations from your advisor; your advisor is helping to teach you life skills, take advantage of this opportunity
- ◆ Clarify personal values and goals and provide advisor with accurate information regarding your interests and abilities.
- ◆ Become knowledgeable about college programs, policies, and procedures
- ◆ Keep a personal record of your progress toward meeting your academic goals.
- ◆ Accept responsibility for decisions
- ◆ Questions concerning Financial Aid should be addressed to the Financial Aid Office. Students should be proactive and check on the its status regularly.