

## Campus Resources

### ACADEMIC ADVISEMENT

Paris: (903) 782-0426

Greenville: (903) 454-9333

Sulphur Springs: (903) 885-1232

### FINANCIAL AID

(903) 782-0429

### REGISTRAR/ACADEMIC RECORDS

(903) 782-0309

### TUTORING SERVICES

(903) 782-0211

### WRITING LAB

(903) 782-0314

### MATH LAB

(903) 782-0209

### LIBRARY

Paris: (903) 782-0415

Greenville: (903) 457-8729

Sulphur Springs: (903) 885-1232

### STUDENT ACTIVITIES

(903) 782-0403

### COUNSELING CENTER

(903) 782-0426

### ADMISSIONS OFFICE

(903) 782-0425

### CAMPUS HOUSING

(903) 782-0402

### COMPUTER CENTER HELP DESK

(903) 782-0496

### BOOKSTORE

Paris: (903) 782-0344

Greenville: (903) 457-8731

### MAIL (Paris Campus Housing students)

(903) 782-0346

## Advising Objectives

- Help students establish academic goals and develop their personal potential.
- Work with students in developing academic plans and pathways for their major or program.
- Help students in choosing appropriate courses and reviewing degree audit.
- Connect students with campus and community resources.

**Go to the PJC  
website at  
[www.parisjc.edu](http://www.parisjc.edu)**



### Paris Junior College

2400 Clarksville Street, Paris, Texas 75460

(903) 785-7661 • [www.parisjc.edu](http://www.parisjc.edu)

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

8-21

# Paris Junior College



## Academic Advising Syllabus

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Student Name

My Advisor is:

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Office phone number:

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Office is located:

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Paris Junior College: (903) 782-0426

PJC – Greenville Center:  
(903) 454-9333

PJC–Sulphur Springs Center:  
(903) 885-1232

## Academic Partnership

### STUDENT RESPONSIBILITIES

- Clarify personal and career values and goals.
- Be well-informed about college programs, policies and procedures.
- Have a list of questions or concerns before each advising session.
- Keep a personal record of your academic progress.

### ADVISOR RESPONSIBILITIES

- Explain the college's core curriculum requirements, policies and procedures.
- Assist and guide students to define and develop realistic educational goals.
- Listen carefully to questions and concerns.
- Communicate the importance of diligence in academic endeavors.
- Assist with developing academic plans consistent with students' abilities and interests.
- Refer students to appropriate resources.

## By the End of the First Semester

### YOU SHOULD KNOW HOW TO

- Contact your advisor
- Access the MyPJC portal
- Access Blackboard
- Schedule an advising appointment
- Use the undergraduate catalog
- Add/Drop a class
- Read the PJC Course Schedule
- Know the course numbering system
- Read and understand your degree plan
- Withdraw from a class
- Refer to the PJC Student Handbook for information on programs, policies, and procedures

### KNOW WHERE TO FIND

- Tutoring Services
- Information about certificates, degrees, majors, minors and programs
- Dates and deadlines
- Full-time/Part-time status, GPA requirements for financial aid

### DEVELOP

- Responsibility and accountability for your education, time management and study skills
- Rapport with your advisor

## By the End of the Second Semester

### YOU SHOULD KNOW HOW TO

- Determine hours for classification (freshman, sophomore, etc.)
- Calculate your GPA
- Request an official transcript

### DEVELOP

- An academic plan and register for the next semester

### During Each Semester

#### YOU SHOULD

- Make an appointment with your advisor and come prepared

### Before Your Advising Appointment

- Review your degree plan
- Verify your major
- List questions and concerns for advising session