

Seas the day!



Academic Advisement
Booklet

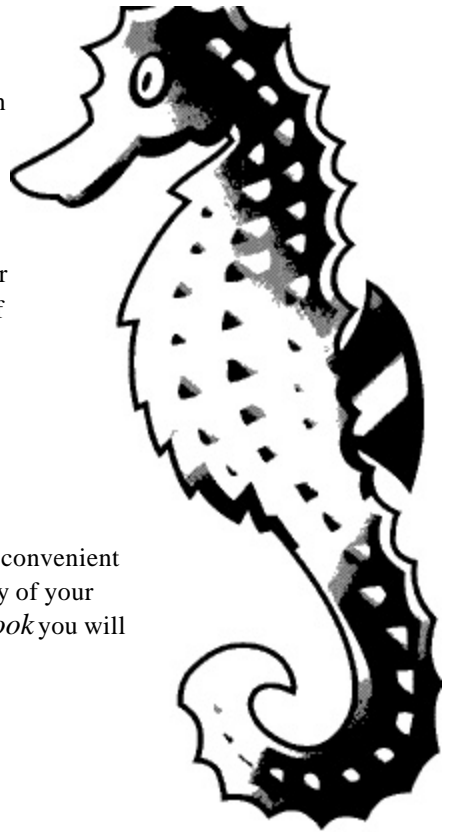
Monroe Community College

College is a Time for Exploration

College is a unique time in your life. You won't have many other opportunities when you can explore various subjects, talk with experts in their fields and involve yourself in extracurricular activities.

You may know actually what you want to become. That's great. If not, that's fine too. MCC counselors and faculty are available to help you explore the world of work.

At MCC there are a great number of courses you can take to satisfy your intellectual and career needs. You may wish to study subjects that are of recent interest or others that have interested you since you were a kid.



When Should You Read This Booklet?

Take the time to glance through it when you get the chance. Keep it in a convenient location so you can access it readily. *Seas The Day* has answers to many of your questions and in combination with the *MCC Catalog/Student Handbook* you will find answers or find out how to reach the people who have them.

Progress Toward Your Degree

MCC has made it easy for you to monitor your progress toward your degree by providing a Progress Report on a semester basis. Your courses and grades are recorded on this document to show how you are proceeding toward a diploma in your program of study. It is important that you review your academic standing on a regular basis and discuss it with your advisor.

You should also remember that as everything else around us changes so do your degree requirements. You may see this in your Progress Report which is updated on a regular basis. But don't panic. The college has a policy that states that your degree requirements are fixed at the time you officially matriculated (enrolled in your program).

Provided you always remain in this program, your degree requirements will remain constant, regardless of the changes taking place. You should

know, however, that you have the choice of pursuing your

degree by the requirements that were in place when you matriculated or by the ones established after that date. That is your choice.



Academic Goals: They're Up To You

Not everyone wants to earn a college degree. Rather, you may want to take a few courses to improve selected skills or to explore various academic interests. Whatever you decide, we're here to help you.

Undeclared with Major

It's okay if you know you want a degree, but are not ready to declare a major. Many students also take advantage of the career counseling services available in the Counseling Center and Student Services at our Damon City Campus. For example, you may want to take a vocational interest test or enroll in a career development class. There are faculty, administrators and staff available to assist you in your exploration.



Credit for Prior Learning

College credit can be earned for learning you have done through military experience, community activities, non-credit courses, and private or public sector training. Credit for prior learning is primarily intended for adults returning to school rather than those entering college immediately after high school. The Admissions Office can give you further information on these opportunities.

Another way to earn credit outside the classroom is the College Level Examination Program (CLEP). Examinations which are intended to cover material included in college introductory courses are given in the humanities, English, mathematics, social sciences, and natural sciences. You can also be examined in specific subject areas. In each area you can earn up to six (6) college credits, depending on how well you do.



Academic Advising

Perhaps you've always known what you have wanted to be. Maybe you want to be a history teacher or run your own business. We'll help you achieve your goals, whatever they might be. If you don't know what you want to do, we'll help you explore the many careers options available.

Academic advisement is much more than selecting courses for next semester. It means meeting with your advisor so the two of you can plan an academic program that meets your educational and vocational goals. While it does involve course selection, it also includes talking about academic programs and career opportunities. We believe your academic advisor is an extremely important component in your education at Monroe Community College.

We are glad you are here and we want to help you to succeed.

With academic advising, like anything else, there are ***do's and don'ts***. If you pay attention to these, they can be very helpful.



Don't:

- v Don't assume that anyone can give you academic advice.
- v Don't think that advising only means choosing your courses.
- v Don't think that it is your advisor's responsibility to remember everything about you in order to insure the completion of all of your requirements.
- v Don't assume that your advisor has a copy of all of your records. Keep your materials together where you can freely access them.
- v Don't wait until it is time to register for classes to see your advisor.

Do:

- v Make an appointment with your advisor early in the semester.
- v Make sure your appointment with your advisor is long enough to get everything done.
- v Bring all important records e.g., Progress Report with you when you meet. Keep your advisor informed.
- v Be proactive and ask questions. Look and plan ahead.
- v Recognize that you are responsible for knowing rules and regulations that affect you.
- v Expect the best from your advisor. She/he is pleased to be working with you.

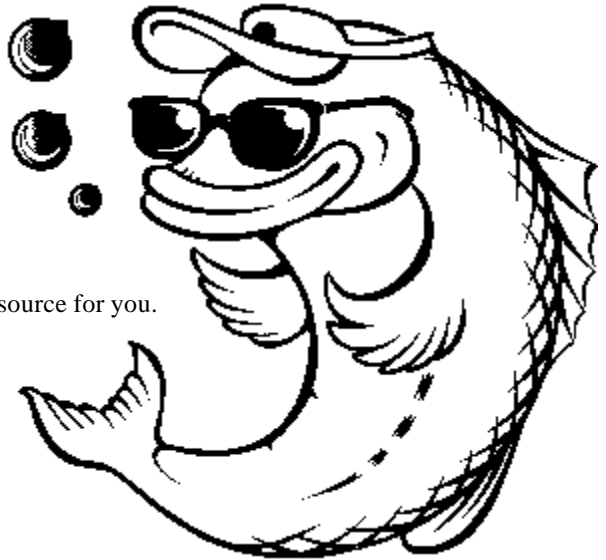
Don't Get Yourself in a Pickle

In any situation there is a chance that misunderstandings will occur, especially when there are formal policies and procedures involved. And when confusion does occur, a misunderstanding can cause a major problem! Listed below are the *top ten "Myths about MCC"*:

1. If you stop attending classes the college will automatically withdraw you.
2. It doesn't matter if you have your student ID.
3. I don't have to memorize my social security number.
4. I will graduate in two years if I take 12 credits in the Fall and Spring semesters and work during the summer.
5. You will not have to study much out of class to successfully pass.
6. Class attendance and grading will be the same for every professor.
7. If you drop from full-time to part-time status, it will not affect your financial aid.
8. If you repeat a class and earn a worse grade, you can choose the better of two grades to average into your grade point average.
9. Academic advisement isn't very helpful. You should just select your courses on your own.

Classroom Tips

- v Go to class on time.
- v Sit in the front of the room if possible.
- v Get to know your Professor.
- v Ask questions.
- v If you miss class let your Professor know why.
- v Do your assignments on time.
- v Read your class syllabus.
- v Get to know your classmates, they will be a valuable resource for you.
- v Don't miss an exam.
- v Use the learning centers on campus.
- v If you need help, utilize your Professor's office hours.
- v Take detailed notes during lectures.
- v Don't disrupt class by talking to your friends.



Wave Through The Week Your Personal Schedule

It is a great benefit to schedule your activities on a weekly basis. We've all said at least once: 'If I only had more time.' Organizing school, work, personal and recreation time is essential to daily living. Here is an example of a typical college student schedule.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00-9:00 am		Get Up Early Today	Work in Morning	Get Up Early Today	Study in School	Get Up Early Today	
9:00-10:00 am	Personal Activities	English 101	↓	English 101	↓	English 101	Personal Activities
10:00-11:00 am	↑	Study in Lab	Math 150	Study in School	Math 150	Study in Lab	↑
11:00 AM-Noon	↓	Pay 101	11:30 Study Lunch	Pay 101	11:30 Study Lunch	Pay 101	Recreational Time
12:00-1:00 pm	Lunch	Lunch	12:30 Bio 133	Lunch	12:30 Bio 133	Lunch	Lunch
1:00-2:00 pm	Study	Spt 101	↑	Spt 101	↓	Spt 101	Laminify
2:00-3:00 pm	↑	Travel To Work	Bio 180 Lab	Work Out in Human Performance Lab	Bio 180 Lab	Work Out in Human Performance Lab	Study
3:00-4:00 pm	Treat Yourself	↑	Travel To Work	Go Home & Take A Nap	Travel To Work	Social (Study in Group)	↑
4:00-5:00 pm	↑	Work	Work	↓	Work	↑	↓
5:00-6:00 pm	↓	↓	↓	↓	↓	↓	Dinner
6:00-7:00 pm	Dinner	Dinner At Work	Dinner At Work	Dinner	Dinner At Work	Go To Dinner	Social
7:00-8:00 pm	Study	Work	Work	Study	Work	Study	↑
8:00-9:00 pm	↑	↓	↓	↑	↓	↑	↑
9:00-10:00 pm	↑	Study	Study	↑	Study	↑	↑
10:00-11:00 pm	10:30 PM	↓	↓	↓	10:30 PM	↓	↓
11:00-Midnight	Go To Sleep						

Points

- There are 168 hours in a week.
- In this schedule there are 16 class hours, 32 study hours, treating yourself, recreation time, eating time etc.

YOUR SCHEDULE CAN HELP YOU TO SUCCEED

Wave Through The Week

Use this to create your own schedule. Remember to use a pencil in case of changes.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00-9:00 am							
9:00-10:00 am							
10:00-11:00 am							
11:00 am-noon							
12:00-1:00 pm							
1:00-2:00 pm							
2:00-3:00 pm							
3:00-4:00 pm							
4:00-5:00 pm							
5:00-6:00 pm							
6:00-7:00 pm							
7:00-8:00 pm							
8:00-9:00 pm							
9:00-10:00 pm							
10:00-11:00 pm							
11:00-12:00 pm							

Points

- Remember, for 16 credit hours you need 32 hours of studying per week.
- Don't forget to schedule time for socializing, recreation (fun), and exercise (keep fit).
- A study group can be useful, consider joining.
- Schedule work hours & time for travel to your job site.
- Make sure you schedule in your meals, you need to eat!

YOUR SCHEDULE CAN HELP YOU SUCCEED

Tips For Success

1. Use an Academic Planner to record your class schedule, assignments, professor's office hours, student contacts and things you need to do. Planners are available in the Counseling Center and Student Center at Damon City Campus.
2. Visit the Electronic Learning Center to type your papers.
3. Attend Study Skill workshop on time management, notetaking, test anxiety, career exploration, and effective habits of successful students to help cope with the many challenges you face as a student.
4. Sign-up for a personal growth workshop on self-esteem, leadership, dealing with loss and wellness.
5. See a counselor in the Counseling Center or Damon City Campus Student Services to discuss your academic, career or personal concerns.
6. Utilize the library, ask for a tour, and request a demonstration of the computerized card catalog.
7. Attend placement seminars hosted by the Transfer and Placement office.
8. Register for your next semester's classes on time.
9. Arrange for a tutor if you need extra help in a course.
10. Take advantage of the Writing Center if you need help with your writing.
11. Budget time for class, work, transportation, studying, sleep, and recreation.
12. Ask for help if you're feeling overwhelmed.
13. Visit a faculty member during his/her office hours to get answers to some of your questions.



Test Taking Hints

- v Always bring extra pens and pencils to your exams.
- v Always arrive early so you have time to relax before the exam.
- v Read the directions carefully
- v Be ready for all types of questions that you might be asked.
- v Scan the test so you will know how much time to allow for each section.
- v If you are struggling with a question go back to it later.
- v Never look at others while taking the exam, concentrate on what you are doing.
- v Don't rush. Use all the time you are given.
- v Believe in yourself!

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Special thanks to Dr Ronald Kostecke



