Central Piedmont Community College Advising Syllabus

# Purpose:

The purpose of advising at Central Piedmont Community College is 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 and; 2) identify appropriate resources and services that support your educational journey; and 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 to seek out appropriate resources and services.
* Navigate educational technology systems: MyCollege, Academic Planning, Blackboard, Moodle.

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.

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

* Academic Advising: [cpcc.edu/ican/academic-advising](http://www.cpcc.edu/ican/academic-advising) or 704.330.6433
* Career and College Promise (dual enrollment): [cpcc.edu/hsprograms](http://www.cpcc.edu/hsprograms) or 704.330.6223
* Center for Military Families and Veterans: [cpcc.edu/military](http://www.cpcc.edu/military) or 704.330.6126
* College Catalog: [cpcc.edu/attending/catalog](http://www.cpcc.edu/attending/catalog)
* Disability Services: [cpcc.edu/disabilities](https://www.cpcc.edu/disabilities) or 704.330.6621
* Financial Aid: [cpcc.edu/financial\_aid](http://www.cpcc.edu/financial_aid) or 704.330.6942
	+ Don’t qualify for financial aid? Find information about other funding resources here: [cpcc.edu/financial\_aid/assistance](http://www.cpcc.edu/financial_aid/assistance)
* First Year Experience: [www.cpcc.edu/firstyear](http://www.cpcc.edu/firstyear) or 704-330-6100
* International Students: [cpcc.edu/international\_services](http://www.cpcc.edu/international_services) or 704.330.6484
* Internships, co-ops, apprenticeships: [cpcc.edu/workplacelearning](http://www.cpcc.edu/workplacelearning) or 704.330.6217
* Student Life: [cpcc.edu/student\_life](http://www.cpcc.edu/student_life) or 704.330.6584
* Single Stop: [cpcc.edu/singlestop](http://www.cpcc.edu/singlestop) or 704.330.2722 x6435
* Tutoring: [cpcc.edu/academic\_learning](http://www.cpcc.edu/academic_learning) or 704.330.6474

# Student Success Checklist:

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| --- | --- |
| **Each semester** | * Check academic calendar for registration and semester start dates: [cpcc.edu/calendar/academic](http://www.cpcc.edu/calendar/academic)
* Check-in with Financial Aid about your status and your payment deadlines for classes.
* Login to CPCC email and Blackboard/Moodle when classes begin and throughout the semester.
* Purchase textbooks.
* Review the student code of conduct, academic policies, and confidentiality(FERPA):
	+ [cpcc.edu/administration/policies-and-procedures/7-students](http://www.cpcc.edu/administration/policies-and-procedures/7-students)
	+ [cpcc.edu/outreach-recruitment/for-parents-1/what-is-ferpa](http://www.cpcc.edu/outreach-recruitment/for-parents-1/what-is-ferpa)
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| **Before 1st day of first semester at CPCC** | * Attend Orientation.
* Consider Educational and Career Goals.
* Meet with an advisor to discuss plan/goals for classes: Advisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Explore academic program requirements and create initial course plan.
	+ Understand advising next step.
* Obtain your login and use it to access MyCollege and CPCC email.
* Read over student code of conduct and academic policies.
	+ [cpcc.edu/administration/policies-and-procedures/7-students](http://www.cpcc.edu/administration/policies-and-procedures/7-students)
* If you are undecided about your major/career seek out Career Services: [cpcc.edu/career](https://www.cpcc.edu/career)
* International Students, Veteran Students, and Students with Disabilities should meet with appropriate departments for specific support.
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| **0 – 15 credit hours** | * Login to CPCC email and Blackboard/Moodle once classes begin and throughout the semester.
* Consider educational and career goals.
* Meet with an advisor to discuss plan/goals during priority advising times (September & February.) for classes: Advisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Know your priority registration date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Check academic calendar for registration and semester start dates.
* Explore possible career outcomes of educational goals.
	+ Unsure about your major, seek out Career Services: [cpcc.edu/career](https://www.cpcc.edu/career)
* Explore possible transfer institutions if you are seeking a bachelor's degree.
* Review program requirements including general education and program specific courses.
* Learn about campus activities and student organizations.
* Connect to campus resources as needed (tutoring, disability services, internships).
* Consider commitments that may impact course schedule and study plan.
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| **16 – 30 credit hours** | * Be able to communicate educational and career goals.
* Meet with an advisor to discuss plan/goals during priority advising times (September & February.) for classes: Advisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Know your priority registration date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Consider completion timeline for educational goals.
* Explore internship, co-op, research, study abroad.
* Work with Career Services to create your resume.
* Explore possible positions/organizations to apply to after graduation.
* Review ongoing commitments that may impact subsequent course schedule and study plan.
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| **31 – 45 credit hours** | * Review educational and career goals.
* Meet with an advisor to discuss plan/goals during priority advising times (September & February.). for classes: Advisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Know your priority registration date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Consider completion timeline for educational goals.
* Update your resume, prepare for interviews, and attend career/transfer fairs.
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| **46 - 60+ credit hours** | * Know your priority registration date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Meet with academic advisor or faculty advisor for degree audit before graduation.
* Finalize career/transfer plans.
* Apply for graduation.
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