



Academic Advising Syllabus

Mission

The Academic Advising Team empowers students to achieve their educational goals by working together to build connections in an effort to facilitate shared responsibilities for success.

Vision

NLC will provide every student with an exemplary, effective, and personalized pathway to success through academic and career advising.

Northeast Lakeview College is committed to providing quality academic advising and information about available resources to support you with achieving your desired educational goal. We will guide and support your completion of a certificate and/or associate degree; your transition to a four year institution; or your entry into the workforce. NLC Academic Advising Services will be your partner throughout your time here at NLC.

As a student, you are responsible to:

- ✓ Be proactive. Read all of your emails in ACES. This is the official communication method for Northeast Lakeview College. Your ACES email is different than the course messages in your CANVAS. You are encouraged to link your ACES email with your personal email account. Monitoring your academic progress in Alamo GPS via your ACES account.
- ✓ Create and commit to an academic plan that supports certificate and/or degree completion and/or successful transfer. Commit to Completion.
- ✓ Meet critical deadlines for registration, financial aid and payment deadlines, add/drops, and application for completing your degree and/or certificate.
- ✓ Be prepared to discuss goals and educational plans. Ask questions if something is not clear or you have a concern. Be open and willing to consider all options and recommendations.
- ✓ Inform your Certified Academic Advisor of important changes that directly affect your academic performance and educational goals.
- ✓ Be an engaged and active learner in your educational journey.

Your Certified Academic Advisor will:

- ✓ Provide you with a professional, courteous and understanding academic advising experience.
- ✓ Provide you with an overview of Northeast Lakeview College Student Services.
- ✓ Provide you with information on college and community resources.
- ✓ Provide you with specific career information and transfer plans for your career institutes and programs.
- ✓ Provide you with assistance in developing an Individual Success Plan (ISP).
- ✓ Provide you with assistance in scheduling and registering for courses.
- ✓ Assist you with developing action plans if you are on academic or financial aid suspension.
- ✓ Provide you with assistance in completing your graduation application.
- ✓ Monitor your academic progress.

Your Academic Advising Plan at NLC

Credit Hours	Semester	Advising Type	Achievements
0-15 hours 15 hour PIN	1 st Semester	Group Advising/Individual Advising	<ul style="list-style-type: none"> ✓ Identify your intended educational and career pathway choice. ✓ Understand the degree, certificate, and transfer options available to you. ✓ Understand the transfer requirements for the transfer institution you selected. ✓ Understand the importance of Core Curriculum and degree completion. ✓ Maintain consistent contact with your Certified Academic Advisor. ✓ Create and submit a Personal Mission Statement. ✓ Develop, complete, and get approval for your Individual Success Plan (ISP). ✓ Be familiar with important policies (Smart Start, residency requirements, 6 drop, and 3 Peat) ✓ Register for at least 9 to 12 semester hours to be eligible for Summer Tuition Momentum Plan.
16-30 hours 30 hour PIN	2 nd semester	Individual Advising	<ul style="list-style-type: none"> ✓ Maintain consistent contact with your advisor. ✓ Commit to a plan of study within a pathway and a transfer institution. ✓ Review your Individual Success Plan (ISP) with your Certified Academic Advisor, and make updates as necessary. ✓ Understand your academic standing, and how it can affect their transfer and degree plans. ✓ Explore scholarship and internship opportunities. ✓ Register for at least 9 to 12 semester hours to be eligible for Tuition Momentum Plan.
	Summer Sessions	Individual Advising	<ul style="list-style-type: none"> ✓ Take advantage of the Summer Momentum Tuition Plan. ✓ Maintain consistent contact with your advisor.
31-45 hours 45 hour PIN	3 rd semester	Individual Advising	<ul style="list-style-type: none"> ✓ Maintain consistent contact with your Certified Academic Advisor. ✓ Review Individual Success Plan (ISP) in preparation for completion. ✓ Utilize college resources for career and job readiness services. ✓ Know the admission process and deadlines for your transfer institution. ✓ Register for at least 9 to 12 semester hours to be eligible for Summer Tuition Momentum Plan.
46+ hours	4 th semester	Individual Advising	<ul style="list-style-type: none"> ✓ Maintain consistent contact with your Certified Academic Advisor. ✓ Register for at least 9 to 12 semester hours to be eligible for Tuition Momentum Plan. ✓ Complete degree audit and submit graduation application. ✓ Meet with Career and Transfer Services to create a resume. ✓ Request transcripts from NLC to be sent to transfer institution. ✓ Be familiar with transfer information regarding financial aid assistance.
	Summer Sessions	Individual Advising	<ul style="list-style-type: none"> ✓ Take advantage of the Summer Momentum Tuition Plan. ✓ Maintain consistent contact with your Certified Academic Advisor.