

Advisor Information

Name	
Phone	
Email	
Office	

Mission Statement

MECC Mission Statement

Mountain Empire Community College's mission is to provide our region with accessible, quality higher education, workforce training, and community programs to ensure an educated population and globally competitive workforce.

Advising Mission Statement

Mountain Empire Community College Academic Advising engages, challenges, and supports a diverse student population to assist students in achieving their education and career goals.

Academic Advising

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.

Student Learning Outcomes: Students who participate in academic advising will be able to:

1. Identify where to find their program requirements as well as registration policies/procedures.
2. Develop, implement, and maintain a clear academic plan suited to their life and career goals.
3. Create an academic plan and run a degree evaluation.
4. Navigate the college culture and systems, while identifying the services offered by various departments on campus.

Expectations of Students	Expectations of Advisor
<ul style="list-style-type: none"> o Become knowledgeable about your degree requirements and MECC's policies and procedures. 	<ul style="list-style-type: none"> o Be knowledgeable about and effectively communicate the curriculum, graduation requirements and MECC's policies and procedures.
<ul style="list-style-type: none"> o Accept responsibility for decisions, actions, and inactions that affect your educational progress and goals. o Initiate contact and schedule an appointment with 	<ul style="list-style-type: none"> o Guide student in defining and developing clear and realistic educational goals, while encouraging student to take responsibility for educational plan, decisions, and achievements.
<ul style="list-style-type: none"> o your advisor for assistance with questions, registration, and program clarification o Plan ahead and come prepared to meetings with your advisors with questions, issues for discussion, or course preferences when registering. o Keep a record of your academic progress and grades. 	<ul style="list-style-type: none"> o Be available during posted office hours to provide to assist students o Offer a safe environment for students to ask questions and express concerns.
<ul style="list-style-type: none"> o Communicate obstacles and struggles as they are faced during academic journey. 	<ul style="list-style-type: none"> o Evaluate progress towards degree completion and communicate any concerns. o Collaborate with student to create appropriate response or recovery plan to address obstacles student may encounter as progress is made toward degree completion. o Provide advice and options, while bearing in mind that it is the student who will make all decisions regarding their academic journey.
<ul style="list-style-type: none"> o Consult with your advisor prior to dropping classes or changing schedule – in order to prevent unintended consequences related to degree completion and/or financial aid awards. 	<ul style="list-style-type: none"> o

Assistance with Disability Accommodations

Mountain Empire Community College is dedicated to providing equal opportunity and access for every student. It is important that if you believe you need accommodations for a learning or physical disability that you make us aware of your needs. Students may request academic accommodations for disabilities through the Disability Services Office located in the Student Services Suite in Holton Hall. The Disability Counselor will evaluate the request and documentation to make recommendations for appropriate and reasonable accommodations. All information is confidential.

Communication with Family and Others:

In compliance with the Family Education Rights and Privacy Act of 1974 (FERPA), no person can access to your records without your written permission. For this reason, your advisor will not discuss details concerning academic information with anyone other than you unless you provide consent.

Title IX of the Education Amendments of 1972:

~~No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.~~

Checklists

Ongoing I will:

- Regularly check my MECC email and use this email to communicate with MECC faculty/staff. I will read the MECC Student Newsletter to stay up-to-date on information, events and deadlines and receive information from my advisor, instructors, or other departments on campus.
- Reach out to my advisor if I have questions/concerns, or if I experience challenges and need assistance.
- Include my student ID number on emails

Each semester I will:

- Review my academic plan/goals and meet with my advisor to build my schedule during early registration.
- Check the status of my financial aid by logging into SIS via MyMECC. I will follow up with any questions to the financial aid office, located in Holton Hall. (fa@mecc.edu)
- Review my address, phone number and program of study in MyMECC and make any needed updates.

Terms to know

Academic Calendar The academic calendar includes dates and deadlines for registration, school breaks, last day to drop classes, final examinations, holidays, and other important dates.

Add/Drop The period of time at the beginning of each term when schedules can be adjusted without penalty. The length of the add/drop period varies by course and is determined by the number of instructional weeks.

Asynchronous The class does not require real-time interaction; instead, content is available online for students to access when it best suits their schedules, and assignments are completed to deadlines

Empl ID Student ID, often referred to as **EMPLID** is the unique identification number assigned to each MECC student, faculty and staff through VCCS.

Hy-Flex This is a course offering an on campus meeting, Zoom Meeting, or the flexibility of completing the course **asynchronously**.

Prerequisite A course that must be taken before a student can take another course.

Syllabus The contract between an instructor and a student that provides information about the course content, objectives, grading criteria, and course schedule.

Synchronous This is an online or distance education course that happens in real time, often with a set class schedule and required login times.