Academic Advising Syllabus

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

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) 782-0302

TUTORING SERVICES
(903) 782-0270

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

ADMISIONS 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
Sulphur Springs: (903) 885-1232

MAIL (Paris Campus Housing students)
(903) 782-0346

The Quality Enhancement Plan focuses on increasing student completion rates by developing academic plans and pathways through intrusive academic advising and mandatory orientation.
**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.

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**By the End of the Second Semester**

**YOU SHOULD KNOW HOW TO**
- Access, read, and understand your degree audit via Campus Connect
- Determine hours for classification (freshman, sophomore, etc.)
- Calculate your GPA
- Request an official transcript

**DEVELOP**
- An academic plan and register for the next semester

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**During Each Semester**

**YOU SHOULD**
- Make your appointment with your advisor and come prepared

**Before Your Advising Appointment**
- Review your degree audit
- Verify your degree major
- Update any personal information on Campus Connect
- List questions and concerns for advising session

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**I acknowledge receipt of the advising syllabus:**

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