



VVC Counseling Department Syllabus



Location: BLDG 23

Phone: 760-245-4271 ext. 2296

Website: <http://www.vvc.edu/vvc-counseling>

What is Academic Counseling?

Academic Counseling is the on-going process throughout college of clarifying and re-evaluating of academic goals and plans. It helps you to examine your personal, educational, and career goals, and to understand how your courses fit into your goals for the future. Most importantly, it requires active participation BY student. Academic Counseling is mandatory in your first semester at VVC. Your academic counselor is here to guide you throughout your time at VVC, but completing your degree requirements is ultimately YOUR responsibility.

Counseling Department is located in BLDG 23

Making an Appointment

To schedule an appointment with a generalist counselor, got to <https://www.vvc.edu/vvc-counseling> to make an appointment. Appointment usually book 2 weeks out, so please plan ahead. The best time to meet with a counselor is in October for fall, and March for spring semesters. **VERY IMPORTANT: If you are part of EOP&S, ACCESS, or CalWORKs, please contact a counselor from your program.**

Be prepared for your appointment. Bring your most recent education plan, transcripts from other colleges and any other important documentation. If you can't keep your appointment, please call and cancel so someone else may be seen.

Drop-in Hours

During the academic year, drop-in advising is available Monday through Friday. Stop by for short answers to quick questions (10-15 minutes). If you think you may need more than 10-15 minutes, please do not come during drop in times, but rather make an appointment.

Contacting a Counselor via Email

When emailing a counselor remember to include your first and last name and your VVC student ID number.

Here is a sample email for contacting a counselor:

Dear Ms. /Mr. Counselor,

My name is Victor Ram. I am writing because I misplaced my Ed-plan we did in our appointment last week. Can you please email it to me?

Thank you. Victor Ram ID: 0123456789

Counselor and Student Roles and Responsibilities

Counselor Role: listen and guide, challenge and support	Student Role: learn and grow, take responsibility
Be available to you through scheduled appointments, drop-in hours, and emails during regular business hours.	Understand that counselors have a variety of responsibilities that impact their availability. Keep scheduled appointments or cancel with 24 hours' notice.
Assist with course planning.	Complete mandatory orientation and schedule regular counseling meetings in a timely fashion. Register for courses on time.
Help you develop, clarify, & modify academic goals.	Review Ed-plans, get comfortable using WebAdvisor to see class schedule
Inform you about campus activities & opportunities.	Read & respond to VVC email & be open to opportunities outside of the classroom.
Clarify school policies & procedures.	Be aware of important dates & deadlines.
Listen, ask questions & respect you as an individual.	Be prepared, ask questions, and be accountable. Respect your counselor as a professional who has your best interest in mind.
Discuss your academic performance and its impact on your future goals.	Take responsibility for your academic performance and accept the challenges that college courses provide.
Adhere to confidentiality guidelines as outlined in the Family Educational Rights and Privacy Act (FERPA)	Keep open lines of communication. Share problems & concerns.
Refer you to campus resources.	Follow-up with recommended referrals.

Academic Calendar - Reminders

FALL

<p>1. Mid-August</p>	<ul style="list-style-type: none"> ⇒ Review your WebAdvisor for Financial Aid information, and confirm your enrollment in classes. ⇒ Activate VVC Student Email ⇒ Review your classes' syllabi and mark your calendars with major test and quiz dates. ⇒ If you have questions about your classes, ask your counselor or your professor. Be sure to make changes to your schedule if you needed. You have three weeks to set your schedule for the fall semester. The add/drop deadline for most classes is Friday of third week.
<p>2. September</p>	<ul style="list-style-type: none"> ⇒ Begin going to tutoring. ⇒ Think about an academic goal you would like to accomplish this semester. What steps do you need to take now to achieve it? What obstacles may be preventing you from reaching that goal? What resources can help you to reach your goal? ⇒ Transfer Students: Get ready transfer---visit Transfer Center BLDG 23
<p>3. October</p>	<ul style="list-style-type: none"> ⇒ Last day to withdraw from a class with a mark of 'W' is Friday of the 7th week. Be sure to ask for help if you are struggling with your classes. Have you been attending tutoring regularly? Have you visited your professors' office hours? ⇒ Prepare for midterms. How are your classes going? Did you get an "Early Alert at risk" email? Be sure to check in with your professors regarding your status in your classes. If you are struggling and need help, be sure to communicate with your counselor so he or she can refer you to the proper resources on campus. ⇒ Schedule an appointment with your counselor to discuss your spring semester schedule. ⇒ Transfer Students: Apply to CSU between Oct 1st-Nov 30st, and UC between Nov 1- 30st ⇒ Visit the VVC Transfer Center. Submit GE Certification requests. ⇒ Submit Graduation Applications to Admission and Records
<p>4. Early December</p>	<ul style="list-style-type: none"> ⇒ Meet with your counselor about spring registration if you didn't already do so in October. Review the schedule of classes and start to plan a mock schedule for the spring. Log into WebAdvisor and check for your "register date" so you know the date and time you can register. Make sure you do not have any holds that will prevent you from registering. Be sure to register on time!
<p>5. Winter Break</p>	<ul style="list-style-type: none"> ⇒ Consider taking classes over winter semester? ⇒ Prepare for spring semester

Academic Calendar - Reminders

SPRING

<p>1. January</p>	<ul style="list-style-type: none"> ⇒ Most students start each semester with plans for how “this semester will be different.” How do you hope to improve upon last semester? List some techniques you might use to help you become an even better student. What resources might you make use of? How might you spend your time differently? Check in with your counselor regarding any questions or concerns. ⇒ Review your classes’ syllabi and mark your calendars with major test and quiz dates. ⇒ If you have questions about your classes, be sure to ask your counselor or your professor. Be sure to make changes to your schedule if needed. You have three weeks to set your schedule for the spring semester. ⇒ Check your WebAdvisor to make sure your academic progress is accurately reported. Let your counselor know if there are any discrepancies.
<p>2. February</p>	<ul style="list-style-type: none"> ⇒ Visit the VVC Transfer Center to learn about all the career related resources available to you on campus. ⇒ Did you receive any “Early Alert at risk” email? Be sure to check in with your professors and your counselor to ensure you are aware of the resources available to help you succeed. ⇒ Check out Job Fair Events and take advantage of Campus Tour events. ⇒ Visit a professor during office hours.
<p>3. March</p>	<ul style="list-style-type: none"> ⇒ Check the Schedule of Classes for both summer and fall. Start to draft a mock schedule for fall. Check in with your counselor if you want to update your course plan or are having trouble in your classes.
<p>4. April</p>	<ul style="list-style-type: none"> ⇒ The 11th week of the semester is the final day to withdraw from class from most classes with a mark of a “W.” ⇒ Check WebAdvisor for your registration dates and any holds that may prevent you from registering. ⇒ Meet with your counselor to discuss your fall courses.
<p>5. May and beyond:</p>	<ul style="list-style-type: none"> ⇒ Prepare for finals. Study hard for exams, try a study group or attend review sessions. ⇒ Prepare for commencement. ⇒ Reflect on your experiences and what you learned. ⇒ Celebrate a successful end to your first year at VVC! ⇒ Use your summer to explore career development opportunities or take summer classes

Student Resources for You!

CANVAS- an electronic course management system that allows students to access course material online. Both traditional and online classes utilize the CANVAS system. <https://canvas.vvc.edu/>

WebAdvisor- find class schedule, financial aid information, registration dates and register for classes, holds preventing you from registration, and other personal student information: <https://webadvisor.vvc.edu>

VVC College Catalogue- Course descriptions and college policies. <https://catalog.vvc.edu/>

VVC Counseling website- Schedule appointments with counselors, find academic resources for graduation and major requirements, and a broad range of support services. <http://www.vvc.edu/vvc-counseling>

VVC Transfer Center website- all you need to know regarding upcoming events, how to contact peer mentors, forms and sample course plans: <http://www.vvc.edu/vvc-transfer-center/>

VVC Tutoring and Academic Support- visit <https://www.vvc.edu/tutoring-and-academic-support> for a variety of tutoring services

VVC A.S.B. - Want to join a club or meet new people? Campus activities can help you find something fun and free to do on a Friday night. <https://www.vvc.edu/associated-student-body>

Common College Terms to Know!

- **WEDADVISOR** — Portal to your VVC academic records (found at <http://webadvisor.vvc.edu>)
- **CANVAS** — an electronic course management system that allows students to access course material online. Both traditional and online classes utilize the CANVAS system. <https://canvas.vvc.edu/>
- **COLLEGE CATALOG**— Detailed list of your degree requirements and other important information
- **CODE OF CONDUCT** — Statements of expected conduct of all VVC students, which is found in the college catalogue. Students who register at VVC agree to abide by its regulations and policies. Violation of the Code of Conduct may subject students to disciplinary action.
- **REGISTER APPOINTMENT** — the date and time when eligible students can begin registering for classes (found under WebAdvisor at <http://webadvisor.vvc.edu>).
- **REGISTRATION** — the act of enrolling in classes for a semester. Students register online using WebAdvisor.
- **FULL-TIME** — a student enrolled in 12 or more semester units.
- **PART-TIME** — a student enrolled in 11 units or less.
- **SYLLABUS** — an outline of the important information about a course. Written by the professor or instructor, it usually includes important dates, assignments, expectations and policies specific to that course.
- **PRE-REQUISITE** — a course which must be successfully completed before student may enroll in a particular class.
- **PRE-REQUISITE CLEARANCE**— if pre-requisite was taking elsewhere than VVC, counselor must verify in order for you to register in needed class.
- **MAJOR** — the academic area in which students choose to study/pursue a degree.
- **CURRICULUM** — the prescribed classes in a program of study needed to complete a degree at a given institution.
- **TRANSFER CREDIT**— credit granted for transfer to university

Statement on Student Conduct

This is a place of business. Please be mindful of those around you in terms of noise, etc. Victor Valley College follows a “zero tolerance” philosophy when it comes to any behavior or incident that disrupts the counseling office. In general, student misconduct constitutes good cause for discipline, including but not limited to the removal, suspension or expulsion of a student. Due process for student conduct issues in Administrative Procedure AP 5520. All students are expected to read and follow this important information. In addition, copies are also available on the VVC website, the office of Campus Police and Public Safety, and in the Dean of Student Services Office.

Statement for Students with Disabilities

Students with special needs are encouraged to meet with instructors to discuss the opportunity for academic accommodation and referral to Accessibility Coordination Center and Educational Support Services (ACCESS) and services per Administrative Procedure (AP 3440)