The Academic Planning Department is dedicated primarily to assisting students in defining and achieving their academic goals. In addition, we provide centralized academic advising services for the Collin College community.
Student Learning Outcomes

**You will:**

1. Tell your academic planning coach/advisor the goals you identified during advising sessions.

2. Identify challenges to completion of your goals.

3. Use CougarWeb to register, run a degree audit and manage financial transactions.

4. Know the degree requirements for completion.

Students are not assigned a particular advisor; however, there are advisors assigned to each discipline. (Please see Catalog or “Degree Plans & Programs” on the website for listing.)

**When:**

1. After each advising session

2. Each semester

3. As often as needed

4. After degree or certificate has been chosen

Online Catalog:

www.collin.edu/academics/catalog.html

Degree Plans and Programs:

www.collin.edu/academics/programs/

Communication Policies

Your Collin College issued e-mail account will be your official means of communication with college officials. You must check it regularly for information necessary in maintaining your role in the advisor/student relationship.

Please refrain from using cell phones during your advising session.

Notes:

Academic Planning & Student Responsibilities

Successful academic advising means a successful collaboration between the advisor and the student. Accomplishing the previously listed outcomes requires active, timely participation from both sides.

**You, the student, will:**

- Read and respond to your CougarMail.
- Maintain regular contact with an advisor during each semester.
- Be an active learner by participating fully in the advising experience.
- Keep a personal record of your progress toward meeting your goals.
- Clarify goals and provide your advisor with accurate information.
- Be knowledgeable about Collin College programs.
- Be prepared and accept responsibility for decisions.

**Your academic planning coach/advisor will:**

- Assist you in gaining skills to promote decision making responsibility for educational plans and achievements.
- Maintain confidentiality
- Understand and effectively communicate the Collin College core curriculum and graduation requirements.
- Provide you with information and strategies for utilizing the available resources and services on campus.
- Encourage, guide and support you as you define and develop clear, realistic goals and educational plans.

Each student’s success depends on that student fulfilling the clearly specified student responsibilities in the academic planning partnership.