COMMUNITY COLLEGE OF DENVER
ACADEMIC ADVISING SYLLABUS

Name: _____ My Program of Study (Major): _____

Today's Staff/Advisor: _____ Assigned Advisor: _____

My pathway is:

❒ Arts, Communication, & Design
❒ Business
❒ Education
❒ Health Sciences

❒ Manufacturing
❒ Public Safety & Legal Services
❒ Science, Technology, Engineering, Math (STEM)

❒ Social & Behavioral Sciences
❒ Undecided /Undeclared
❒ Non-degree seeking or Guest

LEARNING OUTCOMES: Through my work with my Academic Advisor, I will:

1) Develop goals for my education and career, and create a plan to achieve them.
2) Learn about campus resources and opportunities for a successful college experience.
3) Stay on track to graduate. Plan and register early, evaluate my progress, and advocate for myself.

Student Commitments: I Will...

1) Come prepared to each appointment. I will read the CCD website about my program, know my goals and have questions ready.

2) Develop and share my goals.

3) Continue to learn about my major, CCD Pathway, and career.

4) Build my Academic Plan and review with my Advisor.

5) Create school/work/life balance.

6) Take responsibility for my education by reaching out to my Advisor through email, phone, and text.

7) Review my progress using Degree Check and Navigate.

8) Complete my To-Do's in Navigate.

9) Research and decide on transfer school options if I am in a transfer program.

Advisor Commitments: Your Advisor Will...

1) Approach you in an inclusive and supportive way, focus on your strengths and

individuality, and build a relationship based on trust and respect.

2) Learn about your goals and ensure they match your Pathway and major.

3) Discuss course placement and program options based on your skills and interests.

4) Create an academic plan with you to meet your goals and empower you to select your own schedule each semester in Navigate.

5) Empower you to connect with your CCD Pathway, resources, clubs, events, and opportunities.

6) Reach out to you at least once a semester.

7) Provide accurate and timely information to help you know how college works.

8) Explore transfer and career options with you.

Work with Your Advisor & Stay On the Path to Graduation!

ACADEMIC ADVISING SYLLABUS

During my First 15 Credits at CCD, I will work with my Advisor to...

❐ Ensure my major matches my career and/or transfer goals and is declared correctly.

❐ Find out if my major includes stackable certificates.

❐ Transfer Program Students: Know the school(s) where my degree transfers and for what major.

❐ Direct-To-Work Program Students: Know the industries and careers that match my certificate/degree.

❐ Set a goal date for graduation.

❐ Create an Academic Plan for all semesters using the Planner tool in Navigate.

❐ Learn how to stay connected, find resources, and build "college knowledge."

❐ Demonstrate accountability for my success by completing my To-Do's in Navigate.

❐ Prioritize my education by registering early for the next semester.

❐ Ask for help when needed.

At 16-30 Credits:

❐ Confirm my major is correct, and work with my Advisor if updates are needed.

❐ Follow my Academic Plan. Evaluate my progress toward completion in Degree Check. Adjust my plan for success as needed.

❐ Discuss my engagement with my Pathway, classes, campus organizations, events, and resources.

❐ Stay on track by using Navigate to communicate, find resources and information, and register early.

❐ Celebrate my successes and work to overcome challenges. Ask for help when needed.

At 31-45 Credits:

❐ Continue to explore career and educational opportunities (including internships) that match my major.

❐ Follow my Academic Plan in Navigate. Evaluate my progress toward completion in Degree Check. Adjust my plan for success as needed.

❐ Transfer Program Students: Explore transfer schools & majors. Schedule visit to transfer schools. Ensure I meet application requirements. Attend Transfer Fair.

❐ Discuss my engagement with my Pathway, classes, campus organizations, events, and resources.

❐ Stay on track by using Navigate to communicate, find resources and information, and register early.

❐ Celebrate my successes and work to overcome challenges. Ask for help when needed.

At 46-60 Credits:

❐ Direct-To-Work Program Students: Discuss the job opportunities and internships I am exploring.

❐ Transfer Program Students: Discuss the transfer school(s) to which I am applying. Ensure I meet all application requirements. Learn how to connect with my transfer school Advisor. Attend Transfer Fair.

❐ Confirm that I am at 100% program completion.

❐ Apply for Graduation and register for the Commencement Ceremony.

❐ Celebrate my successes and ways I have overcome challenges.

* If your program is not 60 credits, think of each section as 25% of your program length.

ACADEMIC ADVISING
RESOURCE GUIDE

COMMUNITY COLLEGE OF DENVER

Full-time or Part time?
A good rule of thumb is to plan 3 hours/week for every credit you take in a 15 week long class, and 5 hours/week for each credit in a 10 week long class. This includes time spent to attend class, study, and complete assignments.

Many of our degree programs are set up to be completed in 2 years with a full-time schedule. Certificates vary from 5 to 45 credits. Full-time helps you finish faster!

How Long to Finish a 60 Credit Degree?	Semesters	2 Year Plan	2.5 Year Plan	3 Year Plan	3.5 Year Plan
Credits Each Semester	Fall	15	12	9	6
	Spring	15	12	9	6
	Summer	0	0	6	6

How Long to Finish a 30 Credit Certificate?	Semesters	1 Year Plan	1.5 Year Plan	2 Year Plan	2.5 Year Plan
Credits Each Semester	Fall	15	8	6	6
	Spring	15	8	6	6
	Summer	0	6	3	0

Academic Advising Center
Phone: 303-556-2481
Website: ccd.edu/advising

For In-Depth, Personalized 1:1 Advising:
- Schedule an appointment in Navigate
- Best Availability: Sept-Dec or Feb-July

Drop In for General Questions, Quick Assistance, and Group Advising Without an Appointment:
- In Person at Confluence 123
- Virtual Advising Desk in Zoom
- E-Advising (advising@ccd.edu)

See Website for days, times and links.
Extended drop-in hours during January and August!

Navigate Student
EAB Global Inc.
GET THE NAVIGATE APP
Google Play Store
Apple App Store

YouTube

VISIT CCD'S YouTube CHANNEL
How to Register for Classes
How to Make an Appointment in Navigate