



OWENS
COMMUNITY COLLEGE

Owens Community College Advising Syllabus

Advising at Findlay-area Campus: 567-429-3509

Advising at Learning Center Downtown Toledo: 567-661-2732

Advising at Toledo-area Campus: 567-661-2387

Owens Community College Mission: We believe in serving our students and our communities.
Your success is our mission.

Advising Mission: Owens Community College Academic Advising engages, challenges, and supports a diverse student population to assist students in achieving their educational and career goals.

Academic Advising is a shared responsibility between student and advisor that includes certain student learning outcomes as well as expectations for both student and advisor.

Students who participate in academic advising will be able to...

1. Create an academic plan and run a degree evaluation.
2. Identify where to find their program requirements and admission and registration policies and procedures.
3. Use the class schedule and Ozone to select and register for appropriate classes.
4. Identify the services offered by various departments on campus.
5. Contact an advisor or the Advising Office via email, phone, in person, or via chat.

Expectations for Students: As a student, you are expected to...

1. Complete all necessary assessments such as ACCUPLACER, ACT, ATI TEAS, and/or career assessments.
2. Schedule and keep advising appointments each semester.
3. Be prepared for advising sessions by researching degree requirements, pre/co-requisites, and transfer information.
4. Actively participate in advising by asking questions and by sharing and clarifying goals.
5. Follow through on advising recommendations in a timely way.

Expectations for Advisors: Your academic advisor will...

1. Be knowledgeable about programs and graduation requirements, policies, and procedures.
2. Encourage and guide students to develop and pursue their goals and create an academic plan.
3. Refer students to appropriate campus resources.
4. Be accessible via phone, email, and by appointment and respond to students in a timely way.
5. Follow through on actions promised to students.
6. Recommend appropriate classes and describe catalog of record and other tools/resources to assist students in course selection and registration.

Resources: Advising Website, Blackboard, Career Coach, Chat, College Central, Degree Evaluation, Focus 2, Online College Catalog, OCIS, Owens Website, Ozone, Transferology, Tutoring Services Website, and Virtual Job Shadow.

Office	Phone Number	Email
Bookstore	567-429-3546 (F) 567-661-7306 (T)	Findlay – 1508mgr@follett.com Toledo – 1509mgr@follett.com
Career Services	567-429-3509 (F) 567-661-7501 (T)	careerservices@owens.edu
College & Career Readiness Center (CCRC)	567-661-2227	ccr@owens.edu
Counseling Services	567-661-7168	counselingservices@owens.edu
*Disability Services	567-661-7007	disability@owens.edu
Help Desk	567-661-7120	helpdesk@owens.edu
International Student Services	567-661-2773	internationaladmissions@owens.edu internationaladvising@owens.edu
Library	567-429-3088 (F) 567-661-7015 (T)	libhelp@owens.edu
Oserve	567-661-7378 (SERV)	oserve@owens.edu
Public Safety	567-661-7575	public_safety@owens.edu
Student Activities	567-429-3029 (F) 567-661-2569 (T)	studentactivities@owens.edu
Student Employment	567-661-7715	studentemployment@owens.edu
Testing Services	567-661-8378 (TEST)	findlay_testing_center@owens.edu or toledo_testing_center@owens.edu
Veterans Services	567-661-8387 (VETS)	vets@owens.edu

** If you have a disability or acquire one, you may be entitled to receive individualized services and/or accommodations intended to assure you an equal opportunity to participate in and benefit from the program.*

Checklist:

Prior to the start of my first semester, I will...

- 1) Register for classes via my Ozone account and print my class schedule for the upcoming semester.
- 2) Decide how to pay my bill and contact Oserve for help with financial aid and payment options.
- 3) Visit the Owens website to find important information about student activities, student services, the IT Help Desk, and tutoring.
- 4) Obtain required course materials and supplies including books.
- 5) Sign up for the Owens alert system via Ozone, which will provide me with text, phone, and/or email alerts when the college is closed, when my classes are cancelled, or when the college has reminders to share.

Each semester I will...

- 6) Decide how to pay my bill and contact Oserve for help with financial aid and payment options.
- 7) Review my address, phone number, and major in Ozone and make any needed updates.
- 8) Review the requirements for my program as outlined in my catalog of record on the Owens website.
- 9) Review and discuss my academic plan/goals with my advisor prior to registering for classes.
- 10) Run a degree evaluation for myself from Ozone to determine the status toward my degree or certificate.
- 11) Contact my intended four-year college or university and pursue online transfer information sources such as Transferology (www.transferology.com), the Ohio Transfer Module, and Transfer Assurance Guides (<http://www.ohiohighered.org/transfer/reportingsystem>) if I am planning to transfer.
- 12) Meet with a career advisor and explore career options using assessments and other resources if I am undecided about my major or career.

Ongoing I will...

- 13) Check my Omail daily.
- 14) Read Ozone and Blackboard announcements and review bulletin boards for information about campus events, important dates, and student organizations.

Prior to my Final Semester, I will...

- 15) Run a degree evaluation in Ozone, register for my final semester, and then submit the Graduation or Certificate Application via Ozone.