



## Advising Mission Statement

As educators, Phoenix College Academic Advisors nurture student growth, support critical thinking and decision-making skills while promoting the value of diverse perspectives to encourage life-long learning. This is a cooperative effort in which students are active participants in their holistic development, including academic, professional and personal goals.

### ADVISOR RESPONSIBILITIES

**BE ACCESSIBLE** for meeting with students including in-person, virtual, or telephone - either by appointment or drop-in.

**DEVELOP** purposeful relationships with students and teach students the nature of the advising relationship.

**CREATE** an environment where mutual respect and trust allows students to define and develop realistic goals.

**ASSIST** students in gaining decision-making skills and in assuming responsibility for their educational plans and achievements.

**MAINTAIN** confidentiality following FERPA regulations.

**ASSIST** students in understanding the purpose and goals of a Liberal Arts education and its effect on their lives and personal goals.

**UNDERSTAND** and effectively communicate the curriculum, including degree requirements, and college policies and procedures.

**ENCOURAGE AND GUIDE** students in identifying and pursuing resources to support academic success and holistic development as a student.

**ASSIST** students in gaining decision-making, problem-solving, self-assessment and evaluation skills.

### CONTACTING AN ACADEMIC ADVISOR

**Appointments:** Available Monday-Friday 8am-5pm and Fridays 10am-4pm. Make an appointment online at [www.phoenixcollege.edu/advisement-schedule](http://www.phoenixcollege.edu/advisement-schedule) or call 602-286-7777. Appointments are best if you have lots of questions, need a graduation plan or want to see a specific academic advisor.

**Drop-in:** Available Monday-Thursday until 12pm. Demand for drop-ins is high; wait times can be long, so please plan accordingly. Drop-ins should be used for quick, general questions that are time-sensitive.

**On-line chat/email:** Available during regular advising hours at [www.phoenixcollege.edu/chat](http://www.phoenixcollege.edu/chat) and [pc-chat-advisement@phoenixcollege.edu](mailto:pc-chat-advisement@phoenixcollege.edu). Chat and email should be used for quick, general questions.

#### My Academic Advisor's Contact Information

Name:

Phone:

Email:



## Student Responsibilities

Academic advisors are teachers, who help students make the most of your college experience.

As a result of a **cooperative relationship** with your advisors, you will learn:

- \_\_\_\_\_ Know your **program of study**. In other words – know what degree or certificate you are earning!
- \_\_\_\_\_ Use the check sheet or degree progress report to identify **courses and checkpoints** (application deadlines, professional development) required for your degree or certificate
- \_\_\_\_\_ Build and follow your **educational plan**, taking courses in the required/recommended order
- \_\_\_\_\_ Know your college timeline and estimated **graduation date**
- \_\_\_\_\_ Save and organize advising materials (educational plan, check sheet), bringing them to your appointments
- \_\_\_\_\_ Know your advisor's **contact information**

As a result of working with your advisor, you will be able to use **informational tools** such as:

- \_\_\_\_\_ Accessing and finding information on the **Phoenix College website**
- \_\_\_\_\_ Utilizing **My.Maricopa** Student Center to access Advising Notes and Tasks
- \_\_\_\_\_ Searching the **online course list** (Find-a-Class)
- \_\_\_\_\_ **Building** a semester schedule
- \_\_\_\_\_ Finding classes to fill specific **general education designations**
- \_\_\_\_\_ Locating the college policies and procedures as outlined in the **catalog**

As a result of working with your advisor, you will **become a life-long learners** by understanding:

- \_\_\_\_\_ The **purpose** of degree requirements and the relevancy within your degree program
- \_\_\_\_\_ How specific courses apply to your **educational and career goals**
- \_\_\_\_\_ **Educational options** beyond the community college
- \_\_\_\_\_ The **university transfer process** (admission, deadlines, pre-requisites, etc.), if that is your goal

**\* Academic Advisors provide students with the academic support  
and assistance you need  
so you can *take charge of your education!***



## **Student Advising and Registration Checklist**

### **Prior to the start of my first semester, I will:**

- ⇒ Apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA).
- ⇒ Attend a New Student Orientation Session: Bear Trax
- ⇒ Access the Student Center and activate my Maricopa.edu student email account.
- ⇒ Obtain my PC Student ID Card.
- ⇒ Pay my tuition bill (Contact the Financial Aid Office or the Cashier's Office for help with financial aid and payment options.)
- ⇒ Purchase required books and supplies.

### **Each semester I will:**

- ⇒ Review my address, phone number, and program of study in My Student Center and make any needed updates.
- ⇒ Apply for Maricopa Foundation Scholarships.
- ⇒ Review the course requirements for my program and run a degree progress report to determine my status toward my degree or certificate completion.
- ⇒ Review my academic plan/goals, prepare a list of possible courses for the upcoming semester and meet with my advisor at least one week before priority registration begins.
- ⇒ Register for your classes in your Maricopa Student Center.

### **Ongoing I will:**

- ⇒ Check my Maricopa.edu email and read Canvas announcements.
- ⇒ Meet with a Counselor to explore career options if I am undecided about my program.
- ⇒ Meet with Career Services to update my resume, look for internships and job postings.
- ⇒ Meet with University Transfer Specialists in the Transfer Center.
- ⇒ Apply for Scholarships.
- ⇒ Explore student clubs, internships, work-study, on campus jobs and volunteer work.

### **Prior to my final semester, I will:**

- ⇒ Attend Grad Trax.
- ⇒ Set up Exit Counseling and student loan support with Financial Aid.
- ⇒ Apply to the university you plan to transfer to (if transferring).
- ⇒ Enhance job searching skills with mock interview and updated resume with Career Services.
- ⇒ Build a professional Social Media Presence, like LinkedIn.
- ⇒ Attend job fairs.

### **In my final semester, I will:**

- ⇒ Run a degree progress report and make an appointment with my advisor to review the report.
- ⇒ Apply for graduation!



**Student Name:**

**Student ID:**

**Degree/Program:**

**Transfer Institution:**

**Transfer Degree:**

**Advisor Name:**

**Date Created:**

## To Do

- Complete 2022-2023 year FAFSA application
- Apply to [Maricopa Foundation Scholarships](#)
- Register for next Summer/Fall classes March 7th
- Your next advising appointment should be in September 2022
- Other: \_\_\_\_\_

## Semester-By-Semester Plan

Fall 2021	Spring 2022	Summer 2022
Fall 2022	Spring 2023	Summer 2023
Fall 2023	Spring 2024	Summer 2024

## Reminders

- Search for classes using the [find-a-class tool](#) at [my.maricopa.edu](http://my.maricopa.edu). Use your student center to “Add a Class.”
- Refer to advising notes in your student center under the “Academic Progress” box