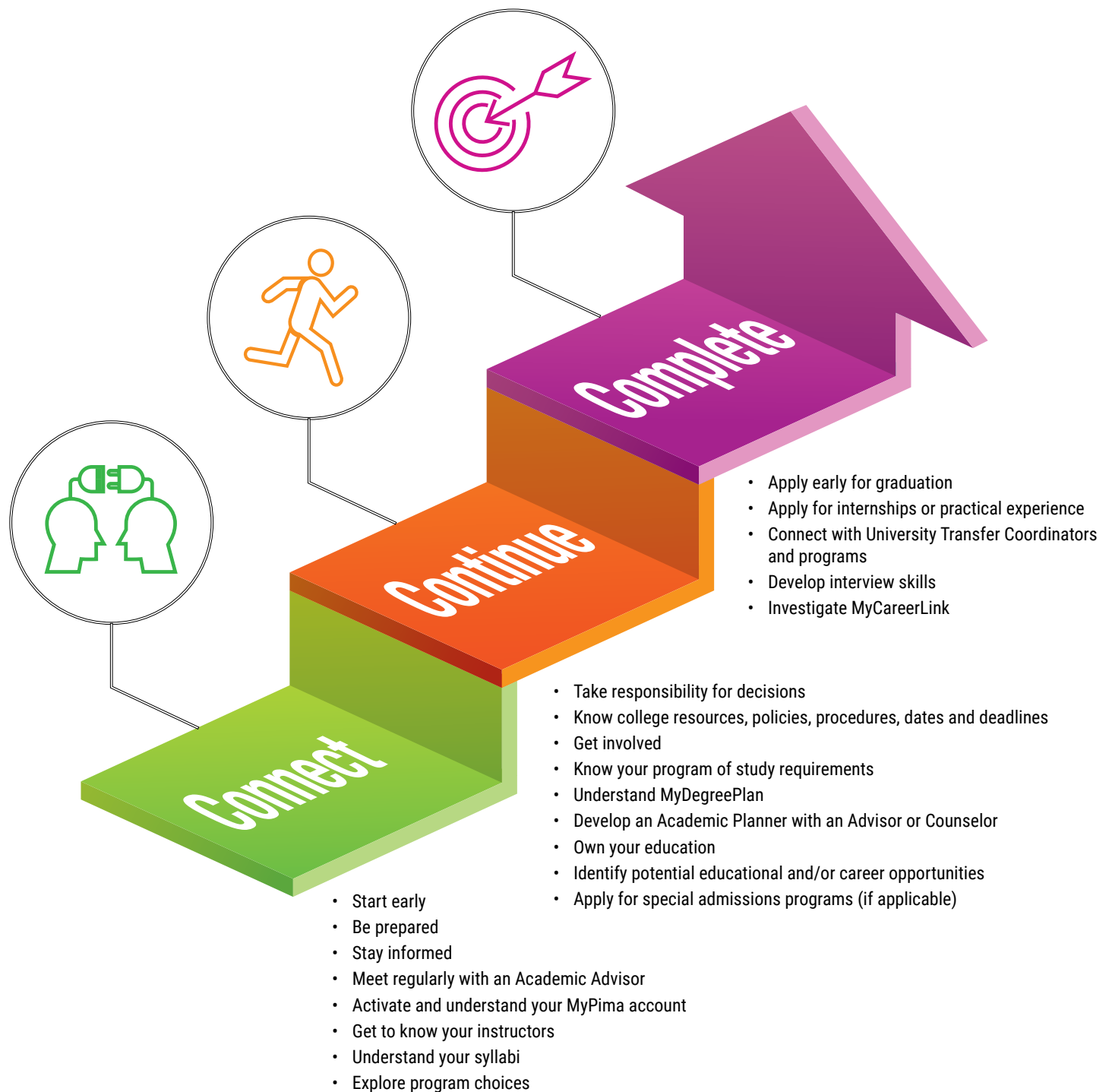


Academic Advising Syllabus



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:

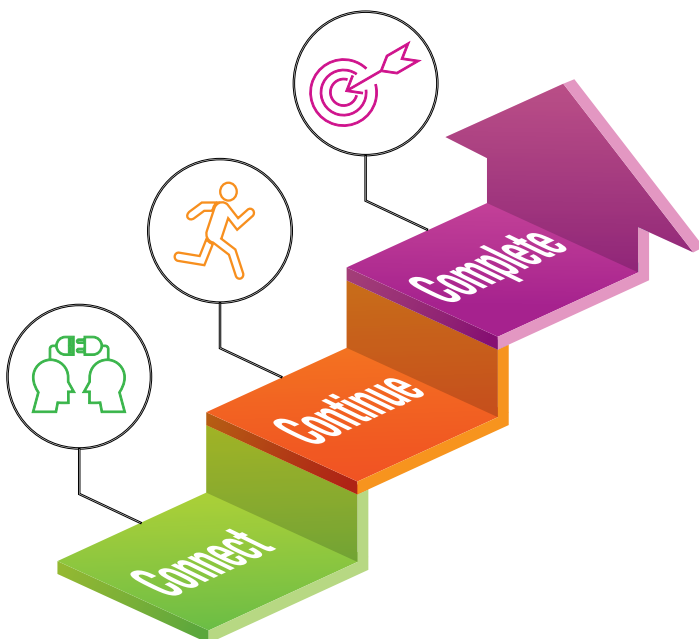
- Understand College requirements, deadlines, policies and procedures.
- Identify, clarify, investigate and prepare for educational and career goals.
- Develop an educational plan for achieving their goals.
- Select courses each semester to make progress toward their educational plans.
- Identify and 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	16-30 Credits	31-45 Credits	46+ Credits
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You should be able to...	You should be able to...	You should be able to...	You should be able to...	You should be able to...
<ul style="list-style-type: none"> <input type="checkbox"/> Identify your interests, skills and values to assist you in developing your short- and long-term goals <input type="checkbox"/> Research educational and training programs <input type="checkbox"/> Explore your intended degree program <input type="checkbox"/> Explore Pima resources including Access and Disability Resources and Veterans Services (if applicable) <input type="checkbox"/> Explore extracurricular activities 	<ul style="list-style-type: none"> <input type="checkbox"/> Understand your responsibilities as a Pima student as well as the regulations and procedures <input type="checkbox"/> Understand Pima program options <input type="checkbox"/> Understand your selected program requirements <input type="checkbox"/> Commit to a program of study ("declare a major") <input type="checkbox"/> Learn about campus resources 	<ul style="list-style-type: none"> <input type="checkbox"/> Understand Pima program options <input type="checkbox"/> Understand your selected program requirements <input type="checkbox"/> Commit to a program of study ("declare a major") (if you haven't already) <input type="checkbox"/> Review and modify your educational plan, as needed <input type="checkbox"/> If applicable, access information to help you plan for transfer to a four-year college/ university 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete certificate, including AGEC <input type="checkbox"/> Determine pre-requisites that may be needed for a transfer degree/major <input type="checkbox"/> Maintain social/ professional connections with students, staff, advisors and faculty 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete an associate degree or certificate <input type="checkbox"/> Understand the transfer process <input type="checkbox"/> Know what steps to take to graduate

Action steps...	Action steps...	Action steps...	Action steps...	Action steps...
<ul style="list-style-type: none"> <input type="checkbox"/> Complete Pima admissions application <input type="checkbox"/> Activate your MyPima account <input type="checkbox"/> Prepare for and take Pima assessments <input type="checkbox"/> Complete FAFSA and fulfill financial aid requirements <input type="checkbox"/> Schedule and attend New Student Orientation (required) <input type="checkbox"/> Meet with an advisor or counselor for assistance and to identify a program of study <input type="checkbox"/> Register for classes <input type="checkbox"/> Purchase textbooks <input type="checkbox"/> Pay tuition or set up a payment plan by the deadline 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with an advisor or counselor to develop an education plan in MyDegreePlan <input type="checkbox"/> Improve your study and time management skills <input type="checkbox"/> Check your MyPima email regularly <input type="checkbox"/> Go to tutoring or meet with your instructor when you need academic help <input type="checkbox"/> Participate in campus activities or organizations 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with an advisor or counselor to review your education plan <input type="checkbox"/> Continue to complete your program of study <input type="checkbox"/> Check your MyPima email regularly <input type="checkbox"/> Go to tutoring or meet with your instructor when you need academic help <input type="checkbox"/> Participate in campus activities or organizations 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with an advisor or counselor to review your educational plan <input type="checkbox"/> Continue to complete your program of study <input type="checkbox"/> Check your MyPima email regularly <input type="checkbox"/> Go to tutoring or meet with your instructor when you need academic help <input type="checkbox"/> Participate in campus activities or organizations 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with an advisor to apply for graduation by the deadline <input type="checkbox"/> Prepare and complete the first step in a plan for employment or continuing education after graduation from PCC <input type="checkbox"/> Apply to university(ies) as applicable <input type="checkbox"/> Plan to attend PCC's graduation ceremony <div style="text-align: center; margin-top: 20px;">  </div>

Name _____ My Pima Student ID # _____

Advising Meeting Notes

Date _____ Advisor _____ Campus _____

Advisor Phone _____ Advisor Email _____

Advising Meeting Notes

Date _____ Advisor _____ Campus _____

Advisor Phone _____ Advisor Email _____

Advising Meeting Notes

Date _____ Advisor _____ Campus _____

Advisor Phone _____ Advisor Email _____

Advising Meeting Notes

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Advising Meeting Notes

Date _____ Advisor _____ Campus _____

Advisor Phone _____ Advisor Email _____



(520) 206-4500
www.pima.edu

Pima Community College is an equal opportunity, affirmative action employer and educational institution committed to excellence through diversity. Upon request, reasonable accommodations will be made for individuals with disabilities. Every effort will be made to provide reasonable accommodations in a timely manner. For public and employee accommodation requests, as well as information related to the ADA complaint process, contact the College ADA Coordinator at 520-206-4539 or 4905C E. Broadway Blvd., Tucson, AZ 85709-1130. For PCC student accommodation requests, please contact Access and Disability Resources, 520-206-6688 or adrhelp@pima.edu.