

## Your Assigned Success Coach and Faculty Mentor Will:

- Provide you with a professional, courteous, and understanding academic advising experience.
- Provide you with an overview of Student Services.
- Provide you with information on college and community resources.
- Provide you with specific career information and transfer plans for your program.
- Provide you with assistance in developing an Individual Success Plan.
- Provide you with assistance in scheduling and registering for courses.
- Ensure you are part of the decision-making process.
- Assist you with developing action plans if you are not meeting Satisfactory Progress.
- Monitor your academic progress.
- Provide you with assistance in completing your graduation application.

## Online Resources for Success

GC offers great services ranging from career planning to help in securing funding for your education to making the most of your study time, and more.

### Writing Center

<https://www.grayson.edu/current-students/academicresources/student-labs/writing-center.html>

### Math Hub

<https://www.grayson.edu/current-students/academicresources/student-labs/math-hub.html>

### Science Hub

<https://www.grayson.edu/current-students/academic-resources/student-labs/science-hub.html>

### Study Skills

- Test Taking Strategies - <https://www.testtakingtips.com/test/gentest.htm>

### Career Planning Tools

- O\*Net - [www.onetonline.org](http://www.onetonline.org)
- Career Coach - <https://grayson.lightcastcc.com/>

### Personal Counseling/Grayson Cares

<https://www.grayson.edu/grayson-cares/>

### Financial Aid & Scholarships

Visit the Grayson College website for information on various forms of federal and state financial aid programs and scholarships.

---

## Grayson College Advising Office

### Main Campus

Student Affairs Building  
6101 Grayson Drive  
Denison, TX 75020  
903-463-8695

### South Campus

1455 W. Van Alstyne Pkwy  
Van Alstyne, TX 75495  
903-415-2503

### Advising by appointment

Monday through Friday  
8 a.m. to 5 p.m.  
(Closed Fridays in June)

Schedule an appointment

through your MyViking  
Student Planner

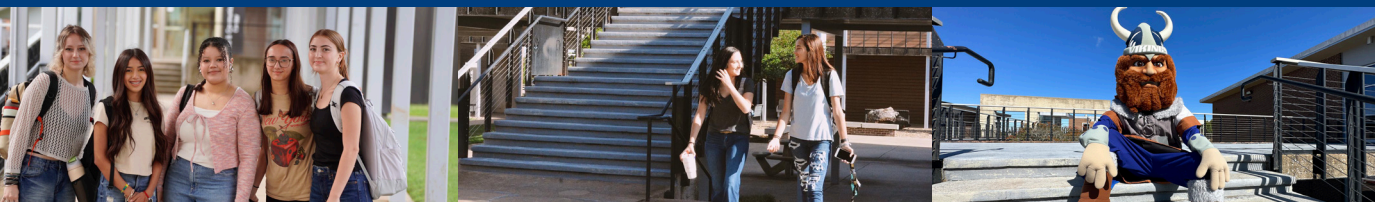


# Academic Advising Syllabus

Empowering students for academic and personal success

Resources to help students connect with services and students





## What is Academic Advising?

Academic advising is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning. (National Academic Advising Association, 2004)

### Advising Partnership

A successful college experience is based on a partnership between the student and the institution. Each partner has responsibilities:

#### Student Responsibilities

- Meet with your success coach/faculty mentor at least once a semester prior to each registration period
- Come prepared with questions or material for discussion
- Turn off cell phone during advising sessions
- Clarify personal values and goals and provide advisor with accurate information regarding your interests and abilities
- Become knowledgeable about college programs, and understand academic policies and procedures
- Read/check your GC email and Canvas on a constant, regular basis
- Use GC resources, such as tutoring, writing and math labs and the Library
- Take primary and increasing responsibility for making your own decisions

#### Success Coach/Faculty Mentor Responsibilities

- Communicate the curriculum, graduation requirements, and college policies and procedures
- Assist you in gaining decision making skills and skills in assuming responsibility for your educational plans and achievement
- Maintain confidentiality
- Provide you with information and strategies for utilizing the available resources and services on campus
- Listen to your concerns and respect your individual values and choices
- Timely responses to your questions and concerns

### Getting Connected

Grayson College has many resources to help students succeed. Basic information is covered in College Connections and listed here to help you get connected with the available people and tools.

#### Know How To:

- Contact the success coach and faculty mentor for your major
- Use the Academic Calendar and online Directory
- Use reference tools like the College Catalog and Student Handbook for information about programs, policies, and procedures
- Use your Student Planner to add or drop classes, pay your tuition, and check financial aid.
- Access and use My Viking
- Connect majors with career/life goals
- Estimate study time for each hour in class
- Determine the semester hour and GPA requirements for Financial Aid
- Apply for graduation
- Locate transfer universities

#### Know Where to Find:

**Tutoring & Accessibility Services** - Contact Jeffri Hodge in the SSC at 903.463.8751 or [hodgej@grayson.edu](mailto:hodgej@grayson.edu)

**Writing Lab** - LA Building

**Math Hub** - Located in the Student Success Center

**Job Placement** - Located in the Career Center/Advising Office.

#### Develop:

- Ownership of your education
- An understanding of college policies and procedures
- An understanding of how your curriculum helps you to think critically, appreciate cultural diversity, communicate effectively and to see a global perspective and sense of civic responsibility
- Time management and study skills

## What's Your Major?

Have you decided on a major or are you still confused about your ultimate career plan? Find out all about majors and what jobs your major can lead to by visiting the Career Center next to the Advising Office.

## Before Seeing your Success Coach

Follow these tips to make the most of your time with your coach.

- Print your degree audit from MyViking and bring it to your advising session
- Verify your major on MyViking
- List questions and concerns for advising discussions

Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. Student records provide staff with the student's legal name. We will gladly honor your request to address you by an alternate name or gender pronoun. Please advise us of this preference when you visit our office.

## Advising Student Learning Outcomes

Students who utilize or interact with the programs and services offered by the Advising Office will be able to:

- Use the MyViking Student Planner to schedule advising appointments with Success Coach or contact Faculty Mentor.
- Utilize career assessments to examine their personal interests, values, strengths, and skills and determine the job outlook and pay scale of careers related to specific major and program selection.
- Demonstrate knowledge of program requirements and the ability to select courses each semester to progress towards fulfillment of their educational plans by utilizing their student planner.
- Identify campus resources and services that can be used to assist in achieving academic, personal, and career goals.