



## Educational Advisement

### Advising Center Mission Statement:

The Advising Center assists students in developing meaningful educational plans that encompass life and career goals while promoting individual decision-making and student engagement.

Quad City Advising Hours: (advisors available starting at 8:30 a.m.)

Monday	7:30-6:00	appointments or walk-ins
Tuesday	7:30-6:00	appointments or walk-ins
Wednesday	7:30-5:00	appointments or walk-ins
Thursday	7:30-5:00	appointments or walk-ins
Friday	7:30-5:00	appointments or walk-ins

Email            ADVQC@bhc.edu

Phone            309.796.5100

### Location

The Advising Center is located in the First Stop Center in Building 1.

### I. Why Should I Seek Assistance from my Educational Advisor?

I am your “go-to” person on campus. My goal is to help you navigate successfully through your educational journey at Black Hawk College.

### II. What is a “Success Plan?”

A success plan will be created collaboratively with you and will include an academic plan as well as recommendations for enlarging your personal and professional growth opportunities.

### III. What are the Goals of Educational Advising?

- To develop educational and career plans consistent with life goals
- To provide accurate information about academic progression and degree requirements
- To assist in understanding academic policies and procedures.
- To educate students to access campus resources to promote academic success.
- To encourage enhancement of educational experiences through engagement with faculty, staff and other students

### IV. What can I Expect from My Advisor?

- Help you define and develop your self-declared goals
- Provide potential academic and non-academic information related to your self-declared goals
- Provide appropriate and accurate information to assist you in making informed decisions
- Teach you how to navigate the enrollment process
- Provide referrals for additional services such as counseling or tutoring as appropriate
- Give priority to privacy and confidentiality
- Follow-up with you as necessary

### V. What does my Advisor Expect from Me?

- Take personal responsibility for making decisions
- Set future goals and develop action plans to achieve them
- See me on a regular and timely basis
- Be informed of course prerequisites and take responsibility for meeting all course prerequisites
- Prepare questions and bring appropriate materials to all advising sessions
- Communicate pertinent information such as: long-term goals, change in personal schedule, academic problems, transfer institution or change of major

- Research academic, transfer and career information as appropriate
- Follow through on recommendations made by your advisor

## **VI. Learning Objectives**

- You will demonstrate myBlackHawk proficiency.
- You will become aware of on-campus, co-curricular experiences that will help you develop your interpersonal and leadership abilities
- You will develop a success plan to achieve your goals and select courses each semester to progress toward fulfilling your educational plan
- You will learn about and utilize the resources and services on campus to assist you in achieving your academic, personal, and career goals
- You will graduate in a timely manner based on your educational plan
- You will demonstrate an understanding of college policies and procedures regarding registration and payment such as: financial aid procedures and deadlines, registration procedures and payment deadlines, as well as, add/drop policies and procedures
- You will learn ways to improve your GPA including using Tutoring Center, meeting with your instructor, and retaking classes (if applicable)
- You will learn how to transfer to another college/university (if applicable)
- You will learn necessary college terminology (i.e. prerequisite, credit hour, grade point average)

## **Services for Students with Disabilities**

Black Hawk College is committed to making its services, programs and activities equally available to people with disabilities. Appropriate accommodations are identified on an individual basis. It is the student's responsibility to self-identify to Disability Services staff and provide documentation of disabilities. Persons with disabilities are encouraged to complete this first step as early as possible before the start of the semester.

Quad Cities contact information:

Susan Sacco, Disability Services Coordinator  
(309) 796-5900 and (309) 796-5903 (TTY) Building 1, Room 239