



ACADEMIC ADVISING SYLLABUS

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

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

My pathway is:

- | | | |
|--|---|---|
| <input type="checkbox"/> Arts, Communication, & Design | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Social & Behavioral Sciences |
| <input type="checkbox"/> Business | <input type="checkbox"/> Public Safety & Legal Services | <input type="checkbox"/> Undecided /Undeclared |
| <input type="checkbox"/> Education | <input type="checkbox"/> Science, Technology,
Engineering, Math (STEM) | <input type="checkbox"/> Non-degree seeking or Guest |
| <input type="checkbox"/> Health Sciences | | |

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

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 Degree?	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
- In-person and Virtual Sessions in WebEx

Drop In for General Questions, Quick Assistance, and Group Advising Without an Appointment:

- In Person at Confluence 123
- E-Advising (advising@ccd.edu)

See Website for days, times and links.

Extended drop-in hours during January and August!

- [Are Online Classes Right for Me?](#)
- [Videos and Guides to Help You Learn D2L \(Your Online Platform for All Classes\)](#)
- [Online Education Resources](#)



Navigate Student
EAB Global Inc.

GET THE NAVIGATE APP

- [Google Play Store](#)
- [Apple App Store](#)



VISIT CCD'S [YouTube](#) CHANNEL

- [How to Register for Classes](#)
- [How to Make an Appointment in Navigate](#)