

**COLLIN COLLEGE  
STUDENT ENROLLMENT SERVICES DIVISION  
ACADEMIC PLANNING SYLLABUS**

**Title:** Academic Planning Experience

**Description:** A successful academic planning experience is largely dependent on the student's investment in the various planning opportunities. Just like a course syllabus, this syllabus provides the student with an outline of expectations for the academic planning process, timeline, learning outcomes and related resources. (Academic Planner can be used interchangeably with Advisor, Faculty Coach, Career Counselor, etc.)

**You, the student, will:**

- Read and respond to your CougarMail regularly
- Initiate meetings with your Academic Planner
- Not use your cell phone in Advising Meetings
- Become knowledgeable about Collin College resources and use them when necessary
- Participate in Advising by clarifying your goals, providing accurate information and learning about next steps
- Become knowledgeable about Collin College and university academic programs and choose one that is right for you
- Learn next steps in your academic plan and keep records of your progress

**Collin College Academic Policies:** See the current online *Collin Student Handbook*.

**Student Learning Outcomes:**

As the student, you will...	Timeframe
➤ Choose a Collin Academic Program that's right for you after researching career and transfer options	By end of 1 <sup>st</sup> semester
➤ Tell your Academic Planner the goals you identified during advising sessions	During each advising/planning session
➤ Identify challenges to completion of your goals	During each advising/planning session
➤ Use CougarWeb to: <ul style="list-style-type: none"> <li>• Check holds</li> <li>• Register</li> <li>• Manage financial transactions</li> <li>• Check grades</li> </ul>	<ul style="list-style-type: none"> <li>• Before Early Registration each semester</li> <li>• During Early Registration</li> <li>• Before Payment Deadline each semester</li> <li>• At the end of each semester</li> </ul>
➤ Use CougarCompass to track and identify requirements toward completion, keeping transfer requirements in mind if appropriate	At least once per semester

Note: Dates and deadlines can be viewed in the Registration Guide for each semester. (see Registration Tips link in *Student Resources* section below)

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

**Academic Planning Responsibilities:** Successful academic planning depends on collaboration between the Academic Planner and the student. Accomplishing the Student Learning Outcomes requires active, timely participation from the student and the advisor.

**Description of the Advising Experience:** The Advising Department at Collin College seeks to provide a quality academic planning experience for every student. Although each student's experience is unique, it often entails following academic policies and procedures, regularly discussing goals and

challenges with an Academic Planner, planning and registering for courses, and utilizing many of the resources and tools available to Collin students.

**Your Academic Planner will:**

- Assist you as you learn the skills to make decisions, plan academic progress, and achieve goals
- Effectively communicate requirements for Collin College programs and transfers to universities
- Share information about resources and services on campus and how to effectively use them
- Encourage, guide and support you as a Collin College student
- Commit to professional development and training to learn the best practices for academic planning
- Help guide you to the next step in your education, including transfer

**Collin College Advising Mission:** Collin College Academic Advising engages, challenges and supports students in achieving their educational and career goals through academic planning and resource referral. Our purpose is to empower students by providing an environment that promotes self-directed learning through a collaborative relationship between the advisor and student.

Working with an Advisor: Students are not assigned to a particular advisor; however, there are advisors assigned to each discipline. Students should sign-up to see an advisor by using the on-campus kiosk or by going online: <https://www.collin.edu/gettingstarted/CougarQ.html>

**Office Hours & Locations:**

**Frisco Campus** | F109 | 972-377-1779  
9700 Wade Boulevard | Frisco, TX 75035  
Mon-Tue 8am-8pm | Wed-Fri 9am-5pm

**McKinney Campus** | D117 | 972-548-6782  
2200 W. University Drive | McKinney, TX 75071  
Mon-Fri 8am-5pm | Wed 8am-8pm

**Online Advising**  
Mon-Fri 9am-noon, 1pm-4pm  
[www.collin.edu/gettingstarted/admissions/connectwithus.html](http://www.collin.edu/gettingstarted/admissions/connectwithus.html)

**Plano Campus** | G103 | 972-881-5782  
2800 E. Spring Creek Parkway | Plano, TX 75074  
Mon-Thu 8am-8pm | Fri 8am-5pm

**Technical Campus** | A102 | 972-337-1710  
2550 Bending Branch Way | Allen, TX 75013  
Mon, Tue, Thu 8am-5pm | Wed 8-7p, Fri 9am-5pm

**Wylie Campus** | CC100 | 972-378-8443  
391 Country Club Road | Wylie, TX 75098  
Mon-Wed, Fri 8am-5pm | Thu 8am-7pm

**Website:** [www.collin.edu/gettingstarted/advising/index.html](http://www.collin.edu/gettingstarted/advising/index.html)

**Email:** [academicadvising@collin.edu](mailto:academicadvising@collin.edu)

**CougarQ:** [www.collin.edu/gettingstarted/CougarQ.html](http://www.collin.edu/gettingstarted/CougarQ.html)

**Student Resources:**

Online Catalog  
[www.collin.edu/academics/catalog.html](http://www.collin.edu/academics/catalog.html)

TransferU  
[www.collin.edu/transferu/contactus.html](http://www.collin.edu/transferu/contactus.html)

Degree Plans and Programs  
[www.collin.edu/academics/programs](http://www.collin.edu/academics/programs)

Registration Tips  
[www.collin.edu/academics/class\\_schedule.html](http://www.collin.edu/academics/class_schedule.html)

Career Services  
[www.collin.edu/studentresources/career](http://www.collin.edu/studentresources/career)

Disability Services (ACCESS)  
[www.collin.edu/studentresources/disabilityservices](http://www.collin.edu/studentresources/disabilityservices)

International Students  
[www.collin.edu/gettingstarted/advising/international](http://www.collin.edu/gettingstarted/advising/international)

Financial Aid and Veterans Benefits  
[www.collin.edu/gettingstarted/financialaid](http://www.collin.edu/gettingstarted/financialaid)

Counseling Services  
[www.collin.edu/studentresources/counseling](http://www.collin.edu/studentresources/counseling)

Tutoring Services  
[www.collin.edu/studentresources/tutoring](http://www.collin.edu/studentresources/tutoring)

Other Student Resources  
[www.collin.edu/studentresources](http://www.collin.edu/studentresources)

**Americans with Disabilities Act:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS Office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.