



## Pima County Community College District Administrative Procedure

<i>AP Title:</i>	<b>Advising and Orientation</b>
<i>AP Number:</i>	AP 3.25.01
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<i>Schedule for Review &amp; Update:</i>	Every three years
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<i>Sponsoring Unit/Department:</i>	Office of the Provost
<i>Board Policy Title &amp; No.:</i>	Curriculum, BP 3.25
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

### **PURPOSE**

Pima Community College is committed to providing accessible and successful educational experiences for students. The purpose of this Administrative Procedure (AP) is to explain the advising and orientation processes.

### **SECTION 1: Advising and Orientation**

Pima Community College strongly recommends advising for all students after completing assessments, and prior to each semester's registration. Orientation will be mandated for all degree- or certificate-seeking students new to higher education. Advising and orientation will be available in multiple modalities to meet student needs.

**SECTION 2: Advising**

Students are strongly encouraged to meet with an advisor or counselor on a regular basis, but not less than once per semester, to discuss:

- short and long term academic goals;
- financial aid options;
- major and semester course planning;
- career planning;
- academic workload and life balancing.

**SECTION 3: Orientation**

All degree- or certificate-seeking students new to higher education are required to complete an orientation prior to registering for their first semester of credit courses. A student may, with the permission of an advisor or counselor, enroll in a designated Student Success course in place of attending an orientation.