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.

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

Go to the PJC website at www.parisjc.edu

Student Name
My Advisor is:
Office phone number:
Office is located:

Paris Junior College
Academic Advising Syllabus

Paris Junior College
2400 Clarksville Street, Paris, Texas 75460
(903) 785–7661 • 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.
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