



Midland College

Advising Syllabus

Advisor: _____

Email: _____

Office Location: _____

Mission

Midland College Advising department provides intentional academic advising to help guide students in making academic and career choices. Every student is assigned an academic advisor based on their education goal. The advisor and student will work collaboratively to establish a clear academic pathway and develop educational goals based on personal interests and abilities. This partnership will require both participation and involvement from the student and advisor, therefore leading to a successful education experience for the student.

You will learn how to:

- Identify a pathway that aligns with your personal career goals and academic abilities
- Create an educational plan according to pathways/meta-major
- Develop decision-making skills regarding degree and career goals
- Navigate Campus Connect, email, canvas, and other MC resources

You can expect me to:

- Help you understand Midland College policies, regulations and procedures
- Help you plan out a schedule based on your pathway
- Help you to explore career options and transfer requirements
- Provide you with information about campus resources and services
- Assess your progress throughout your educational career
- Refer you to other departments when needed

I will expect you to:

- Schedule and attend advising appointments
- Be prepared for appointments by having questions or materials for discussion
- Ask questions if you do not understand an issue or have specific concerns
- Take responsibility for your decisions concerning your education progress and goals

When should you make an appointment with me?

- During registration time
- When you have questions or concerns

HOW should you contact me?

- Student are seen by appointments only (Please cancel if you can't make it).
- Login to Campus Connect to find your advisors email
- Email advisor

Email should include:

- Full name
- Student ID number
- Phone number

How To...:

Access Your Student “Portals” (using the top yellow links at www.midland.edu):

Campus Connect:

- Log in to **Campus Connect** with your student ID number, and PIN (from your acceptance email). Forgot your PIN? Select “I forgot my PIN” to get a new one.
- Click the “Registration Options” drop-down menu to:
 - Add or drop classes
 - Check Grades
 - View your schedule
 - Print your schedule using the printer icon (in the upper right-hand corner)
 - Click on the course name to go to the **online bookstore**
 - Click on the instructor’s name, to send an email
 - View your MC unofficial academic transcript
 - Check the “**Student Holds**” box for Holds/Notices on your student account
- Student Email:**
 - Your **MC student email address** will appear above your personal email address after 2-3 business days.
 - Click on the “Student email” link (in the yellow quick links box to the left).
 - Username: MC student email address
 - Password: MC student ID number. Change to a password of your choice.
 - If you forget your password, click “Need help?”

Canvas:

- CANVAS** is where online courses are accessed (and many on-campus classes use it too)
 - Username: MC student email address
 - Password: MC student ID number
 - If you changed your password and forgot it, click “Forgot password?” or the “Help” link

Who do I contact for :

Office	Location	Phone Number #	Email
Bookstore	SSC	432 685-4546	***
Billing questions	SSC 229	432 685-4531	***
Campus Police	SSC 136	432 685-4734 432 686-4911	***
Cosmetology (inexpensive haircuts & beauty treatments)	TC 159	432 685 6721	***
Dining Hall	JBDH	432 686-4263	***
Disability Services	SSC 245	432 685-4505	sgrinnan@midland.edu
Financial Aid/Scholarships	SSC 221	432 685-5511	finaid@midland.edu
Housing	SSC 123	432 685-6467	cryan@midland.edu
How to set-up a payment plan	SSC 233	432 685-6850 432 685-4716	***
Intramural Activities	SSC	432 685-4828	cryan@midland.edu
Job Placement/Work Study	SSC 247	432 685-4716	ldaniels@midland.edu
Language Hub/Computer Lab	TC 182	432 685-4718	***
Library Services	LRC	432 685-4560	***
Math Lab	MHAB 125	432 685-6838	***
Request official transcripts	SSC	432 685-4513	registrar@midland.edu
Student Activities (clubs)	SSC 125	432 685-4543	thurdle@midland.edu
Testing	SSC 260	432 685-4504	testing@midland.edu
Veteran Office	SSC 227	432 685-4511	kschipper@midland.edu

