

Academic Advising Syllabus



OWENS
COMMUNITY COLLEGE

Name: _____

Program of Study: _____

OCID: _____

Academic Advisor: _____

Osve Advocate: _____

The advising process is a **partnership** and **shared responsibility** between student and advisor.

Expectations of Students

- Plan ahead (schedule appointments early and cancel or reschedule if necessary) and come to appointments with your **photo ID**, questions, concerns, and other topics for discussion.
- Become familiar with individual **program requirements** and campus policies and procedures.
- Be an **active participant** in planning your individual program and meeting academic requirements and deadlines.
- Follow through** on recommendations from advisors regarding academics, services, and resources.
- Track your academic progress by using **advising tools** such as Degree Evaluation, Ozone, schedule of classes, and the college catalog.
- Monitor your first_last@student.owens.edu Omail and check Ozone and Blackboard **regularly** for announcements and information.
- Meet with your academic advisor **at least once** a semester to ensure continued academic success.

Expectations of Advisors

- Provide a safe, respectful, and **supportive environment** that honors **confidentiality**.
- Be knowledgeable about academic programs, degrees and certificates.
- Encourage and guide students in **defining and outlining** academic, career, and personal goals.
- Assist in course selection and registration, degree/graduation requirements, and transfer options.
- Develop student understanding of Owens Community College policies, procedures, and resources.
- Empower students to be resourceful and **assume responsibilities** for independent thinking.
- Recommend campus and community resources as appropriate.
- Be **accessible** via phone, Omail, and by appointment, and respond in a timely manner.

Advising Contact Info

- Hours:**
Monday - Thursday
8 a.m. - 5 p.m.
Friday
8 a.m. - 4:30 p.m.

Hours may vary throughout the year

- Toledo-area and Findlay-area Campuses:
(567) 661-2387

- advisor@owens.edu**

- www.owens.edu/
advising**

This syllabus is designed to ease your entrance to college and outline what is expected of you during your advising interactions at Owens.
Please keep this document and refer to it regularly.

Appointments with your Academic Advisor

- Schedule appointments at **(567) 661-2387**
OR
- Complete online request form: **www.owens.edu/advising/appointment**
- Phone or in-person meetings available
- Contact advising for available 10-15 minute walk-in appointment hours
- Bring photo ID** to appointment

Helpful Communication Tips

- Appointments are made through the Office of Advising front desk
- Locate your Advisor info under the My Ozone tab in the Academic Profile section
- When calling, please leave a voicemail with your name, OCID, and reason for calling
- When emailing, please use your student Omail and include OCID number

Ozone Information

- For password reset/log In help, contact the IT Help Desk at (567) 661-7120
- Locate your OCID number under the My Ozone tab
- Access your student Omail under the My Ozone tab
- View Blackboard under My Ozone tab
- Add/Drop classes under Academic Info tab
- Track progress with "Degree Evaluation" under the Academic Info Tab

Academic Advisor



Oserve Advocate



Career Advisor

- Choosing or asking questions about a Major
- Academic Planning
- Select Classes for upcoming semester
- Program of Study Changes
- Course Substitutions
- Academic Probation (AS Holds)
- Preparing and Applying for Graduation
- Academic Counseling
- Academic Forgiveness

- Financial Aid (FAFSA)
- Book Voucher Eligibility
- Bank Mobile Account
- FH Holds
- Satisfactory Academic Progress (SAP) Appeals
- Payment Options (Self Pay/DPP)
- Intent Changes
- Special Withdrawals
- Appeal of Fees
- Residency Petitions

- Undecided Advising
- Major Exploration
- Career Exploration
- Resume/Cover Letter Assistance
- Job Interview Skills
- Job Search/Opportunities
- LinkedIn Assistance



Disability Resource Center

If you have a disability, or acquire one, you may be entitled to receive individualized services and/or accommodations.

Contact

(567) 661-7007

for more information.

STUDENT SUCCESS *Checklist*

Before the start of your first semester:

- Contact Admissions and **complete all steps** prior to meeting with your academic advisor. (*Application, Ozone, NSO, Placement Tests, Transcripts*)

Throughout each semester:

- Check your first_last@student.owens.edu Omail account at least **once a week**.
- Contact your **Oserve Advocate** for help with financial aid/FAFSA, scholarships, billing, and payment options.
- Schedule an appointment by calling **(567) 661-2387** to meet with your **Academic Advisor** for program information, academic planning, and course recommendations.
- Register for classes** via the **Academic Info** tab in your Ozone account, **print** your class schedule for the upcoming semester, and obtain required course materials and supplies.
- Check with your academic advisor and Oserve advocate prior to making any changes to your schedule.
- Review your contact information and program of study in Ozone and **update** if needed.
- Review your **Degree Evaluation** under the **Academic Info** tab in Ozone.
- Review your academic and career goals and explore transfer options with **Career and Transfer Services**.
- Read and review Ozone and Blackboard **announcements**, on-campus bulletin boards, and advising social media pages for information about important dates, campus events and student organizations.
- Apply for any **certificates** for which you are eligible under the **Academic Info** tab in Ozone.
- Visit **owens.edu** to find important information about student activities, student services, the IT Help Desk, and tutoring/student success centers.

Before your final semester:

- Schedule an appointment with your **Academic Advisor** to **verify all graduation requirements** have been met.
- Complete a **Graduation Application** and/or **Certificate Application** under the **Academic Info** tab in Ozone.

Notes: _____
