

## AA Advisement Center

**Office: Building R-201**

**Telephone: (352) 395-5503**

**Hours:** 8:00 am-4:30 pm Mon-Fri

**Website:** [www.sfcollege.edu/advisement/](http://www.sfcollege.edu/advisement/)

*Academic advising is a multidimensional and intentional process, grounded in teaching and learning, with its own purpose, content, and specified goals.*

Adapted from NACADA Statement on the Concept of Academic Advising, 2004.

The Advisement Center at Santa Fe College adds value to the lives of students by providing meaningful direction, information, and support which helps students transition successfully into college life and assists them in acquiring the knowledge, skills, and values essential for academic goal setting. Engaging students in development of strategies for achieving goals will be useful in their academic careers, personal lives, and professional careers as they become life-long learners.

Academic advising at Santa Fe College is a collaborative educational process whereby students and their advisors partner in the advising relationship. This advisor/advisee partnership requires participation and involvement of both the advisor and the advisee, built, by intention and design, upon clear responsibilities that ensure a successful partnership.

### **You are expected to:**

- Become knowledgeable about College programs, policies, and procedures as appropriate
- Clarify personal values and goals and provide your advisor with accurate information regarding your interests and abilities
- Come prepared to each advising session with questions or material for discussion
- Ask questions if you do not understand an issue or have a specific concern
- Keep a file/portfolio with a record of advising sessions and relevant information regarding your academic progress and goals
- Visit your advisor each semester
- Follow recommendations from your advisor
- Accept responsibility for your decisions and actions
- Regularly check your degree audit, email, and notifications through eSantaFe

### **You can expect your advisor to:**

- Understand SF degree requirements, college policies and procedures and effectively communicate them
- Encourage and support you in gaining the skills to define and develop realistic academic goals
- Provide you with information on available resources, opportunities, and make appropriate referrals
- Listen carefully to your concerns, questions, and aspirations
- Be accessible for meeting with you through office hours for face-to-face advising sessions and respond to telephone and e-mail queries according to FERPA guidelines
- Assist you in gaining decision-making skills and skills in assuming responsibility for your educational plans, decisions, and achievements
- Maintain confidentiality

### Student Checklist

- Knows the general education requirements for the AA degree
- Has identified intended upper level degree program by 24 credit hours
- Knows preprofessionals for upper level degree program
- Has set academic goals
- Knows about available & relevant resources on campus
- Knows where to find College policy and procedures as needed
- Knows deadlines and important dates for the school calendar
- Understands value of academic goal setting
- Knows how to change Program of Study
- Knows how to navigate through eSantaFe
- Has visited the Career Resource Center (if necessary)
- Has knowledge of transfer process and other relevant transfer information
- Visits with advisor in the middle of the semester before registration rush
- Knows how to use Ask Santa Fe
- Understands and uses the degree audit
- Has developed an educational plan
- Knows how to register online
- Is familiar with [www.FLVC.org](http://www.FLVC.org) (complete a transient form and explore transfer information)

### Advising Calendar

#### FALL

When	What
<i>September – October</i>	Become familiar with SF resources available to you; explore options in Career Resource Center; attend student life/counseling center sessions; gather relevant information
<i>October</i>	Visit Advisement Center for longer, more in-depth advising/planning sessions Attend Gator Day event – R-01
<i>November</i>	Early November: Pre-registration meetings with advisors
<i>November –December</i>	Register Online

#### SPRING

When	What
<i>January</i>	Register Online; first 2 weeks in January – drop-in advising for quick questions;
<i>January – February</i>	Reflect on your first semester: how are your interests developing? Are you still on the right path? Do you need to meet with an advisor to discuss/clarify? Attend workshops; explore career interests (visit career resource center)
<i>March</i>	Visit Advisement Center for longer, more in-depth advising/planning sessions Attend Transfer Fair
<i>April</i>	Early April: Pre-registration meetings with advisors
<i>April /May</i>	Register online

#### SUMMER

When	What
<i>June/July</i>	Orientation for New students entering fall semester; register online
<i>August</i>	Register Online; drop-in advising for quick questions

Santa Fe College is committed to an environment that embraces diversity, respects the rights of all individuals, is open and accessible, and is free of harassment and discrimination based on, but not limited to, ethnicity, race, creed, color, religion, age, disability, sex, marital status, national origin, genetic information, political opinions or affiliations, and veteran status in all its programs, activities and employment. Inquiries regarding nondiscrimination policies should be directed to: Lela Frye, Equal Access/Equal Opportunity Coordinator 3000 NW 83rd Street, R-Annex, Room 105, Gainesville, Florida 32606 (352) 395-5420 lela.frye@sfcollge.edu