



**ESTRELLA MOUNTAIN
COMMUNITY COLLEGE**

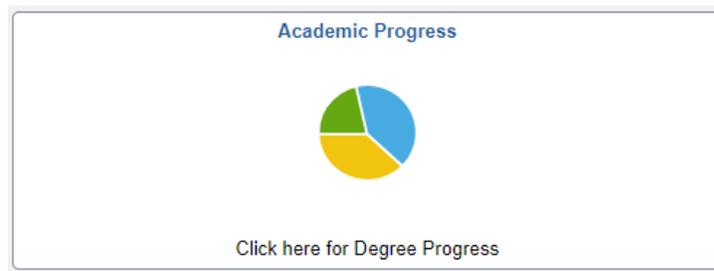
A MARICOPA COMMUNITY COLLEGE

Advisement



HOW TO ACCESS ADVISING NOTES

1. Navigate to your Student Center at <https://my.maricopa.edu>
2. Log in using your MEID and password
3. Click the "Academic Progress" tile



4. The screen will default to "My Advising Notes"

Maricopa Community Colleges Advising Notes

Use this page to view notes for the selected student.

View Note	Subject	Category / Subcategory	Created By / Assigned To	Institution	Status / Action Item	Created On / Last Updated	Update Note
		Educational Plan	STEM Advisor	Estrella Mountain Comm College	Open	08/03/2021	
		Change Degree/Major			None	08/18/2021	

5. Click the "View Note" icon to see the information that your advisor left for you.

Note Item	Entered By	Entered On	Comment
1	STEM Advisor	08/03/2021	<p>Hi</p> <p>Thank you for completing your enrollment steps and the ROAR orientation! Our names are _____ and _____ and we are your STEM advisors! We are so thrilled that you are joining us and we are excited to get you started on your academic journey!</p> <p>Attached you will find your education plan for _____. The education plan provides you with a list of recommended classes as a first semester student. Full time status is 12 credits (4 classes). We have provided you with five courses for your first semester in order of importance. For example, if you only want to take two classes, the top two are the most important. If you want to take four, the top four are the most important, etc. Please take some time over the next few days to work on enrolling for Fall 2021 and let me know if you need anything.</p> <p>We recommend using the EMCC class schedule search rather than the Maricopa one to locate the courses that you would like to register for. Once you have selected your courses, use the course number to register for courses in your student center at my.maricopa.edu. We have created a video, here, that will show you how to search and add classes using our system. Please right click these links to open in a new tab.</p> <p>If you are interested in applying for the Presidential Honors Program, you can get up to 15 credits per semester free for 4 semesters – that could mean you complete your entire Associate's degree completely free!! You can apply here. The deadline for Fall was July 15th but you have the option to apply for the Spring semester now.</p> <p>Additionally, your program plan is out-of-date and needs to be updated both for financial aid purposes and so that you are showing up as a STEM student. Please follow this link - Program Plan Change - Select the add/change bubble. Then from the first/second/third/fourth/fifth dropdown menu, you can choose your plan - the Associate in Science (8600). You don't need to fill out any of the extra boxes on the page. Just the "change" bubble and the second dropdown from the left, then sign at the bottom and submit! Finally, I want you to test for reading so that we can attempt an exemption - this means you'll never have to take a reading course at this level. In order to do that, please visit: https://maricopa.edready.org/home and select the Critical Reading and Thinking test. You will need a score of 95 or higher to exempt from the course.</p> <p>Please feel free to reach out at any time if you have any questions or concerns, you can reach the STEM team at STEM@estrellamountain.edu Welcome to the EMCC family!</p>

6. At the bottom, click on the attachment to download any documents your advisor uploaded for you.

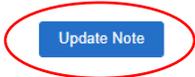
▼ Attachments

Attached File	Description
Ed_Plan_XLS_4216.xlsx	Ed_Plan_XLS_4216.xlsx

This is where you will find your education plans, check sheets, and graduation applications.

7. You can respond to a note that your advisor left you by clicking the blue “Update Note” button at the top right side of your screen.

Maricopa Community Colleges Advising Notes



▼ Advising Note

Institution	Estrella Mountain Comm College	Created On	08/03/2021
Category	Educational Plan	Created By	STEM Advisor
Subcategory	Change Degree/Major	Status	Open
Assigned To		Subject	TESTING

8. Then click the “+” icon on the left to write a message to your advisor in the pop-up window and click “Apply.”

Cancel **Add a New Note Item** Apply

I want to change my major to Biological Sciences (pre-med). What classes do I need?

9. That will load and you can click the blue “Submit” box to send your note directly to your advisor within the threaded conversation.

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