Academic Advising Syllabus

- Apply early for graduation
- Apply for internships or practical experience
- Connect with University Transfer Coordinators and programs
- Develop interview skills
- Investigate MyCareerLink

- Take responsibility for decisions
- Know college resources, policies, procedures, dates and deadlines
- Get involved
- Know your program of study requirements
- Understand MyDegreePlan
- Develop an Academic Planner with an Advisor or Counselor
- Own your education
- Identify potential educational and/or career opportunities
- Apply for special admissions programs (if applicable)

- Start early
- Be prepared
- Stay informed
- Meet regularly with an Academic Advisor
- Activate and understand your MyPima account
- Get to know your instructors
- Understand your syllabi
- Explore program choices

PimaCommunityCollege
Academic Advising Syllabus

This academic advising syllabus is designed to be an integral part of your student experience at Pima Community College. It is intended to enhance your advising experience and the relationship between you and your advisor. The syllabus is also a resource to help you stay on track academically and maintain a clear understanding of your responsibilities as a student, as well as those of your advisor in supporting your goals. Use this syllabus as a guide during your academic journey and refer to it regularly each semester. Congratulations on pursuing your education and welcome to Pima Community College!

How to Connect with an Advisor

For in-person visits, academic advisors are located at the following campuses:

- Desert Vista, Downtown, East, Northwest and West.

Distance learners may call 520-206-4700 to schedule a phone meeting.

Student Learning Outcomes

Students who participate in academic advising will be able to:

- Understand College requirements, deadlines, policies and procedures.
- Identify, clarify, investigate and prepare for educational and career goals.
- Develop an educational plan for achieving their goals.
- Select courses each semester to make progress toward their educational plans.
- Identify and use campus resources to facilitate academic and career-planning success.
- Graduate in a timely manner based on individual educational plans.

Friendly Reminders

Advising meetings: Prepare a list of questions/topics to discuss, bring your advising syllabus, call if you need to reschedule.

Emails: Use your MyPima email account, include your full name and student ID A#, allow 24 hours for a response excluding holidays and weekends.

Voicemails: Leave your full name, student ID A#, phone number with area code (repeat twice), speak slowly and clearly.
Student Responsibilities

As an advisee, you have clear responsibilities in the advising partnership in order to be successful:

• Become knowledgeable about College programs, deadlines, policies and procedures.
• Clarify personal values and goals and provide your advisor with accurate information regarding your interests and abilities.
• Keep a personal record (MyDegreePlan/AGEC) of your progress toward meeting your goals.
• Come to each advising appointment with questions or materials for discussion.
• Enroll in the courses that you and your advisor have listed in MyDegreePlan.
• Accept responsibility for academic planning and decisions.
• Keep a copy of this Advising Syllabus, including your meeting notes.

Advisor Responsibilities

You can expect me as your advisor to:

• Provide academic support to ensure successful progression to graduation.
• Communicate the College’s curriculum, requirements, deadlines, policies and procedures.
• Assist you with creating an educational plan that aligns with your academic interests and abilities.
• Guide decision-making to help you create an educational plan that fulfills your academic plan.
• Provide information and strategies for using College resources and services.
• Support your academic success by providing you with accurate and timely information and guidance.
• Be a responsive listener and provide encouragement during challenging times.
### Pre-registration

**0-15 Credits**

- Identify your interests, skills and values to assist you in developing your short- and long-term goals
- Research educational and training programs
- Explore your intended degree program
- Explore Pima resources including Access and Disability Resources and Veterans Services (if applicable)
- Explore extracurricular activities

**16-30 Credits**

- Understand your responsibilities as a Pima student as well as the regulations and procedures
- Understand Pima program options
- Understand your selected program requirements
- Commit to a program of study ("declare a major")
- Learn about campus resources

**31-45 Credits**

- Complete certificate, including AGEC
- Determine pre-requisites that may be needed for a transfer degree/major
- Maintain social/professional connections with students, staff, advisors and faculty

**46+ Credits**

- Complete an associate degree or certificate
- Understand the transfer process
- Know what steps to take to graduate

### Action steps...

**Pre-registration**

- Complete Pima admissions application
- Activate your MyPima account
- Prepare for and take Pima assessments
- Complete FAFSA and fulfill financial aid requirements
- Schedule and attend New Student Orientation (required)
- Meet with an advisor or counselor for assistance and to identify a program of study
- Register for classes
- Purchase textbooks
- Pay tuition or set up a payment plan by the deadline

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**0-15 Credits**

- Meet with an advisor or counselor to develop an education plan in MyDegreePlan
- Improve your study and time management skills
- Check your MyPima email regularly
- Go to tutoring or meet with your instructor when you need academic help
- Participate in campus activities or organizations

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**16-30 Credits**

- Meet with an advisor or counselor to review your education plan
- Continue to complete your program of study
- Check your MyPima email regularly
- Go to tutoring or meet with your instructor when you need academic help
- Participate in campus activities or organizations

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**31-45 Credits**

- Meet with an advisor or counselor to review your education plan
- Continue to complete your program of study
- Check your MyPima email regularly
- Go to tutoring or meet with your instructor when you need academic help
- Participate in campus activities or organizations

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**46+ Credits**

- Meet with an advisor to apply for graduation by the deadline
- Prepare and complete the first step in a plan for employment or continuing education after graduation from PCC
- Apply to university(ies) as applicable
- Plan to attend PCC’s graduation ceremony