# Table of Contents

- Message from the Associate Dean 3
- Counseling, Advising and Transfer Center 4
- Role and Responsibilities of the Student 5
- Role and Responsibilities of the Advisor 5
- Student Learning Outcomes 5
- Milestones 6
- Preparing for Your Advising Session 7
- Common Advising Terms 8-9
- Calendar of Events 10
- Academic Calendar Spring and Summer 2019 11

©2018 College of DuPage. All rights reserved. CA-18-28547(12/18)1.3M
Welcome to College of DuPage:

On behalf of our entire Counseling, Advising and Transfer Team, we are delighted that you selected College of DuPage to enhance your education. We believe in the power of education and your success is our top priority.

You are embarking on an exciting time filled with a host of possibilities. It can also be a demanding time as you navigate many important decisions and your educational planning is one of them. Whether your goal is employment after your studies or transferring to a four-year institution, taking the right courses at the right time is essential to your success. College of DuPage has a wide variety of counseling and advising resources available to you.

Academic advising is an ongoing process and your advisor is your educational partner throughout your time at the College. This Advising Syllabus provides valuable information and gives a clear picture of your role and responsibilities in academic planning. I encourage you to keep this booklet and refer to it each semester. It will help you track your progress and remember important deadlines.

The Counseling, Advising and Transfer Services faculty serve thousands of students each academic year and are here to help you get started on the right path, stay on track and manage any challenges you may encounter. Our team is here to support you at College of DuPage and is invested in your success.

All the best to you during your educational journey.

Sincerely,

Dr. Nathania Montes
Associate Dean, Counseling, Advising and Transfer Services
COUNSELING, ADVISING AND TRANSFER CENTER

Location
Student Services Center (SSC), Room 3200
Phone: (630) 942-2259

Office Hours
Monday to Thursday, 8 a.m. to 7 p.m.
Friday, 8 a.m. to 5 p.m.

Making an Appointment
To schedule an appointment, please call our front desk at (630) 942-2259 or stop by SSC 3200 during business hours. Appointments are available on main campus and at our COD centers in Addison, Carol Stream, Naperville and Westmont.

Summer Hours
June 3 to Aug. 9, 2019
Monday to Thursday, 8 a.m. to 7 p.m.
Friday, 9 a.m. to 3 p.m. in Naperville, Westmont, Addison and Carol Stream; main campus closed.

Peak Advising Periods*
June to August (walk-in only: longer estimated wait times)
January (walk-in only: longer estimated wait times)

*Career counseling and one-hour transfer advising appointments are not available during these months; however, group counseling sessions may be available.

Mission:
The mission of advising at COD is to teach, empower and guide students through an ongoing and collaborative process between student and advisor. Our aim is to encourage students to take ownership of their educational futures by making informed and strategic decisions that promote their development while enabling them to achieve their academic goals in a timely manner. Advising is intentional, purposeful, supportive and customized to each student’s unique strengths, interests, values and goals.
Role and Responsibilities of the Student

- Schedule and attend regular appointments with an advisor (recommended at least once each semester or with the accumulation of every 15 semester hours), being aware of high volume times.
- Come prepared to each appointment with the following: previous educational plan (if any), courses you are considering and questions or material for discussion.
- Be an active learner in the advising process and be open to guidance and the support of the advisor.
- Ask for help or clarification when you do not understand something.
- Accept responsibility for your academic progress and choices.
- Maintain a record of your advising materials and documents in a way that will enable you to easily access information when needed.
- Articulate personal values and goals and provide your advisor with clear and honest information.
- Be knowledgeable about college resources, policies and procedures.
- Take an active role in your advising session by being prepared to discuss your program choice, major and/or transfer institutions.

Role and Responsibilities of the Advisor

- Understand and effectively communicate the curriculum, graduation requirements, prerequisite and testing information.
- Assist students in selecting courses based on educational and career goals.
- Educate students on college resources and direct them as needed.
- Ensure students are part of the decision-making process and have a clear understanding of next steps.
- Encourage and support students as they define and develop realistic goals and map out their educational plans.
- Exhibit flexibility in working with students unique needs, revisiting and rethinking educational plans when appropriate.
- Actively listen to and address student concerns, respect their decisions, and refer them to appropriate services within the college and community when necessary.
- Maintain confidentiality.
- Connect students who have declared a major or program of study to the appropriate program advisors and/or faculty advisors.

Student Learning Outcomes

- Understand degree, program and transfer requirements, including course sequencing and prerequisite information related to your intended program.
- Be able to identify and access on-campus support and resources that promote success and growth.
- Understand academic policies and procedures.
- Be able to develop an educational plan and read a degree audit.
- Make informed decisions and be actively responsible for your academic career.
MILESTONES
Students who have earned:

0-15 credits
• Gain proficiency with COD email, Blackboard, myACCESS, Student Planning and the student portal.
• Determine placement in reading, writing and math.
• Be aware of the various degree and program options.
• Understand the difference between an A.A.S. degree and transfer-oriented degrees.
• Be aware of general education requirements.
• Be able to list course options for first semester.
• Begin your math sequence for degree-seeking students.
• Obtain required textbooks/materials for class use.
• Identify professors’ availability to meet and become comfortable contacting them.
• Understand when and how to add/drop courses and the refund policy.
• Become aware of student responsibilities in managing due dates, course fees, etc.
• Understand how to compute a GPA.
• Access information about student organizations (CHAP LIFE).

16-30 credits
• Commit to a plan of study (determine admission requirements if selective enrollment program) which will determine necessary coursework.
• If still undecided, take career assessments (SDS, MBTI, Strong) and make a career counseling appointment OR consider enrolling in EDUC 1105, Career Development.
• Explore scholarship opportunities for the following semester if interested and eligible (November deadline for spring, March deadline for fall).
• Be able to interpret a degree audit from myACCESS. Meet with a counselor for assistance interpreting your audit.
• Retrieve your student planning worksheet and fill in requirements you have met and those in which you are currently enrolled.
• Be aware of your registration date and make an appointment with your advisor.
• Begin researching transfer institutions (utilizing CIS school sorting tool) available at https://ilcis.intocareers.org/.
• Learn to use transfer planning tools: transferology/transfer equivalencies.
• Proactively seek out meetings with your professors as you manage your grades during the semester.

31-45 credits
• Be able to create an educational plan based on your degree audit.
• Continue to research transfer institutions and obtain information on on-campus visits as well as representative visits at COD.
• Determine transfer school application deadlines and course/GPA requirements.
• Attend transfer-oriented workshops and/or career and internship fairs.

46-64 credits
• Ensure graduation eligibility by running degree audit (anticipated complete).
• Apply for graduation in myACCESS.
• Know how to request transcripts from your myACCESS account or the Office of Student Records.
• Visit transfer schools and prioritize schools to which you wish to apply.
• Write personal statements and essays for transfer applications.
• Request letters of recommendation from faculty or employer.
• Obtain resume and job seeking assistance through Career Services (A.A.S. degrees).
• Take licensure exams if relevant for certificate or A.A.S. program.
Preparing for
YOUR ADVISING SESSION

Use this checklist (not all will apply).

☐ 1a. For students decided on a major/program: Run your degree audit and identify which courses you have completed and which you have left to complete.

☐ 1b. Undecided students: Research potential programs of study on the COD webpage and come prepared with options to discuss.

☐ 2. Complete placement tests (reading, writing and math) if required for program or certificate.

☐ 3a. Have all transfer credits sent to the Office of Student Records (SRC 2150) and confirm completed credit evaluation. Inform your advisor of courses you plan to take or are taking at another institution, as well as dual credit or AP credits you may have.

☐ 3b. If courses are being taken to meet another school’s requirement, come prepared with the list of courses the school is requesting.

☐ 4. Draft a potential educational plan to review with your advisor (either on paper, in Student Planning or in your myACCESS shopping cart) and make a list of backup courses.

☐ 5. Come prepared with transfer schools to discuss and be aware of application deadlines and requirements.

☐ 6. Bring a list of additional questions (i.e. scholarship information, honors eligibility, field/global studies, questions on specific applications, etc.).

☐ 7. Be on time.
COMMON ADVISING TERMS

**ALP**—accelerated learning program designed for students who are eligible to take English 1101 and English 0492 concurrently to meet the English requirement for all degrees/programs.

**Accuplacer**—reading and writing placement tests.

**Adult Fast Track**—courses designated for students ages 21+ who have at least a 2.0 cumulative grade-point average. Courses are usually eight weeks in duration.

**Advisor**—a faculty member who meets with designated students to help make curriculum choices and discuss progress toward achieving educational goals. An advisor can be a counselor, program advisor or instructor.

**Articulation Agreement**—a document that outlines the curriculum agreed to by College of DuPage and a four-year college or university to satisfy the degree requirements at College of DuPage and the receiving school.

**ALEKS**—a math placement test required for all entering students without AP or transfer math credit.

**Blackboard**—a learning management system. This is where students can access individual courses and the syllabus for each.

**Broken Enrollment**—when a student goes one or more years without being enrolled in any classes and then returns.

**Course Number**—the four-digit identification number that designates a specific course within a discipline (section number is the three-to-five character sequence associated with the date, time and instructor of the course).

**Course**—a subject or class in which instruction is offered within a given period of time for a semester and for which credit toward a degree is given.

**Course Load**—the total number of semester hours or credit hours in which a student is enrolled for a semester.

**Credit Hours**—Hours of classroom study per week over the period of a semester for each course.

**Curriculum**—the whole body of courses offered for study by the college or by a particular department.

**Degree Audit**—completed through myACCESS, an automated system allowing a student to see how his or her coursework applies to a specific degree program.

**Developmental Course**—a course that is required prior to enrolling in a college-level course. These courses begin with the number “0.”

**Discipline**—a collection of courses that fall under the same category (i.e. MUSIC or PSYCH for psychology), whereas a program refers to the degree or certificate option which can be comprised of courses that span multiple disciplines.

**Early Alert**—a collaborative initiative between instructor, counselor and student to provide early support and interventions to students who may be at risk of failing their classes or who are experiencing challenges outside of the classroom.

**Elective**—a subject or course that is accepted toward fulfillment of credit for a degree or certificate but is not specifically required for that degree or certificate.

**FAFSA**—Free Application for Federal Student Aid, a financial aid program offered and secured through the U.S. Department of Education.

**Field/Global Studies Course**—a course that involves an experiential component, usually involving travel to a destination. Some may serve to meet General Education requirements.

**Full-time Student**—a student enrolled in 12 or more credit hours of coursework per fall or spring semester or six hours for a summer semester.

**General Education Class (Gen Ed)**—a core group of courses spanning multiple subjects that are required for every program or degree.

**GPA**—grade-point average is a measure of academic performance determined by the letter grades and credits of each of your classes (A=4 points, B=3, C=2, D=1, F=0). It is recalculated each semester.

**Grant**—financial aid that does not have to be paid back.

**Honors Course**—course that requires a 3.2 or higher GPA to enroll.

**Hybrid Course**—a course that is delivered through both an in-person format as well as online.

**IAI**—Illinois Articulation Initiative is a statewide transfer agreement that is transferrable among over 100 colleges and universities in Illinois. IAI works best for students who know they are going to transfer, but undecided on the college or university that will grant their four-year degree.

**Loan**—financial aid that must be paid back, usually within a specified time.

**myACCESS**—a student management system that houses registration information and student schedules.

**Online Course**—a course that is taught and delivered entirely in an online format.

**Part-time Student**—a student enrolled in fewer than 12 credit hours of coursework per fall or spring semester or less than six hours per summer.

**Prerequisite**—a course requirement to be completed or a level of skill or knowledge to be demonstrated prior to enrollment in a course or program.
Probation—the status of student when his or her cumulative GPA drops below college standards. Students may still enroll while on probation, only with the permission of an academic counselor.

Program of Study—also referred to as a major in some cases; this is the academic area a student declares to pursue.

Registration—the process of officially enrolling in one or more courses. Students must be admitted to College of DuPage before they can register for classes. Earliest dates for registration vary according to the number of credit hours a student has earned.

Reverse Transfer—a student who starts his or her college coursework at a four-year university and subsequently transfers to a community college to either continue or redirect his or her degree program.

SAP—satisfactory academic progress is a term used to designate students who may be eligible for financial aid and is determined on the following criteria: cumulative grade-point average (GPA); cumulative completion rate (total credits completed divided by total credits attempted); and the student’s total credits attempted to date, including transfer credits.

Semester—a period of instruction lasting 16 weeks in the fall and spring, and eight weeks in the summer. Courses in a semester can also be 12 or eight weeks in duration.

SOAP—standards of academic progress (SOAP) students are students who are on probation due to falling below a 2.0 grade-point average. Group counseling is offered to these students.

Student Portal—an electronic hub that houses all student links, including email and access to the ALEKS placement test.

Student Planning—accessible through myACCESS, this tool allows students to see their progress toward their degree and plan courses for future semesters.

Suspension—the status of students when their cumulative GPA drops below College of DuPage standards for three consecutive semesters. Students may not enroll while on suspension.

Transcript—an official record of academic history including coursework and grades.

Withdrawal—when a student withdraws from a course that is in progress; it results in a “W” on the transcript rather than a grade.
**CALENDAR OF EVENTS**

**Workshops and Transfer Fairs**

**Spring 2019**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb. 11, 2019</td>
<td><strong>A Major Decision: A Workshop for Undeclared Majors</strong>&lt;br&gt;Gain insight and tools to help you learn how to choose a major.</td>
</tr>
<tr>
<td>Feb. 12, 2019</td>
<td><strong>Business Transfer Fair</strong>&lt;br&gt;Explore transfer schools.</td>
</tr>
<tr>
<td>Feb. 20, 2019</td>
<td><strong>State Universities Transfer Day</strong>&lt;br&gt;Visit with all the state universities in Illinois.</td>
</tr>
<tr>
<td>March 6, 2019</td>
<td><strong>Ready, Set, Transfer! Workshop</strong>&lt;br&gt;Find out how to choose the best transfer school for you, when to apply and other key information.</td>
</tr>
<tr>
<td>March 7, 2019</td>
<td><strong>Transferology and Other Tools Workshop</strong>&lt;br&gt;Learn the latest tools designed to simplify the transfer process.</td>
</tr>
<tr>
<td>March 14, 2019</td>
<td><strong>Got Goals? A Workshop on Goal Setting and Achievement</strong>&lt;br&gt;Learn steps for success and discover simple strategies that you can use on a daily basis.</td>
</tr>
<tr>
<td>March 19, 2019</td>
<td><strong>A Major Decision: A Workshop for Undeclared Majors</strong>&lt;br&gt;Gain insight and tools to help you learn how to choose a major.</td>
</tr>
<tr>
<td>April 11, 2019</td>
<td><strong>Ready, Set, Transfer! Workshop</strong>&lt;br&gt;Find out how to choose the best transfer school for you, when to apply and other key information.</td>
</tr>
<tr>
<td>April 23, 2019</td>
<td><strong>Got Goals? A Workshop on Goal Setting and Achievement</strong>&lt;br&gt;Learn steps for success and discover simple strategies that you can use on a daily basis.</td>
</tr>
</tbody>
</table>

*Check the COD Counseling, Advising and Transfer Center website for updated times and room locations.*
## ACADEMIC ADVISING CALENDAR
### Spring and Summer 2019

### Spring 2019

<table>
<thead>
<tr>
<th>Date/Day</th>
<th>Month</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday-Friday</td>
<td>January</td>
<td>16-18</td>
<td>In-Service Days/Professional Days (No Classes)</td>
</tr>
<tr>
<td>Saturday</td>
<td>January</td>
<td>19</td>
<td>16-Week and 1st 8-Week Classes Begin</td>
</tr>
<tr>
<td>Monday</td>
<td>January</td>
<td>21</td>
<td>Legal Holiday (M.L.King’s Birthday) (No Classes)</td>
</tr>
<tr>
<td>Monday</td>
<td>February</td>
<td>11</td>
<td>12-Week Classes Begin</td>
</tr>
<tr>
<td>Thursday</td>
<td>February</td>
<td>28</td>
<td>Last Day to Withdraw - 1st 8-Week</td>
</tr>
<tr>
<td>Wednesday</td>
<td>March</td>
<td>13</td>
<td>End of 1st 8-Week Classes</td>
</tr>
<tr>
<td>Thursday</td>
<td>March</td>
<td>14</td>
<td>2nd 8-Week Classes Begin</td>
</tr>
<tr>
<td>Friday</td>
<td>April</td>
<td>12</td>
<td>Last Day to Withdraw —16-Week</td>
</tr>
<tr>
<td>Monday-Sunday</td>
<td>March</td>
<td>25-31</td>
<td>Spring Break  (No Classes)</td>
</tr>
<tr>
<td>Sunday</td>
<td>April</td>
<td>21</td>
<td>Easter (No Classes)</td>
</tr>
<tr>
<td>Friday</td>
<td>April</td>
<td>19</td>
<td>Last Day to Withdraw —12-Week</td>
</tr>
<tr>
<td>Sunday</td>
<td>April</td>
<td>21</td>
<td>Last Day to Withdraw—2nd 8-Week</td>
</tr>
<tr>
<td>Friday</td>
<td>May</td>
<td>10</td>
<td>End of 2nd 8-Week Classes</td>
</tr>
<tr>
<td>Saturday-Friday</td>
<td>May</td>
<td>11-17</td>
<td>Final Evaluations/Culminating Activities</td>
</tr>
<tr>
<td>Friday</td>
<td>May</td>
<td>17</td>
<td>End of 16-Week and 12-Week Classes</td>
</tr>
<tr>
<td>Friday</td>
<td>May</td>
<td>17</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

### Summer 2019

<table>
<thead>
<tr>
<th>Date/Day</th>
<th>Month</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>May</td>
<td>27</td>
<td>Legal Holiday (Memorial Day) (No Classes)</td>
</tr>
<tr>
<td>Tuesday</td>
<td>May</td>
<td>28</td>
<td>1st 5-Week and 10-Week Classes Begin</td>
</tr>
<tr>
<td>Monday</td>
<td>June</td>
<td>3</td>
<td>8-Week Classes Begin</td>
</tr>
<tr>
<td>Sunday</td>
<td>June</td>
<td>23</td>
<td>Last Day to Withdraw —1st 5-Week</td>
</tr>
<tr>
<td>Monday</td>
<td>July</td>
<td>1</td>
<td>End of 1st 5-Week Classes</td>
</tr>
<tr>
<td>Tuesday</td>
<td>July</td>
<td>2</td>
<td>2nd 5-Week Classes Begin</td>
</tr>
<tr>
<td>Thursday</td>
<td>July</td>
<td>4</td>
<td>Legal Holiday (Independence Day) (No Classes)</td>
</tr>
<tr>
<td>Sunday</td>
<td>July</td>
<td>14</td>
<td>Last Day to Withdraw —8-Week</td>
</tr>
<tr>
<td>Friday</td>
<td>July</td>
<td>19</td>
<td>Last Day to Withdraw —10-Week</td>
</tr>
<tr>
<td>Sunday</td>
<td>July</td>
<td>28</td>
<td>Last Day to Withdraw —2nd 5-Week</td>
</tr>
</tbody>
</table>

### Summer 2019 Registration
- Returning student registration begins March 20.
- New student registration begins March 30.

### Fall 2019 Registration
- Returning student registration begins April 4.
- New student registration begins April 19.
# Multi-Semester PROGRAM PLAN

<table>
<thead>
<tr>
<th>Student</th>
<th>Area of Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor</td>
<td>Office Extension</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th></th>
<th>Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th></th>
<th>Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th></th>
<th>Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th></th>
<th>Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>