

Bellevue College

# ACADEMIC ADVISING SYLLABUS



The Academic Advising Department promotes student success by engaging students in developing educational plans in relation to their career and life goals. We strive to meet the diverse and unique needs of each student by mutual teaching, learning, and relationship building.

Bellevue College does not discriminate on the basis of race, color, national origin, language, ethnicity, religion, sex, sexual orientation, including gender identity or expression, disability, or age in its programs and activities. Please see policy 4150 at [www.bellevuecollege.edu/policies/](http://www.bellevuecollege.edu/policies/). The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, 425-564-2641, Office C227, and EEOC/504 Compliance Officer, 425-564-2266, Office R130.

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# ACADEMIC ADVISING STUDENT LEARNING GOALS

**GOAL 1:**

Students will be able to identify and access Bellevue College resources in order to meet their educational goals

**GOAL 2:**

Students will be able to create a flexible educational plan to move towards completion of their chosen Bellevue College degree, certificate or academic goal

**GOAL 3:**

Students will be able to connect their Bellevue College plan to their educational and career goals

**GOAL 4:**

Students will gain comfort with decision-making and autonomy in regards to their educational journey

# ROLE OF ACADEMIC ADVISING

## What role will academic advising play in your college experience?

Your academic advisor will assist you in understanding different academic pathway and program options to help prepare you for your intended career.

Your academic advisor will help you to create an educational plan to ensure you are completing the necessary requirements to receive your degree or certificate and that you are academically eligible to transfer should you choose.

Your academic advisor will connect you with other people and resources at Bellevue College to support you in navigating the institution.

## STUDENT & ADVISOR RESPONSIBILITIES

### Students will...

Take responsibility for scheduling advising appointments and regularly check BC email

Come prepared for their advising appointment by completing their own research and registration plan

Actively participate in the advising session by asking questions and issues to discuss with their academic advisor

Follow the educational plan created with their advisor and notify their advisor about any intended changes to the plan

Complete all action items that they agree to pursue in their advising appointment and communicating with their advisor if they experience any challenges

### Advisors will...

Work with you to create an educational plan that reflects your academic, career and personal goals

Maintain current knowledge of policies and procedures that might affect your academic journey

Understand and support your unique journey through intentional and individualized advising services

Provide you with opportunities to critically reflect on academic choices and to develop decision-making skills

Connect you with resources and support services beyond academic advising

# QUARTERLY ADVISING CYCLE

Each quarter has a similar schedule and rhythm: students attend classes, register for the next quarter, make changes to their current schedule, make adjustments to their educational plan and participate in a pre-registration advising appointments.

Be sure to pay attention to the [Academic Calendar](#) for the current and next quarter so that you don't miss any deadlines.

Pay particular attention to the following:

## EARLY IN THE QUARTER

- Last day to add a class with or without instructor permission
- Last day to drop a class without a "W" grade on transcript

## MID-QUARTER

- Registration period
  - Don't forget to schedule your pre-registration appointment with your advisor if needed!
  - Review your Educational Plan to see what you had planned to take
- Graduation Application Deadline

## LATER IN THE QUARTER

- Last day to drop a course (a "W" will be recorded on your transcript)
- Grades posted to transcript
- Graduation!

# ADVISING CHECKPOINTS ON THE BULLDOG TRAIL

## How to use Academic Advising for Success at Bellevue College

The credit markers listed for each checkpoint on the Bulldog Trail are based on goal of an Associate's of Arts degree. That being said, all students have different goals and work at different paces. Work with an academic advisor to map out your Bulldog Trail!

### EXPLORE

Pre-Entry to Admissions

- Apply to Bellevue College
- Take placement tests for Math and English OR submit high school or college transcripts for Math/English placement

### CONNECT

Admissions to Day 1

- Complete New Student Orientation
- Register for your first quarter at BC

### ENGAGE

0-45 Credits

- Meet with an Academic Advisor
- Develop an educational plan
- Complete College-level Math & English

### LEARN

45-90 Credits

- Meet with an Academic Advisor to discuss any changes in your educational plan
- Visit the Center for Career Connections to explore career options
- Connect with the Transfer Center to understand the Transfer process and research transfer requirements for specific institutions

### ACHIEVE

75 Credits - Graduation

- Apply for graduation the quarter before you plan to graduate (see priority deadlines [here](#))

### THRIVE

Beyond BC

- Graduate!
- Think about what comes next!

# FIND YOUR PATHWAY ADVISOR

CHECK OUT [BELLEVUECOLLEGE.EDU/ADVISING](https://bellevuecollege.edu/advising) FOR HOW TO CONNECT

## UNDECIDED/EXPLORATORY

### **Teresa Descher**

Meet with one of these advisors if you're still deciding what you want to study at Bellevue College.

## SOCIAL & BEHAVIORAL SCIENCES

### **Deanne Eschbach**

#### **Cesar Rangel**

Anthropology  
Business Administration  
Criminal Justice  
Cultural & Ethnic Studies  
Economics  
Education  
Geography  
History  
International Studies  
Political Science  
Psychology  
Sociology

## INFORMATION SCIENCE & TECHNOLOGY

### **Errold Nabong**

Business Intelligence  
Business Technology Systems  
Computer Science  
Cyber Security & Systems Administration  
Data Analytics  
Digital Media Arts  
Healthcare Informatics  
Marketing  
Network Services & Computing Systems  
Robotics & Artificial Intelligence  
Software Engineering

## HEALTH SCIENCES

### **Marina Melnik**

Allied Health  
Diagnostic Ultrasound  
Health & PE  
Health and Wellness  
Healthcare Informatics  
Healthcare Management & Leadership  
Neurodiagnostic Technology  
Nuclear Medicine Technology  
Nursing  
Nutrition  
Radiation Therapy  
Radiologic Technology

## HUMANITIES & COMMUNICATIONS

### **Deanne Eschbach**

#### **Melissa Martinez**

Communication Studies  
Cultural & Ethnic Studies  
English  
History  
Philosophy  
World Languages

## BUSINESS

### **MariaPaula McPherson**

Accounting  
Business Administration  
Business Intelligence  
Business Management  
Business Technology Systems  
Data Technology Systems  
Data Analytics  
Economics Healthcare Management & Leadership  
Marketing

# FIND YOUR PATHWAY ADVISOR

CHECK OUT [BELLEVUECOLLEGE.EDU/ADVISING](http://BELLEVUECOLLEGE.EDU/ADVISING) FOR HOW TO CONNECT

## SCIENCE, ENGINEERING & MATH

### Jonny Diehl

Computer Science  
Earth & Space Science (*Astronomy, Environmental Science, Geology, Meteorology, Oceanography*)  
Engineering  
Life Science (*Biology, Botany*)  
Math  
Molecular Bioscience  
Physical Science (*Chemistry, Physics*)

## VISUAL & PERFORMING ARTS

### Shavon English

Art  
Dance  
Digital Media Arts  
Drama  
Interior Design  
Music

## TRANSITIONAL STUDIES

Adult Basic Education (ABE)  
English as a Second Language (ESL)  
English Language Institute (ELI)  
GED  
High School 21+  
Integrated Basic Education and Skills Training (I-BEST)

## ADVISING FOR STUDENTS IN SPECIFIC DEGREE PROGRAMS

**Students Intending to Transfer to a University:** Students who intend to transfer to a 4-year University after Bellevue College should visit the Transfer Center.

**Bachelor Degree Programs:** Students either connect directly or are referred to the specific Program Manager for program-specific advising.

**Running Start:** Students meet initially with the Running Start advisor, who then may refer students to Academic Advisors.

**International Students:** Students work with Office of International Education advisors regarding specific enrollment and visa requirements and are then referred to Academic Advisors for specific course planning.

**Workforce Education:** Students utilizing funding/assistance via Workforce Programs (e.g., BFET, Opportunity Grant, etc.) work directly with a Workforce advisor and may be referred to an Academic Advisor as needed.



# CONTACTING AN ADVISOR

## SCHEDULED APPOINTMENTS

**Schedule an appointment** with an academic advisor to discuss:

- Course Selection & Registration Questions
- Long-term Educational Planning
- Discuss changing areas of study or specific areas of concern related to academic success

## QUICK QUESTIONS

Quick Questions are when you have a more time-sensitive question and are unable to schedule an appointment in advance with your advisor (i.e. registration is coming up and advisors have limited availability)

**Check out our website** for more details on how best to connect

## PHONE & VIDEO ADVISING

You can schedule your advising appointment to **take place over the phone or video call**. When you schedule your appointment, be sure to indicate which you'd prefer.

During the time of your scheduled appointment, make sure you're in a quiet location where you can devote your full attention to your appointment.

## SUBMIT A TICKET

If you have a quick question, you can submit a service ticket to the Academic Advising office and an advisor will follow up with you via email

**Submit a ticket through our ["Contact Us" page](#) of our website.**

# ADVISING TOOLS & RESOURCES

## EMAIL



Your BC Advisor (as well as your instructors and other BC personnel) will use your Bellevue College email to communicate with you. Make sure that you are checking it regularly and responding to emails in a timely manner.

**Access your Bellevue College email [here](#).**

## CANVAS



Canvas is an online site that supplements many in-person, hybrid and online courses at Bellevue College. Your professors may post course announcements, readings and materials, and ask you to upload certain assignments through your Canvas account.

**Access your Bellevue College Canvas Account [here](#).**

## WOIS



WOIS is an online Career Information System that allows you to explore your career goals and options. To save your career search and other online work through WOIS, **create a portfolio through their [website](#)**. You can set up your portfolio in the upper right corner of the homepage. You can get a site key password from your advisor!

## DEGREE AUDIT



Degree Audit is an online advising tool that allows you to view degree and certificate requirements and track your completed coursework towards completion of chosen degree or certificate program.

**View your Degree Audit [here](#).**

# CAMPUS RESOURCES

## **DISABILITY RESOURCE CENTER**

The Disability Resource Center (DRC) at Bellevue College fosters transformational change to present disability as a valued part of life. They provide a wide variety of accommodation services for disabled students, and we work to educate the community and foster inclusiveness.

(425) 564-2498  
drc@bellevuecollege.edu

## **VETERAN'S SERVICES**

Bellevue College's Veterans Program is designed to assist military service members and their families with their journey through college, career and beyond. Those on active duty, reserve members and veterans can access assistance in pursuing your educational goals, accessing VA benefits, selecting a career path and much more.

(425) 564-2220  
veterans@bellevuecollege.edu

## **INTERNATIONAL EDUCATION**

The International Education department offers many options for incoming international students: Intensive English/University Preparation program, the International Business Professions program, special short-term programs, and noncredit English-as-a Second Language classes.

(425) 564-3185  
ie@bellevuecollege.edu

## **COUNSELING CENTER**

The Counseling Center serves students who are facing personal and educational challenges as well as those who are undecided in their major and/or career. They provide personal, educational, and career counseling as well as Human Development courses and workshops.

(425) 564-5747  
askacounselor@bellevuecollege.edu

## **MULTICULTURAL SERVICES**

MCS is committed to increasing multicultural student excellence in academics & college experience satisfaction. They provide services in academic coaching & support, career exploration, tutoring, equipment lending, leadership development and more.

(425) 564-2208  
mcs@bellevuecollege.edu

## **eLEARNING RESOURCES + SUPPORT**

eLearning expands access to education options and pathways for students through quality online, hybrid, and web-enhanced courses by embracing innovative and accessible modes of course development and delivery. Visit their webpage for support resources for your online or hybrid course.

onlineadvising@bellevuecollege.edu

## **ACADEMIC SUCCESS CENTER**

The Academic Success Center (ASC) provides free, high-quality tutoring and learning services for all students enrolled at Bellevue College. The mission of the ASC is to help students succeed academically and empower them to become independent, life-long learners.

425-564-2200  
asc@bellevuecollege.edu

## **THE WELLNESS CENTER**

The Wellness Center embraces all that our community, environment and natural surroundings have to offer. The Center's activities strive to focus on providing leadership, planning, opportunity, and education in pursuit of healthier lives.

The Wellness Center is located in the G-Building.

## **BENEFITS HUB**

United Way of King County's Benefits Hub will help you get by, get ahead, and stay ahead so that you can achieve your college and career goals. The Benefits Hub provides financial coaching, housing support, benefits access assistance, tax help, emergency aid support and more.

(425) 564-2498  
drc@bellevuecollege.edu

# POLICIES & PROCEDURES

Learn more about the following policies and procedures below. If you're viewing this electronically, you can click on each header to visit the Bellevue College Website and learn more!

## ACADEMIC STANDARDS & PROGRESS

Bellevue College is committed to your academic success. The college identifies and alerts students who are not making satisfactory academic progress. The college applies progressive consequences and intervention for students who do not maintain satisfactory academic standing.

## SATISFACTORY ACADEMIC PROGRESS

Maintaining Satisfactory Academic Progress (SAP) is an important part of getting and keeping financial aid. Federal, state and college requirements make up the standards we review at the beginning of each year before we offer aid, and then again at the end of each quarter in which students receive financial aid. Visit the SAP webpage within Financial Aid on the Bellevue College website for more information.

## COURSE WITHDRAWAL & INCOMPLETE POLICY

For a variety of reasons, students sometimes cannot complete their classes as they expected. To receive an **official withdrawal**, students must withdraw themselves from a class or classes by the specific quarter deadline posted on the Academic Calendar. Students may appeal missing the Official Withdrawal deadline. An **incomplete (I) grade** provides students who are unable to complete a class on schedule with the option of completing the class at a later date without a second registration or tuition and fee payment. Issuing an incomplete grade is at the discretion of the instructor; instructors may not issue an incomplete grade without student consent.

## GRADE APPEAL PROCESS

Students who wish to dispute a grade may start the process as soon as the grade in question is issued, but, no later than two quarters (including summer quarter) after the college posts the final grade to the student's transcript for the class in question. Full procedures for appealing a grade can be found on Bellevue College's Policies & Procedures webpage.

## STUDENT COMPLAINTS PROCESS

Various concerns may arise during a student's time in college. It is important to know where to report concerns, your rights, and places to find support. Visit the Reporting, Rights and Resources page on the Bellevue College website for more information.

# APPOINTMENT CHECKLIST

## Before your appointment...

- ☒ Review student and advisor responsibilities
- ☒ Check Degree Audit
- ☒ Prepare and write down a list of questions to discuss
- ☒ Call the Advising Front Desk if you need to cancel/reschedule

## QUESTIONS TO ASK YOUR ADVISOR:

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## During your appointment...

- ☒ Arrive a few minutes early and check in at the front desk
- ☒ Share the questions you prepared with your advisor
- ☒ Be prepared to share your interests and goals!
- ☒ Take notes!

## NOTES DURING THE MEETING:

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## After your appointment...

- ☒ Review the notes you took during your appointment
- ☒ Complete the tasks and recommendations discussed by your advisor
- ☒ Email your advisor with any follow-up questions or challenges
- ☒ You can always schedule a follow up appointment!

## MORE QUESTIONS & ACTION ITEMS:

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# ADVISING NOTES

DATE: \_\_\_\_\_

ADVISOR: \_\_\_\_\_

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