

BEFORE THE SEMESTER BEGINS | ORGANIZE

- Log into your accessBCC account often to check your e-mail and connect to campus resources such as Advising Services and e-Tutoring.
- Connect with your advisor to review and plan for your semester. You can find out who your advisor is by logging into Degree Works. Find their contact information in the college directory (link at the top of BristolCC.edu).
- If you have your own insurance, waive the student health insurance online (you need to do this annually). → BristolCC.edu/Waiver

AUGUST & JANUARY | CONNECT

- Identify books and resources to help you succeed in your classes.
- Review key dates such as course add/drop and withdrawal deadlines. → BristolCC.edu/AcademicCalendar
- Review your tuition bill and make sure your payment is in place on-time.
- If you have questions about your bill, contact the Office of Student Accounts. → BristolCC.edu/PayYourBill
- If you have questions about your financial aid, contact the Office of Financial Aid. → BristolCC.edu/FinancialAid

SEPTEMBER & FEBRUARY | BEGIN

- Review the Student Handbook. → BristolCC.edu/StudentHandbook
- Understand essential college policies and procedures such as academic standing and academic integrity. → BristolCC.edu/Rights
- Get to know your professors – they can be an amazing resource in the classroom and beyond.
- Locate and familiarize yourself with campus resources and get involved in the campus community. → BristolCC.edu/SFE
- Visit the Library Learning Commons for tutoring, writing and research support. → BristolCC.edu/LearningCommons
- Explore various transfer options with your advisor, including Commonwealth Commitment, BCC2BSU and the UMassD Plus Program.

OCTOBER & MARCH | ACCOMPLISH

- Check in with your advisor to discuss transfer and career resources, including important dates and deadlines. → BristolCC.edu/Advising
- Complete your yearly Free Application for Federal Student Aid (FAFSA) online for the next academic year. → FAFSA.gov
- Prepare for your midterm exams; get tutoring with the Learning Commons.
- Begin thinking about your next semester courses. Check the academic catalog for information on your degree requirements.
- If you are planning to graduate at the end of the semester, you need to apply through the Registrar. → BristolCC.edu/ApplytoGraduate

NOVEMBER & APRIL | PERSIST

- Use DegreeWorks and College Scheduler to plan your next semester. → BristolCC.edu/CollegeScheduler
- Schedule an appointment **before the registration deadline** to meet with your advisor to discuss degree requirements, pre/co-requisites and to register for your next semester courses!
- Be mindful of the final course withdrawal deadline and how it affects your academic standing and financial aid.

DECEMBER & MAY | ASSESS

- Prepare for your final exams; get tutoring with the Learning Commons.
- Review your final grades and cumulative GPA in accessBCC.

My Advisor

NAME

EMAIL

PHONE

OFFICE LOCATION

STUDENT RESPONSIBILITIES

- **Come early and often.** It is your responsibility to get in to see us early and often. This will ensure you can register on time each semester!
- **Be on time to and attend** each advising appointment you make. If you need to reschedule, we ask you let us know with as much notice as possible.
- **Make the most out of each advising session.** Come prepared with questions or items for discussion. Never leave our office without your questions answered!
- **Follow through** with all next steps given to you by your advisor – we will be taking notes and asking you about them in your next appointment.
- **Learn** about Bristol, your program, and academic policies/procedures. But mostly – learn about yourself!
- **This is your journey.** Own the decisions you make and the classes you take. You will need to put in the work and take responsibility for your actions throughout your time at Bristol.

ADVISOR RESPONSIBILITIES

- **Be accessible** by offering a variety of appointment options.
- **Partner** with you to develop a plan for your academic and personal success while at Bristol and beyond.
- **Listen to and value** your experiences and the strengths you bring to the Bristol community.
- **Educate** you on your program, how to use DegreeWorks, the academic catalog, and other tools to help you along the way.
- **Guide** your decision-making with regards to your courses each semester and overall academic plan.
- **Encourage and support** your personal and professional development, including helping you connect to campus resources.
- **Maintain confidentiality** using FERPA as a guide.



MEETING WITH AN ADVISOR *REGULARLY WILL HELP YOU...*

- **Register** on-time each semester, giving you the best chance to get into your preferred classes.
- Have a **single point of contact** for questions related to your academic plan.
- **Connect** to campus resources as needed throughout your time at Bristol.
- **Explore** the opportunities available to you as a Bristol Bayhawk.

NOTES

IMPORTANT LINKS TO REMEMBER

→ BristolCC.edu/Advising

→ BristolCC.edu/Catalog

→ BristolCC.edu/AcademicCalendar