

# Academic Advising Syllabus



**OWENS**  
COMMUNITY COLLEGE

Name: \_\_\_\_\_

Program of Study: \_\_\_\_\_

OCID: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_

Student Financial Services Advisor: \_\_\_\_\_

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*

🖱️ **www.owens.edu/**  
**advising**

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

✉️ **advisor@owens.edu**

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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 at **www.owens.edu/advising/appointment**, also located in the Academic Advising card in Ozone
- Phone, in-person, or virtual meetings available
- **Bring photo ID** to appointment

## Helpful Communication Tips

- Appointments are made through the Student Service Center
- Locate your Advisor info in the Advisor(s) contact information card in your Ozone account
- When calling, please leave a voicemail with your name, number, and reason for calling
- When emailing, please use your student Omail account

## Ozone Information

- For password reset/log In help, contact the IT Help Desk at (567) 661-7120
- Locate your Owens Student ID number in Student Profile by clicking the circle in the top right corner of Ozone
- Access your student Omail through the Quick Links card
- Access Blackboard through the Quick Links card
- Add/Drop classes through the Registration Card
- Track Progress with "Degree Evaluation" in the Education Planning card

## Academic Advisor



## Student Financial Services Advisor



## 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
- Financial Holds
- Satisfactory Academic Progress (SAP) Appeals
- Payment Options (Self Pay/DPP)
- Billing and Statement Questions
- 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 **Student Financial Services Advisor** 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 through the Registration card 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 Student Financial Services Advisor 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 **Education Planning card** 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 in the **Education Planning card** 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** in the **Education Planning card** in Ozone.

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