



## Academic Advising Syllabus

[estrellamountain.edu/students/advisement](http://estrellamountain.edu/students/advisement)

623-935-8888 option 4

Komatke B: KOM B

Days	Times		Service Type
	Summer	Fall/Spring	
Monday & Tuesday	7:30am – 6:30 pm	8am – 6pm	Walk-Ins
Wednesday & Thursday	7:30am – 6:30 pm	8am – 6pm	Appointments
Friday	CLOSED	9am – 5pm	Appointments

### Statement Intent:

This syllabus is designed to outline what is expected of you in the academic advising process during your time as a student at Estrella Mountain Community College. Our advisors are here to help you. Please refer to this document before each advising appointment to make sure that you are familiar with how to make the most of the advising relationship

### EMCC Advising Mission Statement:

EMCC academic advisors are dedicated to empowering students to navigate academic pathways towards success. By way of mutual collaboration — and across the college with its various resources and groups — we are committed to advocating, with integrity, on behalf of each student in support of their development as they strive to achieve both educational and personal goals.

### The Advising Relationship – Student and Advisor Expectations:

Expectations of Students
Demonstrate respect for others and self at all times
Adhere to the EMCC Student Code of Conduct, college policies and procedures
Take ownership of your academic plan and performance using resources and tools
Communicate with your advisor and adhere to deadlines
Utilize campus resources (including your advisor), systems and planning tools
Be prepared to collaborate with your advisor to set goals
Allow for open and honest communication with EMCC faculty and professional staff
Check your official student email account regularly, manage your inbox and respond to actionable items

Expectations of Advisors
Advocate for student success and development
Be knowledgeable about EMCC policies and procedures
Be knowledgeable about programs and graduation requirements,
Serve as a liaison for students with campus resources, faculty and professional staff
Maintain a courteous, respectful and supportive advising environment
Collaborate with students to generate solutions to challenges
Empower students to create an academic plan in attainment of degree completion and academic goals
Adhere to the guidelines set forth by the Family Educational Rights and Privacy Act (FERPA)
Respond within two business days

# Communication Expectations with your Academic Advisor

## Easy as 1, 2, 3

### 1) Do I need to schedule an advising appointment or will walk-in advising or email meet my needs?

Scheduled Appointment *	Walk-In Advising	Email***
<ul style="list-style-type: none"> <li>• Generally, a 30-minute allotted meeting time</li> <li>• More involved questions and detailed discussion, such as:                             <ul style="list-style-type: none"> <li>○ Academic Difficulty</li> <li>○ Change of Major</li> <li>○ Academic Plan and Goals</li> <li>○ Withdrawal</li> </ul> </li> </ul> <p>*If scheduling appointment, please see #2 "Yes, I need an appointment," below</p>	<ul style="list-style-type: none"> <li>• Generally, a 15-minute allotted meeting time</li> <li>• As it is first-come, first-served, there may involve a wait**</li> <li>• Common Examples:                             <ul style="list-style-type: none"> <li>○ Form Signatures</li> <li>○ Repeat course policy</li> <li>○ Overrides</li> </ul> </li> </ul> <p>**During peak times (2 weeks before and 2 weeks after start of semester) may experience longer wait times</p>	<ul style="list-style-type: none"> <li>• Clarification if you are unsure an appointment is necessary</li> <li>• Schedule an appointment</li> <li>• Education plan review request</li> <li>• Any other inquiries</li> </ul> <p>***If emailing with advising questions, please see #3 "Guidelines for contacting" below</p>

### 2) Yes, I need an appointment. How do I schedule an appointment with an advisor?



**Phone Call:** 623-935-8888 option 4 (see guidelines below)



**Online:** [estrellamountain.edu/hours-info](http://estrellamountain.edu/hours-info)



**In person:** At the Welcome Desk (KOM-B) – Please check operating hours prior to visiting campus

★ If you are more than 15 minutes late to an appointment, you will need to reschedule.

### 3) Guidelines for contacting your advisor.

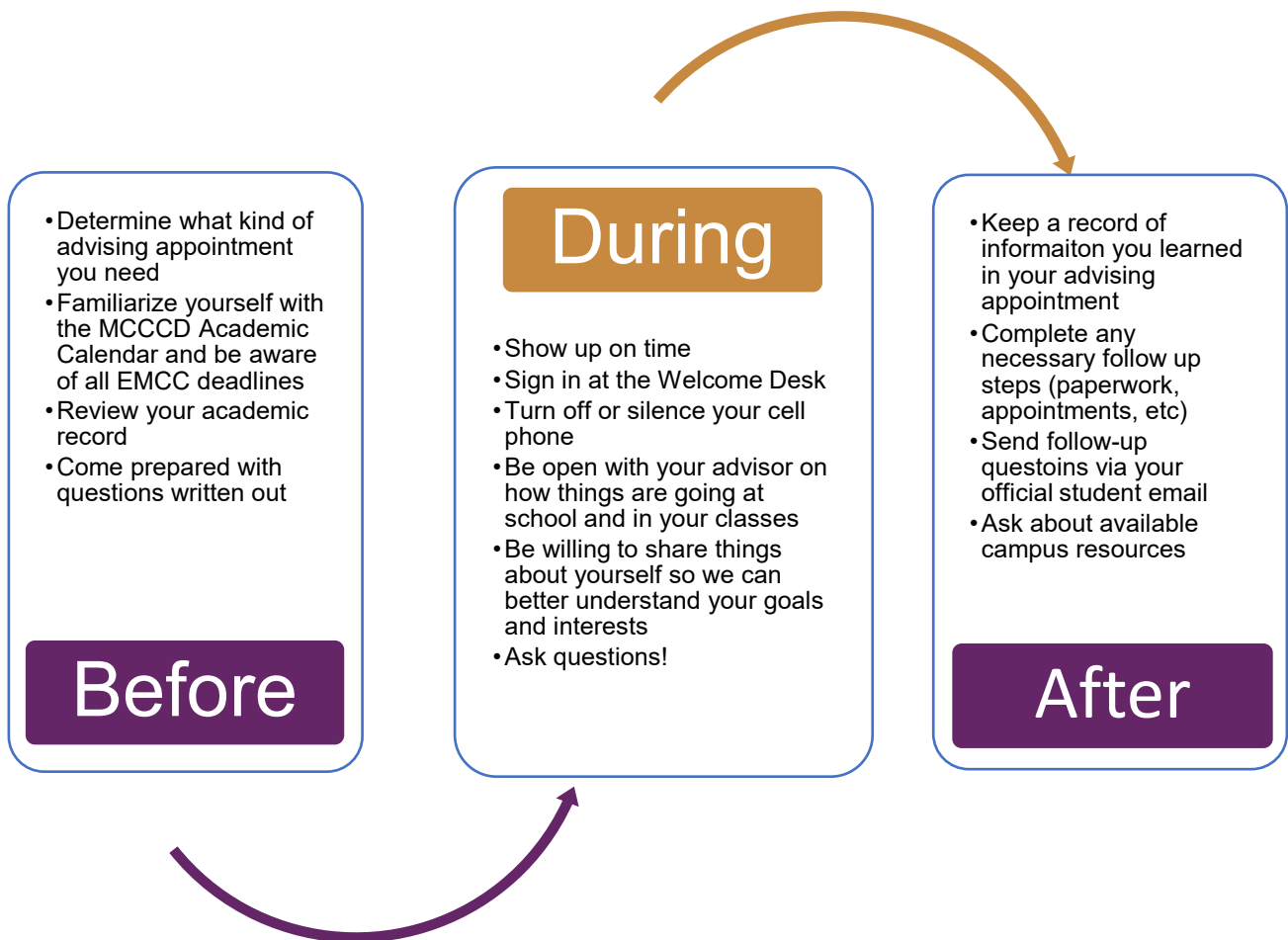
#### Please include:

Via your student email account & Voicemail

- Student Name (First & Last)
- Student ID (8 Digit that starts with a 3 or your MEID)
- Days & Times available (if scheduling an appointment)
- Brief statement of issue/concern, reason for appointment or comments/questions
- Return phone number if a phone call is desired
- Other relevant information (i.e. supporting documentation)

### Advising Appointment Tips

💡 Remember, advisors are your link across campus designed to facilitate your success!



**Know what service you need**

Advisement	Counseling	Career and Transfer Center
Create, review, and re-evaluate education plan	Educational counseling <ul style="list-style-type: none"> <li>• study skills</li> <li>• time management</li> </ul>	Career assessments, exploration, and research
Interpret placement for appropriate courses	Career counseling	Resume/Cover letter review and assistance
Unofficial transcript evaluations	Personal counseling <ul style="list-style-type: none"> <li>• stress management</li> <li>• personal problems</li> </ul>	Mock interviews
Assist in selecting and sequencing of classes	Crisis counseling	Job search techniques assistance
Graduation review and application	Referral to community resources	Research transfer requirements & connect with University representatives

## Student Academic Advising Checklist

<p>Post-ROAR preparing for your first semester</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Login to my.maricopa.edu and review your transcript             <ul style="list-style-type: none"> <li>• Are AP credit and transfer credits correct?</li> </ul> </li> <li><input type="checkbox"/> Meet academic advisor</li> <li><input type="checkbox"/> Complete class registration and review class schedule             <ul style="list-style-type: none"> <li>• CPD 150 required for students placing into developmental classes</li> </ul> </li> <li><input type="checkbox"/> Explore Campus Resources and visit these websites             <ul style="list-style-type: none"> <li>• <a href="#">Your department and advisor</a></li> <li>• <a href="#">Academic Catalog</a></li> <li>• <a href="#">Dean of Students</a></li> <li>• <a href="#">Admission and Registration</a></li> <li>• <a href="#">Advising</a></li> <li>• <a href="#">Library</a></li> <li>• <a href="#">Counseling</a></li> <li>• <a href="#">Career and Transfer Center</a></li> <li>• <a href="#">Academic Success Center</a></li> <li>• <a href="#">Student Union</a></li> </ul> </li> </ul>
<p>Semester 1 transitioning and adjusting to college life</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend first year advising meeting with your Field of Interest advisor             <ul style="list-style-type: none"> <li>• What to do if you are unsure about your major, meet with                 <ul style="list-style-type: none"> <li>-Exploratory advisor: or</li> <li>-Career and Transfer Center:</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Review major requirements             <ul style="list-style-type: none"> <li>• Run degree progress report each semester after registration</li> </ul> </li> <li><input type="checkbox"/> <a href="#">Review Rights and Responsibilities Student Handbook</a></li> <li><input type="checkbox"/> Attend one EMCC sponsored activity             <ul style="list-style-type: none"> <li>• Faculty experience Panel</li> <li>• Club Rush</li> </ul> </li> <li><input type="checkbox"/> Full-Time: Complete 12 – 15 credits toward program</li> <li><input type="checkbox"/> Part-Time: Complete 6 – 9 credits toward program</li> </ul>
<p>Semester 2 academic and career exploration and personal development</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with advisor, bring your education plan             <ul style="list-style-type: none"> <li>• Run degree progress report each semester after registration</li> </ul> </li> <li><input type="checkbox"/> Attend one EMCC sponsored activity             <ul style="list-style-type: none"> <li>• Faculty Panel</li> <li>• University tours</li> <li>• FOI Field Trips</li> </ul> </li> <li><input type="checkbox"/> Explore interests, strengths, and careers             <ul style="list-style-type: none"> <li>• Career and Transfer Center                 <ul style="list-style-type: none"> <li>- Career Interview</li> <li>- Job Shadow</li> <li>- Internship</li> </ul> </li> <li>• Within your department &amp; network with faculty in your major</li> </ul> </li> <li><input type="checkbox"/> Update your resume and attend career fairs</li> <li><input type="checkbox"/> Consider joining a club or an organization</li> <li><input type="checkbox"/> Apply for scholarships</li> <li><input type="checkbox"/> Full-Time: Complete 15 – 30 credits toward program</li> <li><input type="checkbox"/> Part-Time: Complete 9 – 12 credits toward program</li> </ul>
<p>Semester 3 academic enhancement and career goal setting</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Check-in with advisor, have education plan             <ul style="list-style-type: none"> <li>• Run degree progress report each semester after registration</li> <li>• Graduation Check</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Visit Career and Transfer Center <ul style="list-style-type: none"> <li>• Transfer Day – Apply to University</li> <li>• Internship and Volunteer</li> <li>• Attend Opportunity Fair</li> <li>• Attend transfer panel</li> </ul> </li> <li><input type="checkbox"/> Meet your faculty advisor</li> <li><input type="checkbox"/> Consider joining a club or an organization</li> <li><input type="checkbox"/> Apply for scholarships</li>   <li><input type="checkbox"/> Full-Time: Complete 30 – 45 credits toward program</li> <li><input type="checkbox"/> Part-Time: Complete 12 – 18 credits toward program</li> </ul>
<p><b>Semester 4</b>  Transitioning out of college into career, university, or graduate school</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with advisor, bring your education plan <ul style="list-style-type: none"> <li>• Run degree progress report each semester after registration</li> <li>• Graduation Check/Progress Check</li> <li>• Apply for Graduation!</li> <li>• Ceremony overview</li> </ul> </li> <li><input type="checkbox"/> Career and Transfer Center <ul style="list-style-type: none"> <li>• Transfer Student Panel</li> <li>• University Transition Panel</li> <li>• Internship/Volunteer</li> </ul> </li> <li><input type="checkbox"/> Register for CPD104</li> <li><input type="checkbox"/> Become an EMCC Alumni</li> <li><input type="checkbox"/> Update your resume and attend career fairs</li> <li><input type="checkbox"/> Apply for scholarships</li>   <li><input type="checkbox"/> Full-Time: Complete 45 – 64 credits toward program</li> <li><input type="checkbox"/> Part-Time: Complete 18 – 24 credits toward program</li> </ul>

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