

Academic Advisement at TC3

Faculty Academic Advisors, the staff in Counseling, Career & Transfer Services, and the staff in the Enrollment Services Center provide important services to help students succeed in college. Advisors help students:

- Understand how academic programs can meet their individual career and academic goals.
- Identify program requirements and plan course schedules that are appropriate.
- Make changes in their schedules.
- With their career and transfer plans, which relate to their TC3 programs (courses).
- Connect with appropriate campus resources (e.g., Counseling, Career & Transfer Services, Baker Commons)
- With program/advisor changes (all changes must be made through the Enrollment Services Center).

All students have access to academic advisement. Most full-time students (and many part-time students) are assigned to a faculty advisor in their program. Other students are assigned to the Advisement Center. If you are not sure who your advisor is, check your schedule for the current semester, or visit room 215 or 216 for assistance. It is recommended that new students make an appointment to see their advisor as soon as classes begin to discuss their courses, make any necessary changes in their schedule, and discuss career and transfer opportunities.

Evening registration and billing services are available through the Enrollment Services Center (check for a specific schedule).

Counseling, Career & Transfer Services / Advisement Center – Room 216 – 607-844-8222, x4261
Enrollment Services Center – Room 215 – 607-844-6580

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Academic Advisor assignments will be listed on myInfo (<https://www.tc3.edu/iqweb/>). Please check your schedule (text version) for the current semester to verify the name of your advisor.

Advisor Responsibilities:

- Be available during office hours and by appointment.
- Provide direction for program progress toward career/educational goals.
- Provide academic information.
- Refer students for assistance in solving academic or personal problems.

Student (Advisee) Responsibilities:

- Obtain program information (requirements, courses).
- Obtain signatures on college forms (Change of Schedule, Registration for the next semester).
- Obtain information on services provided by the college.
- Discuss career and program plans.
- Learn about academic rules and regulations, dates and deadlines.
- Check TC3 email account regularly; keep contact information updated in myInfo

You should meet with your Academic Advisor as early in the semester as possible.

You, as a student, have great opportunities here at TC3 – academic advisors can help you to make the most of your opportunities.

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