Academic Advising Syllabus

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:

<table>
<thead>
<tr>
<th>Expectations of Students</th>
<th>Expectations of Advisors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrate respect for others and self at all times</td>
<td>Advocate for student success and development</td>
</tr>
<tr>
<td>Adhere to the EMCC Student Code of Conduct, college policies and procedures</td>
<td>Be knowledgeable about EMCC policies and procedures</td>
</tr>
<tr>
<td>Take ownership of your academic plan and performance using resources and tools</td>
<td>Be knowledgeable about programs and graduation requirements</td>
</tr>
<tr>
<td>Communicate with your advisor and adhere to deadlines</td>
<td>Serve as a liaison for students with campus resources, faculty and professional staff</td>
</tr>
<tr>
<td>Utilize campus resources (including your advisor), systems and planning tools</td>
<td>Maintain a courteous, respectful and supportive advising environment</td>
</tr>
<tr>
<td>Be prepared to collaborate with your advisor to set goals</td>
<td>Collaborate with students to generate solutions to challenges</td>
</tr>
<tr>
<td>Allow for open and honest communication with EMCC faculty and professional staff</td>
<td>Empower students to create an academic plan in attainment of degree completion and academic goals</td>
</tr>
<tr>
<td>Check your official student email account regularly, manage your inbox and respond to actionable items</td>
<td>Adhere to the guidelines set forth by the Family Educational Rights and Privacy Act (FERPA)</td>
</tr>
<tr>
<td>Respond within two business days</td>
<td></td>
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The Advising Relationship – Student and Advisor Expectations:

<table>
<thead>
<tr>
<th>Days</th>
<th>Times</th>
<th>Service Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Summer</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>Monday &amp; Tuesday</td>
<td>7:30am – 6:30 pm</td>
<td>8am – 6pm</td>
</tr>
<tr>
<td>Wednesday &amp; Thursday</td>
<td>7:30am – 6:30 pm</td>
<td>8am – 6pm</td>
</tr>
<tr>
<td>Friday</td>
<td>CLOSED</td>
<td>9am – 5pm</td>
</tr>
</tbody>
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Days Times Service Type
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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
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?

<table>
<thead>
<tr>
<th>Scheduled Appointment *</th>
<th>Walk-In Advising</th>
<th>Email***</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Generally, a 30-minute allotted meeting time</td>
<td>• Generally, a 15-minute allotted meeting time</td>
<td>• Clarification if you are unsure an appointment is necessary</td>
</tr>
<tr>
<td>• More involved questions and detailed discussion, such as:</td>
<td>• As it is first-come, first-served, there may involve a wait**</td>
<td>• Schedule an appointment</td>
</tr>
<tr>
<td>o Academic Difficulty</td>
<td>• Common Examples:</td>
<td>• Education plan review request</td>
</tr>
<tr>
<td>o Change of Major</td>
<td>o Form Signatures</td>
<td>• Any other inquiries</td>
</tr>
<tr>
<td>o Academic Plan and Goals</td>
<td>o Repeat course policy</td>
<td></td>
</tr>
<tr>
<td>o Withdrawal</td>
<td>o Overrides</td>
<td></td>
</tr>
</tbody>
</table>

*If scheduling appointment, please see #2 “Yes, I need an appointment,” below

**During peak times (2 weeks before and 2 weeks after start of semester) may experience longer wait times

***If emailing with advising questions, please see #3 “Guidelines for contacting” below

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
- **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:

- 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!
## Before

- Determine what kind of advising appointment you need
- Familiarize yourself with the MCCCD Academic Calendar and be aware of all EMCC deadlines
- Review your academic record
- Come prepared with questions written out

## During

- Show up on time
- Sign in at the Welcome Desk
- Turn off or silence your cell phone
- Be open with your advisor on how things are going at school and in your classes
- Be willing to share things about yourself so we can better understand your goals and interests
- Ask questions!

## After

- Keep a record of information you learned in your advising appointment
- Complete any necessary follow up steps (paperwork, appointments, etc)
- Send follow-up questions via your official student email
- Ask about available campus resources

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### Advisement

<table>
<thead>
<tr>
<th>Create, review, and re-evaluate education plan</th>
<th>Educational counseling</th>
<th>Career and Transfer Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpret placement for appropriate courses</td>
<td>Career counseling</td>
<td>Resume/Cover letter review and assistance</td>
</tr>
<tr>
<td>Unofficial transcript evaluations</td>
<td>Personal counseling</td>
<td>Mock interviews</td>
</tr>
<tr>
<td>Assist in selecting and sequencing of classes</td>
<td>Crisis counseling</td>
<td>Job search techniques assistance</td>
</tr>
<tr>
<td>Graduation review and application</td>
<td>Referral to community resources</td>
<td>Research transfer requirements &amp; connect with University representatives</td>
</tr>
</tbody>
</table>

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Know what service you need
# Student Academic Advising Checklist

## Post-ROAR
**preparing for your first semester**

- □ Login to my.maricopa.edu and review your transcript
  - • Are AP credit and transfer credits correct?
- □ Meet academic advisor
- □ Complete class registration and review class schedule
  - • CPD 150 required for students placing into developmental classes
- □ Explore Campus Resources and visit these websites
  - • Your department and advisor
  - • Academic Catalog
  - • Dean of Students
  - • Admission and Registration
  - • Advising
  - • Library
  - • Counseling
  - • Career and Transfer Center
  - • Academic Success Center
  - • Student Union

## Semester 1
**transitioning and adjusting to college life**

- □ Attend first year advising meeting with your Field of Interest advisor
  - • What to do if you are unsure about your major, meet with -Exploratory advisor: or -Career and Transfer Center:
- □ Review major requirements
  - • Run degree progress report each semester after registration
- □ Review Rights and Responsibilities Student Handbook
- □ Attend one EMCC sponsored activity
  - • Faculty experience Panel
  - • Club Rush
- □ Full-Time: Complete 12 – 15 credits toward program
- □ Part-Time: Complete 6 – 9 credits toward program

## Semester 2
**academic and career exploration and personal development**

- □ Meet with advisor, bring your education plan
  - • Run degree progress report each semester after registration
- □ Attend one EMCC sponsored activity
  - • Faculty Panel
  - • University tours
  - • FOI Field Trips
- □ Explore interests, strengths, and careers
  - • Career and Transfer Center
    - Career Interview
    - Job Shadow
    - Internship
  - • Within your department & network with faculty in your major
- □ Update your resume and attend career fairs
- □ Consider joining a club or an organization
- □ Apply for scholarships
- □ Full-Time: Complete 15 – 30 credits toward program
- □ Part-Time: Complete 9 – 12 credits toward program

## Semester 3
**academic enhancement and career goal setting**

- □ Check-in with advisor, have education plan
  - • Run degree progress report each semester after registration
  - • Graduation Check
Semester 4
Transitioning out of college into career, university, or graduate school

- Meet your faculty advisor
- Consider joining a club or an organization
- Apply for scholarships

- Full-Time: Complete 30 – 45 credits toward program
- Part-Time: Complete 12 – 18 credits toward program

- Meet with advisor, bring your education plan
  - Run degree progress report each semester after registration
  - Graduation Check/Progress Check
  - Apply for Graduation!
  - Ceremony overview

- Career and Transfer Center
  - Transfer Student Panel
  - University Transition Panel
  - Internship/Volunteer

- Register for CPD104
- Become an EMCC Alumni
- Update your resume and attend career fairs
- Apply for scholarships

- Full-Time: Complete 45 – 64 credits toward program
- Part-Time: Complete 18 – 24 credits toward program

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