

# ACADEMIC ADVISING SYLLABUS

Advising Center  
UC Clermont College  
Advising Website

Student Services Building, Suite 100  
8 a.m.-5 p.m., Monday-Friday  
513-558-8317

## Appointments

- In [Bearcat Portal](#), schedule under “Featured Resources” and “My Bearcat Network” or by calling 513-558-8317.
- Please be on time for your appointment. Students who are more than 15 minutes late will be asked to reschedule. The time of your appointment is in Eastern Standard Time.
- Appointments are available in-person, online or over the phone.
- Questions related to your specific degree progress or academic records require an appointment.
- You can find your advisor name in [Catalyst](#), or on the [Advising webpage](#).

## Learning Outcomes

Through the academic advising experience, UC Clermont students will:

Outcome	Clermont Core
Work with their academic advisor(s) to develop educational plans that will guide them to graduation	Information Literacy Critical Thinking
Know the specific degree requirements for their academic programs	Information Literacy
Know the name and office location of their academic advisor and their student success network personnel and the role these folks play in the student’s educational experience	Information Literacy Critical Thinking
Be able to develop an appropriate class schedule and register online	Knowledge Integration
Learn to utilize the online University tools (i.e., Catalyst, Canvas, My Bearcat Network, etc.) to facilitate their time at the University	Knowledge Integration
Understand the importance of University Dates & Deadlines and other Policies & Procedures as outlined on the Office of Registrar’s site	Knowledge Integration Critical Thinking

## Selected Resources on Campus

### Academic Support with the Learning Commons

Services include tutoring, academic coaching, success skills, math and science support center, writing center, and more. Frederick A. Marcotte Library (120 Edith Peters-Jones), 1st floor. [Learning Commons Website](#), 513-558-6958.

### Accessibility Resources

For students who have documented disabilities this office may be able to assist you with accommodations. 103 Edith Peter-Jones Building. Meghann Littrell, Director, [Meghann Littrell Email](#); Dr. Matt Sauer, Assistant Director, [Matt Sauer Email](#), 513-558-9983.

### Counseling & Psychological Services

Assistance with personal, academic, and crisis counseling. 201 Student Services Building. Angie Hinrichsen, Staff Clinician, [Angie Hinrichsen Email](#), 513-556-0648.

### Career Services Center

Assistance in career coaching, major & career exploration, internships/externships, employment services. 100 McDonough Building. Glenda Neff, Director, [Glenda Neff Email](#), 513-558-0008.

### Clermont Student Success

For assistance with financial aid, enrollment information, student money management, and student billing. 100 Student Services Building, [Student Success Email](#).

### Student Engagement

Supports on-campus student organizations and college-wide events. Ryan Martin, Program Coordinator, Student Affairs & Services, [Ryan Martin Email](#), 513-558-4051.

### Veterans Affairs

Provides support to veterans in using their educational benefits and acts as a referral service. 235 Student Services Building. Jennifer Radt, Assistant Dean, Student Affairs & Services, [Jennifer Radt Email](#), 513-558-8234.

### Library

Supports the college's mission by connecting the community to quality resources that support research, teaching, and learning. Frederick A. Marcotte Library, 120 Edith Peters-Jones. [Clermont Library Email](#), 513-558-6958

What Advisors Expect From Students	What Students Can Expect From Their Advisors
<ul style="list-style-type: none"><li>• Accept responsibility for decisions you make in your education, which includes checking your student email.</li><li>• Become knowledgeable about college programs, policies and procedures</li><li>• Utilize the tools available to you to track and monitor progress toward graduation</li><li>• Attend appointments and/or make email contact with your advisor each semester</li><li>• Come prepared to each appointment with questions or material for discussion and take notes during your appointment</li><li>• Ask questions if you do not understand an issue or have a specific concern</li><li>• Complete all "to dos" or recommendations from your advisor</li></ul>	<ul style="list-style-type: none"><li>• Assist you in gaining decision making skills and skills in assuming responsibility for your educational plans and achievements</li><li>• Understand and effectively communicate the curriculum, graduation requirements, university policies and procedures, and program or policy changes</li><li>• Be accessible for meetings with you within office hours for advising, email, or web access and will respond to your inquiries within 48 hours or provide alternative contacts</li><li>• Encourage and support you with information about strategies for utilizing resources and services available to you</li><li>• Monitor and accurately document progress</li><li>• Collaborate to ensure academic success</li></ul>

*This syllabus was created to assist you with negotiating the escalating responsibilities of your academic career starting with your transition to college and continuing through graduation. You should refer to Registrar's site for calendars of important dates and deadlines each semester as well as policies/procedures ([www.uc.edu/registrar](http://www.uc.edu/registrar)). Get in the habit of checking your student email account daily for valuable information at both the college and university levels.*