

PASSAIC COUNTY COMMUNITY COLLEGE

ACADEMIC ADVISING SYLLABUS

Contact Information:

Campus	Office	RM #	Contact #
Main Campus	Center for Student Success	A230	(973) 684-5524
Wanaque Academic Center	Main Office	W100	(973) 248-3000
Passaic Academic Center	Main Office		(973) 341-1600
Public Safety Academy	Main Office		(973) 304-6020

Academic Planning and Advisement

Advising is part of the educational process at Passaic County Community College. It is a shared responsibility between students, faculty, and staff. Advisors are dedicated to facilitating an advisement process that connects students to supportive personnel and resources; encouraging self-understanding, informed decision making, educational planning and success. Advisors are committed to helping students understand the value of education and achieve their personal, academic and professional goals.

Expected Student Learning Outcomes: Students who participate in academic advising will...

1. Identify personal, educational and career values
2. Select an academic program based on these values
3. Create an Academic Advisement Plan
4. Effectively read and understand their degree audit
5. Know how to complete requirements for academic program
6. Register themselves on the web, after meeting with advisor
7. Be able to read their class schedule
8. Identify campus resources that help them reach their goals
9. Develop post graduation plan for transfer or job placement
10. Graduate in a timely manner based on educational plans

Student /Advisor Responsibilities

Student
Responsibilities

- Meet with an advisor each semester and ask questions.
- Follow your degree audit and academic advisement syllabus.
- Follow through on advising recommendations.
- Check your PCCC portal e-mail daily.
- Be aware of semester deadline dates.
- Seek help from campus resources, if needed.
- Register early using web registration, if eligible.
- Develop realistic educational/career goals

Advisor
Responsibilities

- Offer support in exploring academic programs.
 - Engage students in process of choosing a career.
 - Assist students in the creation of an academic plan.
 - Provide information about PCCC.
 - Be accessible to students.
 - Follow through on actions promised.
 - Offer advisement on appropriate classes.
 - Recommend resources to assist in course selections.
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START ON TRACK STAY ON TRACK: Successful Student Behaviors

Recommended Tasks for Students - Checklist

Before the Start of My First Semester I Will...

- Prepare for my Accuplacer Placement test [Click here for Link to Practice Accuplacer Test](#)
- After taking Practice Placement Test, Schedule Accuplacer test [Click here for Testing Office](#)
- Attend a New Student Success Workshop
- Register for classes.
- Apply for Financial Aid and confirm F/A status [Click here for Financial Aid Office.](#)
- Set up payment plan if not F/A eligible [Click here to Bursar's Office.](#)
- Verify important dates for the semester. [Click here for Academic Calendar.](#)
- Purchase books for class. [Click here for Bookstore.](#)
- Visit PCCC Security Office for my ID card and parking permit
- Review college catalog for policies/ academic programs/support/student code of conduct. [Click here for PCCC Catalog](#)

New Students: Once My First Semester Begins I Will...

- Become familiar with all course syllabi
- Know the names of all my instructors/office hours/contact info.
- Activate PCCC Portal account and check e-mails regularly.
- Review requirements for my academic program (see degree audit).
- Learn difference between co-requisites and pre-requisites in my academic program [Click here for PCCC Catalog.](#)
- Identify assigned student development specialist (SDS) and develop an Academic Plan.
- Make an appointment with my (SDS) if undecided on academic program.
- Seek assistance, if needed, from campus resources (labs/ library/SDS, etc.). [Click here for LibGuides.](#)
- Investigate how I can become involved with student activities. [Click here for Student Activities.](#)

Current Students: I Will...

- Develop with my advisor an Academic Plan and update it each semester, if needed.
- Review requirements for my academic program, using my degree audit.
- Check my portal e-mail (at least once a week) for important PCCC information.
- Notify Registrar's Office of changes in my address/ phone number/program of study. [Click here for Registrar's Office.](#)
- Contact the Financial Aid Office with any questions. [Click here for Financial Aid Office.](#)
- Verify important dates for the semester. [Click here for Academic Calendar.](#)
- Meet with my advisor for advisement and register within the first three weeks of priority registration.

START ON TRACK STAY ON TRACK: Successful Student Behaviors

30+ College Level Credit Students: I Will...

- Develop Academic Plan with my faculty advisor and update it each semester, if needed.
- Review IW (Intensive Writing) requirements for my academic program and discuss them with my faculty advisor.
- Take advantage of early advisement and register on the web after meeting with my faculty advisor (done within first three weeks of priority registration).
- Familiarize myself with PCCC's Career Services Office and explore careers of interest. [Click here for Career Services.](#)
- Register for the College Writing Exam after completing EN101 and at least one IW (Intensive Writing) course required for my degree.
- Begin research on transfer options/requirements and participate in PCCC transfer activities, if I plan to transfer. [Click here for Transfer Services.](#)

40+ College Level Credit Students: Prior To My Last Semester I Will...

- Meet with my department chairperson at PCCC for advisement and to apply for graduation.
- Register using web registration within 1st three weeks of priority reg. [Click here for Web Registration.](#)
- Meet with PCCC's Office of Career Services to develop/revise resume. [Click here for Career Services.](#)
- Meet with PCCC's Job Developer to explore job opportunities in my field. [Click here for Career Services.](#)
- Apply to my intended 4-year college/university and participate in PCCC's transfer activities. [Click here for Transfer Services](#)

Advising Tools & Resources

Resources	Links
PCCC College Catalog	http://www.pccc.edu/prospective/college-catalog
Course Schedule	http://pccc.edu/registration
Financial Aid Office	http://pccc.edu/prospective/paying-for-college/financial-aid
Center for Student Success	http://pccc.edu/prospective/student-services/center-for-student-success
Library	http://pccc.edu/library
Office of Disabilities Services	http://pccc.edu/prospective/student-services/office-of-disabilities-services
Bookstore	http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&storeId=10141&demoKey=d