



ACADEMIC ADVISING VISION STATEMENT

Embracing a holistic approach, Academic Advising at Berkshire Community College strives to challenge students to engage in and achieve academic excellence, create and attain academic goals, and understand the important role and impact education should play in their lives.

WHAT DOES THIS MEAN TO YOU?

Academic Advising is not a service in terms of just providing forms and completing transactions. It is an ongoing learning process in which you partner with an academic advisor. Each student enrolled in an academic program is assigned an advisor, either a faculty advisor familiar with your academic program or a professional advisor based in the Academic Advising Center. Your advisor will work with you each semester to develop and/or modify an academic plan so you achieve your academic goals in the time frame that best complements your life and future goals.

Name _____
Student ID _____
Email Address _____
Email Username _____
Advisor Name _____
Advisor Email _____
Program _____

YOU CAN EXPECT YOUR ADVISOR TO...

- Understand and effectively communicate the curriculum, graduation requirements, and college policies and procedures
- Encourage, guide, and support you as you define and develop realistic academic and career goals
- Assist you with semesterly course planning and registration
- Provide you with information and strategies for utilizing the available resources and services on campus
- Assist you in understanding the purpose and goals of higher education and its effects on your life and personal plans
- Monitor your progress toward meeting your goals
- Celebrate your achievements and support you in addressing areas of improvement
- Be accessible for meetings with you via office hours, Zoom, telephone and/or email
- Maintain [confidentiality](#) regarding your academic records

YOUR ADVISOR EXPECTS YOU TO...

- Schedule regular appointments and/or have regular contact
- Identify your educational and career goals and keep a record of your progress
- Utilize campus resources and support systems to build the skills and habits you need to succeed
- Gather all relevant decision-making information
- Become knowledgeable about college programs, policies, and procedures
- Come prepared to each advising appointment with questions and materials for discussion
- Ask questions - be sure you understand all you need to do to graduate
- Be an active listener during the advising experience
- Clarify personal values and goals and provide your advisor with information about your interests and skills
- Accept responsibility for your decisions

TERMINOLOGY

New Student Orientation

New Student Orientation welcomes you to the BCC community and introduces you to many of the individuals with whom you will interact. The program is designed to reinforce many of the topics introduced in your New Student Registration appointment and introduces new concepts as financial literacy and how to succeed as a college student.

Add/Drop Period

The Add/Drop Period is the first week of the semester where students are able to make changes in their schedule by adding or dropping courses. Adds and drops can be completed in your WebAdvisor account or by contacting the Academic Advising Center. There is no financial impact for dropping courses during this period.

Withdrawal Period

The Withdrawal Period begins the day after the Add/Drop Period ends and continues through the withdrawal deadline, which is typically about two-thirds of the way through the semester (please refer to the [academic calendar](#) for the deadline). During this time, students may withdraw from one or more of their classes and receive a W on their transcript. However, there may be financial implications for withdrawing as a student is charged 100% of the course during the Withdrawal Period.

Priority Registration

Priority Registration is a period of time (typically 3-5 days) each semester (November and April) in which current students (students taking classes during the given semester) are able to register for courses for the following semester. This gives current students the best selection of courses and availability. Students need to meet with their advisor before they register for classes to ensure the classes they select are appropriate.

RESOURCES

- [Moodle](#)
- [Berkshire Community College Email](#)
- [WebAdvisor](#)
- [Academic Calendar](#)
- [51 Tips for Academic Success](#): College Edition. Alan Farber and Linda O'Brien. Woodburn
- [College Success](#). Amy Baldwin. OpenStax





STUDENT ADVISING AND REGISTRATION CHECKLIST

Before the Start of Classes

- Complete your New Student Registration appointment
- Complete your Emergency Notification & Emergency Contact Information
In WebAdvisor, select User Account then complete the information in the Emergency Notification and Emergency Contact Information links.
- Log into your BCC student email and start checking messages regularly
Reminder: your email username is firstname_lastname@student.berkshirecc.edu and your password is the one you created.
- Complete your Required Response Form
In WebAdvisor, select Financial Info for Students then View Accounts and Make Payments. On the Account Summary screen, select Required Response Form and complete all questions.
- Waive the BCC Student Health Insurance if you are enrolled in 9+ credits and are already covered by health insurance (must be completed each academic year)
In WebAdvisor, select Financial Info for Students then View Accounts and Make Payments. On the Account Summary screen, select Student Health Insurance and complete the waiver.
- Get your BCC student ID in the Jonathan Edwards Library
- Submit documentation of required [immunizations](#) to the Student Engagement Office
- Meet with the appropriate department(s) if you are an international student, a student receiving veteran benefits or a student with a disability
- Complete a [Moodle Orientation Session](#)
- Review the [Student Policy Guide](#) and [Academic Policies](#) to understand your expectations as a student
- Complete the online New Student Orientation in Moodle and attend New Student Orientation scheduled on _____
- Review your class schedule to familiarize yourself with times, dates, class comments, etc.
In WebAdvisor, select Academic Profile for Students, then Class Schedule, and then select the current term.

Each Semester

- Review the [academic calendar](#) for important dates including add/drop, registration, and withdrawal deadlines
- Check with Financial Aid to review your aid status (apply for Financial Aid each academic year between October 1 and March 15)
- Pay any outstanding balance for your courses by the student billing deadline
- Complete your Required Response Form in WebAdvisor
- Review your personal contact information in WebAdvisor and submit necessary updates to the [Registrar's Office](#)
- Purchase, rent or borrow textbooks and supplies
- Review your class schedule in WebAdvisor to familiarize yourself with times, dates, class comments, etc.
- Learn about campus activities and student organizations
- Connect with campus resources as needed (Tutorial Services, Disability Resource Center, Writing Center, etc.)
- Review your mid-term grades in WebAdvisor and seek support in managing any concerns
- Review ongoing or new commitments that may impact your course schedule and academic plan
- Review your degree audit in WebAdvisor and understand your program requirements
- Schedule an appointment with your advisor before or on Priority Registration Day to discuss your academic plan/goals and select appropriate courses for the following semester.
- Register for courses in WebAdvisor on Priority Registration Day (November _____, April _____)



When You Have Completed 15–30 Credits

- Review your educational and career goals to ensure your academic plan is aligned with these goals
- Review your progress toward program completion and adjust your academic plan as necessary
- Meet with the Coordinator of Transfer Affairs and/or Coordinator of Career Planning to make plans beyond BCC
- If you are enrolled in the final course requirements for a Certificate, [apply for graduation](#) by the appropriate deadline

When You Have Completed 31–60+ Credits

- Meet with your advisor to review your degree audit and plan to complete any outstanding requirements
- Meet with the Coordinator of Transfer Affairs and/or Coordinator of Career Planning to finalize plans beyond BCC
- Update your résumé, prepare for interviews, and attend career fairs as you ready for employment after BCC; apply for employment
- Meet with Admissions representatives from prospective institutions to prepare to transfer; apply to transfer
- If you are enrolled in or have completed the final course and degree requirements, [apply for graduation](#) by the appropriate deadline.

PREPARING FOR YOUR ADVISING APPOINTMENT

In order to make the most of the appointment with your advisor, please take the following into consideration:

- **Know how to schedule your advising appointment** – All advisors schedule appointments in different ways (email, an online scheduling link, phone, etc.).
- **Schedule your appointment at a time that works with your schedule** – Take into consideration your class, work, and personal commitments as you schedule your appointment. You will want to make sure you are able to attend your meeting.
- **Arrive on time** – Whether your appointment is being conducted via Zoom or in person, your advisor has set aside the time to meet with you. If you arrive late, your advisor may not be able to accommodate you and may have to reschedule.
- **Contact your advisor immediately if you are unable to attend a meeting** – While advisors understand that unexpected things come up, notifying your advisor if you are unable to attend an appointment is important. Giving as much notice as possible allows your advisor to make the appointment available to another student.
- **Think about your academic/career plans** – Knowing what you want to do in the long run, especially whether you would like to transfer or go directly into the workforce, guides your advisor in helping you meet your goals.
- **Review your Degree Audit** – Make sure you understand the requirements of your program and use this time to clarify any questions you may have. Also, review your progress towards meeting the core competency, health/fitness, and forum requirements.
- **Think of questions to ask** – Use your appointment to get your questions about program requirements, college policies, use of resources, etc. answered.
- **Know your personal and work schedule** – As you plan your courses for the coming semester, knowing your personal and employment commitments will help you in selecting the courses that will work with your schedule.
- **Bring your advising syllabus to your advising appointment** – Your syllabus will help guide you in your appointment and remind you of important tasks.

IMPORTANT COLLEGE RESOURCES

[Academic Advising](#)

413-236-1620
 academic_advising@berkshirecc.edu

[Admissions](#)

413-236-1630
 admissions@berkshirecc.edu

[Career Counseling](#)

413-236-1610
 careers@berkshirecc.edu

[College Bookstore](#)

413-236-3065

[Digital Commons Computer Lab](#)

413-236-2165

[Request Help Online](#)

[Disability Resource Center](#)

413-236-1608

[Financial Aid](#)

413-236-1644
 finaid@berkshirecc.edu

[Fitness, Recreation & Athletics](#)

413.236.1670
 paterson@berkshirecc.edu

[Immunizations](#)

General Student Population
 413-236-1614
 studentengagement@berkshirecc.edu

Allied Health & Nursing Students

413-236-4609
 medicalrecords@berkshirecc.edu

[IT Help Desk](#)

helpdesk@berkshirecc.edu
 413-236-3004

[Jonathan Edwards Library](#)

413-236-2150
 circulation@berkshirecc.edu

[Personal Counseling](#)

413-236-1609

[Registrar's Office](#)

413-236-2137
 registrar@berkshirecc.edu

[Safety, Security & Parking](#)

413-236-1010 or
 Emergency Line: 413-499-4660, Ext.6100
 Security is available on campus 24/7

[Student Engagement](#)

412-236-1602
 studentengagement@berkshirecc.edu

[Student Accounts](#)

413-236-3043
 studentbilling@berkshirecc.edu

[Testing Center](#)

413-236-1655
 testing@berkshirecc.edu

[Transfer Counseling](#)

413-236-1610

[TRiO Student Support Services](#)

413-236-1680
 TRIO@berkshirecc.edu

[Tutorial Services](#)

413-236-1650
 tutorial@berkshirecc.edu

[Writing Center](#)

writingcenter@berkshirecc.edu

ACADEMIC ADVISING CENTER

academic_advising@berkshirecc.edu 413.236.1620

The Academic Advising Center is available to assist all students at BCC with a variety of tasks. You may schedule an appointment with an advisor in the Academic Advising Center to assist you with any of the following:

- New Student Registration Appointments
- Re-Admit Student Registration Appointments
- Changes of Program
- Changes of Advisor
- Course changes during the Add/Drop Period
- Repeating a course for a third time
- All College Withdrawals (withdrawing from all courses in a semester)
- Student Success Conversations for students on Academic Probation
- Reinstatement of students who are on Academic Suspension
- Advising requests during summer and winter breaks

ADVISING AGREEMENT

I understand my advisor will assist me in making decisions related to my academic plan and career goals. I will work with my advisor to create a realistic plan to reach these goals. Ultimately, I realize the completion of my program is my responsibility, and I will proactively seek out resources to help me complete my program. By signing below, I acknowledge I have read this syllabus and understand what is expected of me as a student. I will discuss any questions about this syllabus with my advisor.

Student Signature: _____ Date: _____