

Academic Advising Syllabus – Spring 2022

Drop-In Location: <https://cccedu.zoom.us/j/3105407728> and McKeon 118 **Front Desk Phone:** 773-907-4000

Office Hours: Monday - Thursday 9am-5pm & Friday 9am-1pm

Website: <http://www.ccc.edu/colleges/truman/departments/Pages/Advising.aspx>

[Helpful FAQs Videos on YouTube](#)

Truman Advising Mission: Truman College Advising intentionally serves, collaborates, and connects with students, faculty and other departments to promote academic success and personal growth.

What is Academic Advising? Academic advising is a collaborative process between students and specialists who seek to understand academic engagement, use professional knowledge for productive interactions, and empower campus and community members to successfully navigate and persist in academic endeavors and achieve academic goals (Larson, Aiken-Wisniewski & Barkemeyer, 2018)*.

Scheduling an Appointment: Each Truman credit student is assigned a College Advisor for unlimited free advising appointments that will administered via zoom either on campus or remotely. To schedule an appointment, log into my.ccc.edu and use “Navigate” > “Advising” > Select a reason AND “In-person” or “remote”. You will get zoom access information sent from your advisor via email. Appointments are typically 45 minutes, except during peak periods in January and August when all students are seen on a walk-in basis. You may also schedule an appointment by visiting the Drop-In link below.

Drop-In Advisors: Walk-in advisors are available on a first come, first serve basis for quick questions at <https://cccedu.zoom.us/j/3105407728>.

Truman Advising Student Learning Outcomes

- ✓ Identify and articulate personal, academic and career goals
- ✓ Demonstrate how to access degree audits and create a plan for degree completion
- ✓ Learn how to use the student portal at my.ccc.edu and about various degree and career programs
- ✓ Identify campus resources and understand how to access academic polices at CCC

Advisor Role:

- Actively listen to, respect, guide, challenge and support all advisees
- Be available to answer questions through scheduled meetings, phone and email
- Assist students in defining individualized academic, career/transfer, and personal goals, and in creating educational plans consistent with those goals
- Provide information about campus and community resources
- Understand and effectively communicate curriculum, graduation requirements, and City Colleges of Chicago policies and procedures

Student Role:

- Reflect on personal goals and academic strengths, and actively participate in advising process
- Be honest and open during advising conversations
- Schedule and attend at least one Advising appointment each semester while at City Colleges of Chicago
- Arrive prepared and on time for appointments with a willingness to learn and grow
- Read emails sent to CCC student email account
- Accept personal responsibility for decisions
- Become familiar with campus programs, policies, and procedures by using resources (my.ccc.edu, website, Student Handbook) to seek answers to questions

*Larson, J., Johnson, A., Aiken-Wisniewski, S., & Barkemeyer, J. (2018). What is academic advising? An application of analytic induction. *NACADA Journal*, 38(2).

Additional Student Resources

<https://prepare.ccc.edu/trumanvss/>

A central place to link to resources for Admissions, Adult Education, Business Office, Continuing Education, Information Technology, Library, Registrar, Transfer, Financial Aid, Wellness Center, Testing, and Veteran's Services and more!

Academic Support Centers

Get free tutoring from the experts. For all Academic Support Centers, you can make an appointment by calling the center, visiting the Center on campus, using Navigate, contacting the Center through email, or visiting the Center's Zoom meeting. To access the Zoom meetings, you will need to be logged in to your CCC student Zoom account. Our most up-to-date information can be found on the [Truman Tutoring Website](#). Students should have their ID number, assignment instructions, their goals, and any texts or other resources ready for the session.

The Math Center & CIS Lab - Room 1176 in the Main Building

Provides one-on-one and group tutoring appointments in Math and CIS courses. Also offers tutoring on general computer literacy and topics like CCC Email, Navigate, BrightSpace, MS Office, and typing. No appointment needed.

Spring 2022 Hours

Monday through Thursday: 10a to 6p

Friday and Saturday: 10a to 3p

Zoom Link: <https://cccedu.zoom.us/j/5294232839> (Meeting ID: 529 423 2839)

Websites: [Math Center/CIS Lab Department Website](#) and [Math Center/CIS Lab Supplemental Website](#)

Email: TRASC@ccc.edu Call: 773-907-6832

The Science Center - Room 177 in the McKeon Building

Provides an open study space for students to receive group tutoring, individual supervised self-guided study, or one-on-one tutoring for science classes. Tutors are available for remote zoom appointments and in-person tutoring.

Spring 2022 Hours

Monday through Wednesday: 11a to 6p

Thursday: 11a to 5p

Friday: 11a to 3p

Saturday: 11a to 2p

Zoom Link: <https://cccedu.zoom.us/j/99305556913> (Meeting ID: 993 0555 6913)

Websites: [Science Center Department Website](#) and [Science Center Supplemental Website](#)

Email: nmendes@ccc.edu Call: Coordinator Nate Mendes - (773) 907-4355

The Writing and Reading Center - Room 1435 in the Main Building

Serves Credit, Adult Ed GED, and ESL students, and any student seeking prep for the Read to Write Placement Exam. Can serve students from any class in which you read and write, not just English and ESL. Also offers assistance with cover letters, personal statements, and resumes and tutoring for French credit courses and Child Development courses.

Services are online via Zoom, with limited in-person tutoring available in the Center. Students can make appointments for guaranteed time, or walk-in if tutors are available.

Spring 2022 Hours

Monday, Tuesday, Thursday: 10a to 6p

Wednesday: 10a to 7p

Friday and Saturday: 10a to 3p

Zoom Link: <https://cccedu.zoom.us/j/5266760475> (Meeting ID: 526 676 0475)

Websites: [Writing and Reading Center Department Website](#) and [WRC Supplemental Page](#)

Email: TrumanWRC@ccc.edu Call: 773-907-4387

Career Center

We assist students with career planning, internships, apprenticeships and preparation for entering the workforce. This includes resume writing, interviewing skills, job application support and job searches. We also provide career assessment tools and evaluation to help students choose their best path for education and training.

Hours: Monday – Thursday: 9am-5pm

Friday & Saturday: 9am-1pm

Virtual on Zoom daily from 9am to 3pm: <https://cccedu.zoom.us/j/97082044634>

Website: <https://www.ccc.edu/colleges/truman/departments/Pages/Career-Services.aspx>

Contact: Meredith Murphy, Director of Career Planning

Phone: 773-907-4650

E-mail: mgallo-murphy@ccc.edu

TRiO-Student Support Services

TRiO – Student Support Services helps students who are First Generation (parents did not earn a degree), Low-Income, and who have a disability, to improve academic performance, increase retention and assist with graduation and successful transfer to a 4-year institution. TRiO provides a supportive environment to comprehensive individualized services around academic support, mentoring, financial guidance, career and professional development. If you could use some additional support navigating the college experience or improving your grades, [apply today](#).

Location: Room 1435, Main Building

Hours: Monday-Thursday: 9am-5pm, Friday: 9am-1pm

Website: <http://bit.ly/trumatrio>

Contact: Tony Kwiatkowski, Director

E-mail: akwiatkowski@ccc.edu

Phone: 773-907-4784

Access Center

Truman College is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any barriers to learning, please feel welcome to discuss your concerns. If you have a disability and would like to request official accommodations or have questions, please visit the virtual DAC page or contact Lauren Daley, Director of the Disability Access Center, at ldaley@ccc.edu. If you have already been approved for accommodations through the Disability Access Center, please request to meet with your instructors and advisor so you can develop an implementation plan together.

Location: 1435, Main Building

Disability Access Center Virtual Page: <https://prepare.ccc.edu/trumanvss/>

Hours: Monday-Thursday: 9am-5pm, Friday: 9am-1 pm

Contact: Lauren Daley, Director

Email: ldaley@ccc.edu **Phone:** 773-907-4725

Wellness Center

The Truman College Wellness Center provides mental health and other social services to support your personal well-being and academic success. Our counselors can help you address a host of challenges, including life transition; stress and time management; grief and loss; testing and public speaking anxiety; family issues; relationship conflict; veterans' re-entry; anxiety, depression, and other mental health issues. In addition to emotional support, the Wellness Center can help you learn more about public aid, how to apply and also assist you in connecting to low- or no-cost community resources, such as medical, groceries, hot meals, legal services, utility assistance, child care and more.

Location: 1946, Main Building

Wellness Center Virtual Front Desk

Meeting ID: 342 446 1974

Virtual Hours: Monday-Thursday: 10am-4pm, Friday: 10am-12 pm

Office Hours: Monday-Thursday: 9am-5pm, Friday: 9am-1 pm

Contact: Karen Caldwell-Littleton, Director

Email: trc-wellnesscenter@ccc.edu **Phone:** 773-907-4786

For upcoming Wellness Center events, visit our [Wellness Center Webpage Page:](#)