



# Your Guide to Advising

Advising is a teaching and learning experience in which you set educational goals, learn to navigate your college experience, and make plans to achieve your next steps. Advisors can connect you to a network of resources and support services and teach you how to find information to make the most out of your college experience.

Advisor	
Office Location	
Email	
Phone	
Office Hours	
Website	
Additional Advisor(s)	
Financial Aid Advisor	

STUDENT RESPONSIBILITIES	ADVISOR RESPONSIBILITIES
<ul style="list-style-type: none"> <li>● <b>Take Initiative to set up meetings with your advisor,</b> come with questions, check your Highline email regularly and follow-up with your advisor on any recommendations.</li> <li>● <b>Examine and attempt to clarify your interests, values and goals</b> as you define your educational goals and develop your academic plan.</li> <li>● <b>Be willing to share what you discover.</b> This does not mean all of your questions or ideas must be perfectly formulated. This is a learning process.</li> <li>● <b>Develop an academic plan,</b> including long-term and short-term goals, that takes into account your interests, values and goals while ensuring timely academic progress toward your Highline degree.</li> <li>● <b>Take primary and increasing responsibility for your academic decisions.</b> Your higher education requires choosing between many different possibilities. You are developing your critical thinking and navigation skills.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>They will create a reflective, supportive, and safe environment</b> for you to communicate, think aloud, and explore academic ideas.</li> <li>● <b>They will share</b> with you several ways you can easily reach them.</li> <li>● <b>They will focus your questioning and inquiry in refining and improving your learning</b> both about yourself and your engagement at Highline, while respecting who you are and where you come from.</li> <li>● <b>They will support the final decisions you make about your higher education</b> even if those decisions are at odds with their professional opinion or judgment.</li> <li>● <b>They will advocate for your best interests</b> within the structure of Highline.</li> <li>● <b>They will stay current</b> with Highline degree requirements, academic programs and policies, and campus resources, and make useful referrals to other departments and offices as necessary.</li> </ul>

Check out [Highline's catalog](#) for general information about the college and its programs, courses, services, staff and policies. Information is subject to change between catalog updates. It is the student's responsibility to become familiar with all academic and administrative regulations and procedures that relate to his or her course of study.

# SAMPLE QUESTIONS FOR YOUR ADVISOR

Academic advising is a process in which both the student and the advisor share responsibility. In actively participating in the process, you should be prepared to ask your advisor questions. The following questions are sample questions for you to consider when preparing for academic advising appointments.

## **How can I...**

- decide on a program of study that matches my interests?
- drop or withdraw from a class?
- succeed in classes and improve my GPA?
- determine the classes I should take each quarter?
- have transfer credits approved prior to taking the class?
- find scholarships and internships?
- figure out what to do after Highline?

## **Where do I...**

- go for tutoring?
- go if I have a disability?
- get help with wellness and managing stress?
- find course equivalencies for my transfer credits?

## **What is...**

- the difference between AA, AS, AAS?
- a permission number and how do I get one?

## **Who can...**

- assist me with my study skills, time management, and test-taking skills?
- talk with me about personal issues that are affecting my studies?
- process a late drop/add or late withdrawal?
- help me review my resume and/or personal statement for transfer/scholarships?

Check out [Highline's ctCLink](#) webpage for help and resources around navigating ctCLink. For tutorials and step-by-step instructions on how to search for and enroll in classes, check your academic progress and financial aid, please see the Highline [ctCLink Student Self Service Course](#).

To see your assigned academic advisor or to build an academic plan in collaboration with your advisor, login to [Aviso/Watermark](#). To build an academic plan, click on "Plan" and add planned courses to upcoming quarters to discuss with your advisor. Remember, you will continue to enroll in classes using [CTCLink](#).

# ADVISING AT HIGHLINE

What	When	Who	Outcomes
<b>Pathway Advising/Advising Center</b>  General Advisors in the Advising Center, ELCAP Faculty	Pre-enrollment to Quarter 2	New Students Pre-Nursing Students Undecided Students ELCAP Students	<ul style="list-style-type: none"> <li>Learn how to register for classes</li> <li>Create academic plan</li> <li>Connect to campus resources</li> <li>Faculty Advisor assigned (30+ credits)</li> </ul>

Website: <https://advising.highline.edu/>

Schedule appointments/contact information: <https://advising.highline.edu/about/hours/>

Placement & Testing: <https://placeandtest.highline.edu>

Transition Success Center: <https://supportcenter.highline.edu/tsc/>

What	When	Who	Outcomes
<b>Faculty Advising</b>  Faculty	Quarter 3-Graduation	All Students	<ul style="list-style-type: none"> <li>Refine academic plan</li> <li>Assist with academic challenges</li> <li>Reconnect with campus resources</li> <li>Support registration each quarter</li> <li>Connect to service learning/internship opportunities</li> </ul>

Website: <https://advising.highline.edu/academic-planning/faculty-advising/>

Faculty Advisor Request Form: <https://forms.gle/e6QgJgWe53Eu4suf9>

What	When	Who	Outcomes
<b>Transfer Advising</b>  Pathway Advisor, Faculty Advisors, Transfer Center	Quarter 1-Graduation	All Students	<ul style="list-style-type: none"> <li>Student completes Highline requirements</li> <li>Complete transfer application materials</li> <li>Career counseling/resume support</li> <li>Find ways to pay for college after Highline</li> </ul>

Website: <https://transfercenter.highline.edu/>

What	When	Who	Outcomes
<b>Additional Advising</b>  Varies for students in special programs	Quarter 1-Graduation	UMOJA TRiO Running Start Workforce Education International Students Athletics Etc.	<ul style="list-style-type: none"> <li>Understand special program requirements</li> <li>Support towards graduation</li> <li>Additional campus resources</li> <li>Possible additional funding</li> </ul>

UMOJA: <https://umoja.highline.edu/>

TRiO: <https://trio.highline.edu/>

Running Start: <https://runningstart.highline.edu/>

Workforce: <https://workforce.highline.edu/>

International: <https://international.highline.edu/3>

Athletics: <https://athletics.highline.edu/student-athletes/academic-advising/>

What	When	Who	Outcomes
<b>Financial Aid Advising</b>	Quarter 1 -Graduation  <b>The earlier, the better.</b> <b>Pay attention to Dates &amp; Deadlines.</b>	All Students	<ul style="list-style-type: none"> <li>Assist in the financial aid process (grants, loans, scholarships and work study employment opportunities in accordance with federal and state regulations)</li> </ul>

Website: <https://financialaid.highline.edu/>

Schedule appointments/contact information: <https://financialaid.highline.edu/schedule-appointment/>