



# Academic Advising Syllabus

Kingsborough Community College – Academic Advisement Center

## Our Mission

The Academic Advisement Center supports and promotes campus-wide advising year round while recognizing the autonomous nature for advising within the academic departments.

The center will strive to maintain a supportive environment where academic advising is a holistic process through which students receive assistance and clarification about their academic career and life goals.

Academic Advisors will serve as facilitators of communication who work with students to encourage them to become more knowledgeable and responsible for planning their academic career. Advisors will also provide accurate and updated information to students to students regarding general college policies and procedures, referrals to campus services and other departments throughout the year.

## Contact Information

Academic Advisement Center

Phone # 718-368-5744

e-mail: [aac@kingsborough.edu](mailto:aac@kingsborough.edu)

## Advising by appointment:

Office Hours: Monday – Friday 9:00am – 5:00pm – M201/M101

Evening Office Hours: Tuesday, Wednesday, and Thursday – 5:00pm – 8:30pm – M101

## Walk-In Advising:

**Students may receive advisement without an appointment, if an advisor is available, in M201.**

## Policy and Procedures for Advising

- Appointments can be scheduled, at anytime, in room M201 or by calling 718-368-5744. (Students who major in Allied Health programs can schedule appointments in room M101 or by calling 718-368-4911.)
- If you cannot keep your scheduled appointment, please call the Advisement Center as soon as possible to cancel or reschedule.
- Check your KCC email regularly for important updates sent to you by the college.
- If you are sent to the Advisement Center by a faculty member or other administrative office, make sure to tell your Advisor who referred you.

## Students' Roles and Responsibilities – What Your Advisor Can Expect

In order to take advantage of the academic services available at Kingsborough, students are expected to:

- Schedule regular advising appointments each semester and/or module.

- Be on time for scheduled appointments.
- Be courteous and plan ahead by cancelling or rescheduling appointments if necessary.
- Come to appointments with prepared questions or issues to discuss with their Advisor
- Accept responsibility for short and long-term decisions and actions.
- Keep a record of their academic progress and completed goals.
- Familiarize themselves with Kingsborough's academic calendar each semester and/or module – paying close attention to important deadline dates.
- Seek help when needed and use appropriate campus resources.

### **Academic Advisors' Roles and Responsibilities – What Your Advisees Can Expect**

Academic Advisors are expected to:

- Maintain confidentiality when working with students one on one.
- Assist students with exploring their education and career goals.
- Provide accurate and updated academic information regarding general college policies and procedures, referrals to campus services and other administrative departments.
- Assist in program planning that will lead to realistic life choices and long-term goals.
- Assist students with scheduling appropriate courses that fulfill college, department, and general education requirements each semester and/or module.

### **Expected Student Learning Outcomes for the Academic Advising Experience**

- Students will develop a comprehensive academic plan for achieving their educational goals at Kingsborough.
- Students will demonstrate an understanding of the academic policies and procedures of Kingsborough.
- Students will be able to accurately interpret the program and general education requirements of their respective majors.
- Students will demonstrate effective decision making concerning their degree and career goals.

### **Academic Advising Resources**

1. [Kingsborough Community College Online Catalog](#)

