

# PACER ADVISING *Syllabus*

## Our *Mission*

The mission of Pacer Advising is to engage students in a collaborative partnership where students are empowered to develop meaningful goals and skills and provide access to impactful resources that support students' personal and professional attainment.

## Our *Values*

Pacer Advising exemplifies PCC values through:

- **Connections:** Connecting students to caring people in an inclusive and supportive environment.
- **Transformative Learning:** Fostering transformative learning experiences through clear educational pathways and increasing access to resources that promote student success.
- **Diversity:** Celebrating diversity and demonstrating high standards of integrity and excellence through continuous professional development.

## Goals for *Student Learning*

Students will work in partnership with academic advising to establish their goals and develop educational plans to achieve those goals. Through this collaborative relationship, students will:

- Learn how to utilize program planning guides, Self-Service, and additional tools to map their program of study to completion and beyond.
- Learn how to utilize Self-Service to monitor their program progress and grade point average.
- Learn about PCC academic policies and procedures.
- Learn about campus resources that support student success.
- Learn about proactively seeking academic advising for timely course planning and registration.

## *Student* Responsibilities

Actively participate in the advising process, including asking questions, and completing advising activities

Communicate goals, values, and interests

Abide by college policies and procedures

Learn how to access and regularly monitor online communication tools, including PCC student email

Learn how to access and utilize online programming tools to track progress, GPA, and explore new programs

Seek and utilize campus resources to support student success and wellbeing, including academic advising

Be mindful of important dates and deadlines

Accept responsibility for decisions and actions



## *Advisor* Responsibilities

Proactively engage students in the advising process, including reaching out to students and responding to questions

Help students connect PCC programs and courses to their goals

Help students understand college policies and procedures

Help students learn how to access and utilize online communication and programming tools

Help students connect to campus resources that support their success and wellbeing

Assist with program planning and course registration

Communicate important PCC dates and deadlines

# Academic Advising *Calendar*

*Jan.*

- Add/drop courses before spring classes begin to finalize schedule
- Attend Welcome Orientation
- Review important dates & course syllabi
- Attend classes & complete assignments

*July*

- Monitor course progress and grades
- Connect to campus resources as needed
- Meet with advising as needed

*Feb.*

- Monitor course progress & grades
- Utilize campus resources as needed
- Spring graduates: Submit graduation application before March deadline

*Aug.*

- Add/drop courses before fall classes begin to finalize schedule
- Attend Welcome Orientation
- Review important dates & course syllabi
- Attend classes & complete assignments

*Mar.*

- Schedule with your advisor to review program progress toward graduation/plan for summer & fall
- March classes begin- review course syllabi & complete assigned activities

*Sept.*

- Monitor course progress & grades
- Utilize campus resources as needed
- Fall graduates: Submit graduation application before October deadline

*Apr.*

- Register for summer & fall courses in Self-Service
- Review Finalizing Registration flyer & prepare for tuition payment
- Prepare for spring term final activities & exams

*Oct.*

- Schedule with your advisor to review program progress toward graduation/plan for spring
- Review scholarships for the next academic year
- October classes begin- review course syllabi & complete assigned activities

*May*

- Add/drop courses before summer classes begin to finalize schedule
- Review spring final grades
- Participate in graduation activities
- Summer graduates: Submit graduation application before June deadline

*Nov.*

- Register for spring courses in Self-Service
- Review Finalizing Registration flyer & prepare for tuition payment
- Prepare for fall term final activities & exams

*June*

- Monitor course progress & grades
- Connect to campus resources as needed
- Meet with advising as needed

*Dec.*

- Complete FAFSA application for the next academic year
- Review fall final grades
- Meet with advising as needed

**Note:** Academic Advising Calendar reminders vary by student and their program progress