



PURPOSE:

To develop a partnership with students that equips them in creating and working toward their life, career and educational goals.

DEFINITION AND LEARNING OUTCOMES:

Advising is a partnership between you and your advisor that enhances learning by preparing you to: 1) communicate your life goals, career goals, educational plan and completion date 2) identify appropriate resources and services that support your educational journey 3) understand policies, procedures and expectations important to your college experience.

APPROACH:

Your Responsibilities:

- Recognize your strengths/values/interests and develop manageable goals consistent with these.
- Work with your advisor to develop an educational plan and career plan.
- Understand and follow academic procedures and policies.
- Regularly check CPCC email.
- Build relationships with faculty and staff to reach your educational and career goals.
- Be proactive and seek out appropriate resources and services.
- Navigate educational technology systems: MyCollege, Academic Planning and Blackboard.

Your Advisor's Role:

- Help you understand the value and purpose of higher education.
- Create opportunities for you to communicate your goals.
- Empower you to advocate for yourself.
- Support you in creating your educational plan.
- Help you understand requirements and expectations important to your success.
- Connect you with resources and services that assist you in resolving obstacles.

SEEK OUT ADVISING BY CONTACTING YOUR ADVISOR: **Note: Walk-ins and appointments vary throughout the year.*

- First time in college? Contact First Year Advising: 704.330.6454
- Cato Campus 704.330.2722 x7801
- Central Campus 704.330.6433
- Harper Campus 704.330.4437
- Harris Campus 704.330.4649
- Levine Campus 704.330.4267
- Merancas Campus 704.330.4101
- Send questions by email to ican@cpcc.edu.
 - > You can also look up your assigned advisor/advising office in MyCollege in the My Profile link.

CAMPUS RESOURCES TO EXPLORE:

- Academic Advising: cpcc.edu/ican/academic-advising or 704.330.6433
- Career and College Promise (dual enrollment): cpcc.edu/hsprograms or 704.330.6223
- Center for Military Families and Veterans: cpcc.edu/military or 704.330.6126
- College Catalog: cpcc.edu/attending/catalog
- Disability Services: cpcc.edu/disabilities or 704.330.6621
- Financial Aid: cpcc.edu/financial_aid or 704.330.6942
 - > Don't qualify for financial aid? Find information about other funding resources at cpcc.edu/financial_aid/assistance.
- International Students: cpcc.edu/international_services or 704.330.6484
- Internships, co-ops, apprenticeships: cpcc.edu/workplacelearning or 704.330.6217
- Student Life: cpcc.edu/student_life or 704.330.6584
- Single Stop: cpcc.edu/singlestop or 704.330.2722, ext. 6435
- Tutoring: cpcc.edu/academic_learning or 704.330.6474

STUDENT SUCCESS ADVISING CHECKLIST:

Name: _____

<p>Each semester</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Check academic calendar for registration and semester start dates at cpcc.edu/calendar/academic. <input type="checkbox"/> Check-in with Financial Aid about your status for this semester. <input type="checkbox"/> Register and pay for classes by the deadline. <input type="checkbox"/> Log in to CPCC email and Blackboard when classes begin and throughout the semester. <input type="checkbox"/> Purchase textbooks. <input type="checkbox"/> Review the student code of conduct, academic policies and confidentiality (FERPA): > cpcc.edu/administration/policies-and-procedures/7-students > cpcc.edu/outreach-recruitment/for-parents-1/what-is-ferpa
<p>Before the first day of the first semester at CPCC</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Attend Orientation. <input type="checkbox"/> Consider educational and career goals. <input type="checkbox"/> Meet with an advisor to discuss plan/goals for classes: > Advisor's Name: _____ <input type="checkbox"/> Explore academic program requirements and create initial course plan. <input type="checkbox"/> Understand advising next step. <input type="checkbox"/> Obtain your login and use it to access MyCollege and CPCC email. <input type="checkbox"/> Read over student code of conduct and academic policies. <input type="checkbox"/> cpcc.edu/administration/policies-and-procedures/7-students <input type="checkbox"/> If you are undecided about your major/career, visit Career Services at cpcc.edu/career. <input type="checkbox"/> International students, military veteran students and students with disabilities should meet with appropriate departments for specific support.
<p>0–15 credit hours</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Consider educational and career goals. <input type="checkbox"/> Meet with an advisor to discuss plan/goals during priority advising times (September & February) for classes: Advisor's Name: _____ <input type="checkbox"/> Know your priority registration date: _____ <input type="checkbox"/> Check academic calendar for registration and semester start dates. <input type="checkbox"/> Explore possible career outcomes of educational goals. <input type="checkbox"/> Unsure about your major, visit Career Services at cpcc.edu/career. <input type="checkbox"/> Explore possible transfer institutions if you are seeking a bachelor's degree. <input type="checkbox"/> Review program requirements, including general education and program specific courses. <input type="checkbox"/> Learn about campus activities and student organizations. <input type="checkbox"/> Connect to campus resources as needed (tutoring, disability services, internships). <input type="checkbox"/> Consider commitments that may impact your course schedule and study plan.
<p>16–30 credit hours</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Be able to communicate educational and career goals. <input type="checkbox"/> Meet with an advisor to discuss plan/goals during priority advising times (September & February) for classes: Advisor's Name: _____ <input type="checkbox"/> Know your priority registration date: _____ <input type="checkbox"/> Consider completion timeline for educational goals. <input type="checkbox"/> Explore internship, co-op, research and/or study abroad. <input type="checkbox"/> Work with Career Services to create your résumé. <input type="checkbox"/> Explore possible positions/organizations to apply to after graduation. <input type="checkbox"/> Review ongoing commitments that may impact subsequent course schedule and study plan. <input type="checkbox"/> Program/Major: _____
<p>31–45 credit hours</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review educational and career goals. <input type="checkbox"/> Meet with an advisor to discuss plan/goals during priority advising times (September & February) for classes. Advisor's Name: _____ <input type="checkbox"/> Know your priority registration date: _____ <input type="checkbox"/> Consider completion timeline for educational goals. <input type="checkbox"/> Update your résumé, prepare for interviews and attend career/transfer fairs.
<p>46–60+ credit hours</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Know your priority registration date: _____ <input type="checkbox"/> Meet with academic advisor or faculty advisor for degree audit before graduation. <input type="checkbox"/> Finalize career/transfer plans. <input type="checkbox"/> Apply for graduation.