

# ACADEMIC ADVISING SYLLABUS

*Connect » Continue » Complete*



**PimaCommunityCollege**

## **Program of Study:**

\_\_\_\_\_

**Catalog Year:** \_\_\_\_\_

**A#** \_\_\_\_\_

## **My Success Network**

Assigned Enrollment Advisor: \_\_\_\_\_

Assigned Program Advisor: \_\_\_\_\_

Campus: \_\_\_\_\_

# ACADEMIC ADVISING SYLLABUS

*Connect » Continue » Complete*

## Advising Syllabus Overview:

This syllabus helps you **connect** with your advisor, **continue** making progress each semester, and **complete** your academic goals. Use it as a guide throughout your journey at Pima Community College.

## Learning Outcomes

**Through working with my Advisor, I will:**

1. **Connect** with my advisor to set goals, understand program requirements, and create a plan to achieve them.
2. **Continue** exploring campus resources and opportunities to enhance my college experience.
3. **Complete** my educational journey by staying on track, planning ahead, and advocating for my success.

## Different Roles in your Success Network

- » **Enrollment Advisor:** Helps you with admissions, completing your MyChecklist steps, and registering for your first semester.
- » **Program Advisor:** Guides you through academic planning, program requirements, MyDegreePlan, registration, graduation, and transfer to keep you on track each semester.
- » **Academic Success Counselor:** Supports you with personal and academic challenges through short-term counseling, referrals, and helpful resources.
- » **Career Counselor:** Assists you in exploring interests, identifying skills, and finding the right career path, and resources for long-term success.
- » **Success Coach:** Helps you start strong and stay on track throughout your college journey connecting you with the right resources and support to help you succeed both in and out of the classroom.

## Student Responsibilities

- » Meet with your assigned advisor once a semester. Come prepared with questions.
- » Develop your educational interests and goals.
- » Stay informed and be aware of college deadlines and important dates.
- » Inform your advisor of any changes to your academic plans or personal circumstances that may impact academic performance.
- » Familiarize yourself with MyDegreePlan, program requirements, and keep track of academic progress.
- » Take advantage of tutoring, learning centers, libraries, and other college support services.
- » Get involved in campus events, clubs, and student organizations to promote college success.
- » Research transfer options and explore career paths.

## Advisor Responsibilities

- » Connect with you at least once per semester.
- » Assist you in exploring career paths, college majors, and setting goals.
- » Share important college updates and information.
- » Listen to your individual needs, build a relationship of trust, and encourage you on your journey.
- » Create a MyDegreePlan academic planner, track your progress, and revise your planner when changes occur.
- » Clarify policies on transfer credits, course substitutions, and graduation requirements.
- » Make appropriate referrals to college resources.
- » Provide accurate, up-to-date information on your degree program and requirements.



## CONNECT

Get informed, be prepared, regularly meet with an Enrollment Advisor, understand your MyPima account, connect with instructors, and explore opportunities.



## CONTINUE

Take charge of your education by exploring college resources, policies, deadlines, and program requirements. Use MyDegreePlan to stay on track and work with a Program Advisor to develop your academic plan.



## COMPLETE

Start planning for graduation early, pursue internships connect with university transfer partners, build interview skills, and explore career opportunities to complete your preparation for future success.

### Prior to my first semester, I will:

- Apply** to Pima Community College.
- Activate** MyPima account.
- Take** placement tests.
- Complete** FAFSA and apply for scholarships.
- Attend** Connect U Orientation (required).
- Discover** majors, in-demand jobs, and explore programs with Career Coach.
- Meet** with my Enrollment Advisor.
- Register** for classes.
- Buy** textbooks and materials.
- Pay** tuition or set up a payment plan.
- Familiarize** myself with D2L and student email.
- Participate** in New Student Welcome and other campus activities.

### Each semester, I will:

- Meet** with my Program Advisor.
- Check** MyDegreePlan requirements and degree progress.
- Review** eligibility for financial aid and scholarships.
- Plan** courses for next semester.
- Register** for classes.
- Check** PCC Student email and D2L daily.
- Explore** transfer options.
- Attend** transfer fairs.
- Participate** in campus activities or join student organizations.

### In my final semester, I will:

- Meet** with my Program Advisor to confirm graduation status.
- Enhance** job interview skills and update your resume with Employer Engagement and Career Services.
- Explore** new employment options or further education.
- Apply** to transfer university if needed.
- Plan** to attend PCC's graduation ceremony.
- Celebrate your success!**

## Course load Planning and Time Management Tool

Many degree programs are designed to be completed in two years with a full-time schedule. While full-time enrollment can help you finish sooner, it's important to work with your advisor to choose a timeline that fits your needs.

### Full-time or Part-time?

A helpful guideline is to allocate 3 hours of study time per week for each credit hour in a 16-week course, and 6 hours per week for each credit hour in an 8-week course. This time includes attending class, studying, and completing assignments.

### Time Management Calculator



Use the time management calculator to determine how much time do you really have for your academic schedule.

Go to <http://bit.ly/4kXTzeg> to use.

## Career Coach: Find Your Passion, Plan Your Path!



**Not sure what to study? Start with Career Coach! If you're undecided or exploring your options, Career Coach can help you find a path that fits you!**

[pima.edu/careercoach](http://pima.edu/careercoach)

- » **Take a Career Assessment:** Start with the Quick (6-question) or Detailed (60-question) assessment to learn which careers align with your interests, strengths, and skills.
- » **Explore Programs & Careers:** Browse careers based on your results, or dive into Pima's programs to see what matches your goals—even if you're still figuring them out.
- » **Create Your Account:** Use your Pima email to sign up and save your results as you explore.

## Advising Information and Support

520-206-6408 (24/7 support) | [virtualsupport@pima.edu](mailto:virtualsupport@pima.edu) | [pima.edu/advising](http://pima.edu/advising)

**For In-Depth, Personalized 1:1 Advising:** Schedule an appointment in PimaConnect.



Drop-in hours are available throughout the year, see website for days, times, and links.

**Schedule an appointment in PimaConnect**  
at [pima.edu/advising](http://pima.edu/advising)

At Pima, we're committed to supporting your success every step of the way. Below is a list of valuable student resources available to you throughout your time here:

- » Access & Disability Resources
- » Financial Aid
- » Student Activities
- » Academic Success Counselors
- » PCC Student Wellness Assistance Program
- » Pima Community College Learning Centers

**View these and more at [pima.edu/student-resources](http://pima.edu/student-resources)**



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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 to support access to all programs and services. Every effort will be made to provide reasonable accommodations in a timely manner. For student, public and employee accommodation requests and for information related to the ADA compliance process, please contact ADAhelp@pima.edu, 520-206-6688, or West Campus Room C130, 2202 W. Anklam Road, Tucson, AZ 85709-0095.  
The Pima County Community College District is governed by a five-member board representing county electoral districts. Members are elected to serve a six-year term. To learn more, go to [pima.edu/governing-board](http://pima.edu/governing-board).