



## TBCC Advising Syllabus

Academic Advising 2021-2022

**Advisors:** Sara Mustonen, Angelica Ortiz, and Kellie McKeegan

**Office:** Student Services Offices, M-F from 8-5:00

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### **Course Description:**

The purpose of academic advising is to inspire, empower, and educate our students for success through ongoing and intentional conversations. These conversations will help establish a pathway to the realization of educational, career, and life goals.

### **TBCC Email:**

TBCC will use electronic communication methods to conduct official and legal college business. Students are responsible to check their TBCC email and the TBCC student portal (MyTBCC) for information from the college.

### **Attendance:**

Students are required to meet with their advisor before registering each term. Advisors will make every effort to accommodate a student's schedule to ensure there is a full review of each student's Career Education Plan and current career and educational goals.

### **Program Learning Outcomes:**

*Your Career Education Advisor will:*

1. Provide you with assistance in developing a Career Education Plan (CEP).
2. Provide you with an overview of TBCC Student Services.
3. Help you with specific career information and transfer plans for your career goals.
4. Provide you with assistance in scheduling and registering for courses.
5. Provide you with developing action plans if you are on academic or financial aid suspension.
6. Provide you with a professional, courteous, and understanding academic advising experience.



7. Monitor your academic progress.
8. Be available to meet you at your convenience, Monday through Friday from 8:00-5:00 and on Tuesday and Wednesday evenings until 7:00.

**The Student should plan to:**

1. Schedule regular appointments with your Career Education Advisor prior to registration each term.
2. Come prepared to ask questions and take notes of key points discussed.
3. Conduct yourself in a professional and courteous manner.
4. Bring your TBCC Student ID (or other photo ID), any necessary documents, and be on time to your scheduled appointment.
5. Notify Student Services staff at 503-842-8222 extension 1100 if you need to cancel your appointment, or contact your advisor directly at their extension or email.
6. Routinely check your TBCC email and the MyTBCC portal for email news and advising updates.

**Student Learning Outcomes:**

1. Recognize personal responsibility is integral to student success.
2. Students will be able to identify their own strengths and weaknesses.
3. Know and understand critical policies and dates such as—
  - a. Drop Deadlines
  - b. Payment Deadlines
  - c. Financial Aid Obligations
  - d. Financial Aid Deadlines
  - e. Academic Standards
  - f. Satisfactory Academic Progress Policies.
4. Understand how to develop and follow a Career Education Plan (CEP), use Degree Worksheets, and Degree Maps for their chosen degree.
5. Identify and use college resources.
6. Identify and use community resources.
7. Value the advisor/student relationship.
8. Value the completion of the educational pathway.

**ADA Statement:**

Students who have a documented disability and require a classroom adjustment or accommodation should contact the Disabilities Coordinator/Career Education Advisor and provide the Approved Academic Accommodation form to the Instructor.



### **Academic Support Statement:**

The TBCC Library assists students with a wide variety of services, including help with research assignments, printing student ID's, laptop and graphing calculator checkout, quiet or collaborative study rooms, and much more. The Learning lounge incorporates a Writing Studio and Math Studio. The Learning Lounge provides trained writing tutors to assist you in writing, editing, and citing your papers, and provides drop-in math assistance for all math levels. The Learning Lounge is located in room 207. Hours are posted outside the Lounge doors. One-on-one peer tutors are available to assist students in a variety of subjects. Contact the Library for more information on getting a peer tutor, or if you are interested in becoming a paid peer tutor. Free 24-7 online tutoring in a wide variety of subjects through NetTutor is available within any course's Moodle shell.

### **Equity Statement**

TBCC does not discriminate on the basis of race, religion, color, age, national origin, disability, marital status, sex, gender, or sexual orientation. Further, TBCC believes that diversity enhances our learning environment.

Tillamook Bay Community College is enriched by diversity. Each individual uniquely enhances and strengthens our learning environment.

- We value a community that promotes respect and dignity for all.
- We identify and eliminate barriers to learning.
- We provide equitable support and a safe and inclusive environment.
- We promote full engagement in our college community.

We do this through access, opportunity, and advancement for all.