

Academic Advising Syllabus

What are your academic and career goals?

What career would you like to achieve?

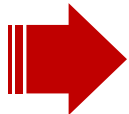
Which academic program/certificate/degree will help you get closer to achieving that career?

Taking into consideration your personal and work obligations, how many classes do you plan to take each semester?

What is the total number of classes you need to graduate? What GPA do you need to reach your goal?

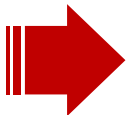
I plan to graduate at the end of the _____ semester 20 ____.

Mission Statement of the Academic Advising & Counseling Center:



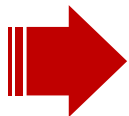
To empower and engage a culturally diverse community of life-long learners by encouraging the achievement of academic, personal, and career goals

Academic Advisors and Counselors aim to:



- Provide accurate information on policies and procedures to students
- Assist students in exploring majors, careers, and options to transfer to a university
- Connect student to resources and services to support academic success
- Assist students in developing short-term and long-term goals and a path to graduation
- Engage in the problem solving process with students when challenges arise

Students are expected to:



- Check your voice messages and email weekly & consider forwarding your Lee College emails to a personal email
- Know the name and contact information of your Advisor/Counselor:
Name: _____ Phone: _____ Email: _____ Location: _____
- Inform your Advisor/Counselor of challenges that arise and of any questions you have
- Read and follow the policies and procedures in the Lee College catalog www.lee.edu/catalog

Contact

281.425.6384
 counselor@lee.edu
www.lee.edu/counseling
 Rundell Hall, Room 100

Office Hours*

Monday & Tuesday	7:30 a.m. - 7:30 p.m.
Wednesday	7:30 a.m. - 5 p.m.
Thursday	9 a.m. - 5 p.m.
Friday	7:30 a.m. - 12:30 p.m.

*Advising hours start at 8am on Mondays, Tuesdays, Wednesdays, and Fridays. Check-in times for students may end prior to the closing time depending on how many students are in line. Please call to verify the hours before coming.

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<https://twitter.com/LCAdvisingCtr>

Timeline of Recommended Actions to Complete

BEGINNING COLLEGE	HALFWAY THROUGH COLLEGE	CLOSE TO GRADUATION
<p>Check Lee College academic calendar www.lee.edu/calendar</p> <p>Forward Lee College email to a personal email or check it weekly</p> <p>Explore and use campus resources</p> <p>Explore careers and majors www.lee.edu/counseling/career-cruising</p> <p>Apply for financial aid and scholarships www.fafsa.ed.gov www.lee.edu/foundation</p> <p>Learn how to get the course syllabus for each class</p> <p>Learn how to get books for each class</p> <p>Complete an online or face-to-face Freshman Follow-Up session in your first semester (for students entering college for the first time) www.lee.edu/counseling</p> <p>Learn how to register early in classes for the next semester</p>	<p>View your “academic requirements” report regularly to keep track of courses completed and courses needed</p> <p>Talk to your advisor/counselor and a representative at a university to prepare to transfer (if transferring)</p> <p>Continue to apply for financial aid and scholarships every year www.fafsa.ed.gov www.lee.edu/foundation</p> <p>Gain work, internship, or volunteer experience in your field of interest</p> <p>Prepare a cover letter and résumé. Assistance is available at Recruitment & Student Career Services</p> <p>Attend career fairs, job fairs, and transfer/college fairs</p>	<p>Apply for graduation www.lee.edu/admissions/forms</p> <p>Apply to jobs using your cover letter and résumé</p> <p>Apply to transfer to a university (if transferring)</p> <p>Apply for financial aid at the university to which you plan to transfer (if transferring) www.fafsa.ed.gov</p> 

Which of the following resources and offices could be helpful to you?

Writing Center	Bonner Hall Room 225	281.425.6534	www.lee.edu/writing
Math Lab & Tutoring	Bonner Hall Room 113	281.425.6891	www.lee.edu/learning/dev-ed/math-pathways/lab
STEM Center (Tutoring)	Moler Hall Room 115	832.556.4028	www.lee.edu/stem
Project LeeWay	Moler Hall Room 107	281.425.6492	www.lee.edu/project-leeway/
PUENTE Project	Moler Hall Room 115A	281.425.6808	www.lee.edu/stem/mentoring
TRiO	Rundell Hall Room 112	281.425.6500	www.lee.edu/sss
Access Center for Students with Disabilities	Rundell Hall Room 106	832.556.4069	www.lee.edu/counseling/disabilities
Veterans Center	Rundell Hall Room 108	832.556.4300	www.lee.edu/veterans
Computer Labs	Various Locations	281.425.6493	www.lee.edu/it/information/computer-labs
Student Success Center	Rundell Hall Room 100	832.556.4578	www.lee.edu/ssc
Advising & Counseling Center	Rundell Hall Room 100	281.425.6384	www.lee.edu/counseling
Behavioral Intervention Team	Rundell Hall Room 107	281.425.6387	www.lee.edu/behavioral-intervention-team/
Recruitment & Student Career Services	Student Center	281.425.6572	www.lee.edu/hirearebel
Student Ambassador Program	Student Center	832.556.4014	www.lee.edu/bearebel/student-ambassadors/
Student Activities	Student Center	281.425.6861	www.lee.edu/groups/student-activities/m/
Admissions and Records	Rundell Hall Room 103	281.425.6393	www.lee.edu/admissions
Business/Cashier's Office	Rundell Hall Room 110	281.425.6324	www.lee.edu/businessoffice/
Financial Aid Office	Rundell Hall Room 105	281.425.6389	www.lee.edu/financialaid
Testing Center	Rundell Hall Room 211	281.425.6262	www.lee.edu/testing