

NORTH ISLAND COLLEGE ADVISING SYLLABUS

At North Island College, we empower students to develop the skills they need to become lifelong learners. Through coaching and academic planning, Advisors will help students develop the skills they need to achieve their goals.

Student Learning Outcomes:

- **Develop a learning plan and understand how you will reach your goal**
- **Identify resources to assist you during your studies**
- **Understand how NIC policies and procedures affect you as a student**
- **Learn how to evaluate your progress**



ADVISOR RESPONSIBILITIES

- **Provide information** about NIC programs, courses and policies, including Academic Standing & Progression (#3-37).
- **Assist with preparation** for NIC assessments and placement tests.
- **Create written education plans** with students as requested or required.
- **Understand graduation requirements.**
- **Respond to questions**, normally within 1-2 business days, by email and phone.
- **Encourage students to meet their goals** and provide tools and resources to help students achieve their potential.
- **Refer students to NIC resources** such as counsellors, Elders, supports for students with disabilities, and other supports as required.
- **Guide students through NIC processes** such as applying for transfer credit, or requesting a Letter of Permission.
- **Assist with funding applications** and financial planning.
- **Maintain confidentiality** in accordance with NIC policies and legal obligations.

STUDENT RESPONSIBILITIES

- **Book appointments** online and arrive early.
- **Be prepared for your advising appointment** with your questions or points of clarification with you.
- **Commit to follow up on any tasks** or exploratory assignments from your advisor. Talk to us about your experiences, ideas, and insights.
- **Use college resources**; they are here to help you succeed! See your advisor to discuss supports and referrals.
- **Explore academic options** and be open minded about choices, goals, and back-up plans.
- **Understand responsibilities** attached to any funding or loans you are receiving.
- **Be aware of key dates** at NIC, in your own life, and in regard to any funding you may be receiving.
- **Develop decision making skills.** Take control of your education!

Contact a Student Advisor:
advising@nic.bc.ca | 1-800-715-0914
www.nic.bc.ca/student-services

HOW TO PREPARE FOR YOUR ADVISING APPOINTMENT – What you need to know (Or ask questions about!)

<p>PROGRAM EXPLORATION – Did you find a good fit?</p>	<ul style="list-style-type: none">• Review NIC’s website for program and course offerings at www.nic.bc.ca• Have an area of interest determined. For assistance with career direction, make an appointment with Student Employment Services• Bring a list of questions you have about the program/courses of interest• Bring a copy of your transcripts, if available• If you intend to transfer after NIC, bring information about the university or college program you plan to complete
<p>READY TO APPLY</p>	<ul style="list-style-type: none">• Bring in official transcripts or speak to Advisor about assessment options• Some programs require intake packages, forms, or testing
<p>PROGRAM AND COURSE PLANNING – After acceptance and during your studies at NIC</p> <p>You are encouraged to meet with an Advisor at least once per term during your studies at NIC</p>	<ul style="list-style-type: none">• Timetable is available annually in April<ul style="list-style-type: none">• Be aware of your program requirements (Program Evaluation)• Bring in a list of courses that you may wish to take• If you have completed courses elsewhere, submit transcripts and discuss any previously earned post-secondary credits• Register for courses in person or using Student Planning<ul style="list-style-type: none">• Ensure you register early in all semesters you plan to attend (i.e. Fall, Winter, Spring, Summer)• Pay tuition deposit• Financial Aid<ul style="list-style-type: none">• Explore options for bursaries, scholarships, loans, and funding• Know when your tuition or other payments are due• Transfer Students – be aware of the requirements for the program you plan to complete at your receiving institution<ul style="list-style-type: none">• Know how to use the BC Transfer Guide www.bctransferguide.ca• If needed, work with an Advisor at your receiving Institute• Key Dates, Policies and Procedures – Be aware of these<ul style="list-style-type: none">• Dates found on MyNIC page, at www.nic.bc.ca or in NIC student guide
<p>NEARING PROGRAM COMPLETION AT NIC</p>	<ul style="list-style-type: none">• Run a Program Evaluation to ensure you meet requirements• Apply for Credential• Register for Graduation Ceremony• Make an appointment with the Student Employment Advisor to help you update your resume and plan your search for work
<p>READY TO TRANSFER (excluding Dual Admission Students)</p>	<ul style="list-style-type: none">• Be aware of receiving institutes’ admissions deadlines and requirements• Apply directly to receiving institute• Request official NIC transcripts• Make contact with an Advisor at your receiving institute• Consider financial planning for your next educational experience
<p>WHEN THINGS DON’T GO AS PLANNED...</p>	<p>See an Advisor for support or referrals if you experience any difficulties during your studies. This may include things such as:</p> <ul style="list-style-type: none">• Dropping courses• Difficulty with courses• Personal or academic struggles• Tutoring required• Accessibility support for students• Financial aid emergencies• Questioning program fit