

The college provides timely and effective academic and career advising programs for all students.

Academic Advising for New Students

New students need to schedule an advising session with an advisor. Information (e.g. high school transcripts, assessment scores and other evaluative data) will be used to assist students in pursuing a program consistent with their educational goals and level of preparation.

Academic Advising for Continuing Students

When a student has completed the prerequisite course(s) at MCC, he/she can register without a signature. The following students must meet with an academic or faculty advisor:

- All financial aid students
- Students using VA Educational Benefits
- Students who have not met prerequisites for their classes
- First-time transfer students, or students who will meet prerequisites with SAT or ACT scores
- Graduating students at least a semester before commencement
- Students who are changing their degree, major or catalog year
- Transfer students
- Students who would like to review their progress

MCC Advising Faculty and Staff Program

Most faculty/staff have had experience with academic advising and are aware of its function and value. Thus, the description of this program is largely to remind faculty/staff of the constant need to provide for the supportive service, education, and retention of MCC students. What follows is a description to organize, standardize, and document the academic advising process. To faculty and staff advisors, the process is not complex, but it does require care and attention to detail.

Method and Implementation

When possible, students are paired with faculty/staff advisors whose expertise matches the academic major. Students will be distributed among faculty/staff advisors with every effort made to achieve equitable advising loads. Advisors are given a list of advisees currently enrolled.

Students who stop out for two consecutive semesters (excluding summer school), need to complete a new degree declaration, declare a program in the current catalog and be assigned a new faculty or student services specialist.

Expectations of Faculty and Staff Advisors

Students who declare a major are assigned an advisor from the campus faculty or staff. Students meet with their advisor as needed each semester to plan the following semester and to allow for early registration.

The advice which faculty/staff advisors are expected to offer is limited to educational advising, which is defined as:

- Advice which is specifically relevant to students achieving their educational and career goals.
- Helping students plan what courses they will take
- Helping students realistically assess their career plans in relation to their preparation, ability, and commitments.
- Helping students consider all aspects of their lives as they take on educational commitments.

Student and Advisor Responsibilities

Students are responsible for knowing the degree requirements and for knowing that the courses in which they enroll will meet the degree requirements. To gain a total college experience, advisors should encourage their advisees to familiarize themselves with MCC's campus, services, activities and resources.

During each advising session students should be encouraged to become familiar with the class schedule, the college catalog and the student handbook. And also, to participate in programs, classes and activities that help them develop and grow academically.

The college catalog outlines the required courses to satisfy requirements for a certificate or degree at MCC. Program requirements sometimes change, and continuing students need to meet with their assigned advisor to determine the best catalog year for graduation requirements.

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Catalog Choice

In determining certificate or degree graduation requirements, Mohave Community College students may use only one edition of the Catalog. Students maintaining on-going enrollment at MCC or any other public Arizona community college or university may graduate from Mohave Community College according to the requirements of the catalog in effect at the time of initial declaration of degree and/or certificate or according to the requirements of any single Mohave Community College catalog in effect during subsequent terms of on-going enrollment, dependent upon the availability of the courses and programs being offered at Mohave Community College at that time. The student may not choose a catalog from a previous academic year.

A semester in which a student earns at least three course credits will be counted toward on-going enrollment. Adult education courses, non-credit courses, audited courses, failed courses or courses from which the student withdraws do not count toward the determination of on-going enrollment for catalog purposes.

Students who do not meet the minimum enrollment standards stipulated above are no longer considered enrolled in an on-going status and must meet requirements of the Mohave Community College catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of on-going enrollment after readmission.

Students admitted or readmitted to Mohave Community College during a summer term must follow the requirements of the current catalog or any single catalog in effect during subsequent terms of on-going enrollment. Students transferring among Arizona public higher education institutions must meet the admission requirements, residency requirements, and all curricular and academic requirements of the degree-granting institution.

Students who complete a degree program and elect to pursue another degree are subject to the degree requirements of the catalog at the time they select the new degree. Students admitted into an MCC specialized program are subject to the degree requirements in effect at the time of their program admission, e.g., Dental Hygiene, Nursing, Paramedic and Truck Driving programs.

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Advising for Transfer Students

Students intending to transfer to another institution should meet with a faculty/staff advisor to learn about the resources available and to facilitate transfer of MCC credits to the university. Among these resources are transfer guides developed by each university for their majors; the Course Equivalency Guide, which is used to determine transferability of MCC courses; and AZCAS, an on-line resource for transfer students. Students may also obtain the MCC Transfer Planner on-line.

Arizona Higher Education Course Equivalency Guide

The Arizona Commission for Postsecondary Education, in conjunction with the Arizona Board of Regents, publishes the Arizona Higher Education Course Equivalency Guide (CEG) online at: www.az.transfer.org. The CEG "equivalency" does not mean that the community college course is identical to the university course or vice versa, but that the course is regarded as fulfilling the requirement of the designated university or college course. The evaluations of transfer credit in the CEG refer only to community college courses and their acceptance at the respective four-year institutions in the state of Arizona. Students should consult with the appropriate transfer institution's academic department for major course requirements before deciding on current class schedules.

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Career Services

The career services program offers career counseling for students at Mohave Community College via the campus student services department. Students are guided as they discover areas of occupational interest, develop plans for training and/or employment and take steps that will lead to entry into the job market.

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References: