

# Vision for Integrating Career Planning into an Advisement Strategy that Supports the Guided Pathways Initiative

**Passaic County Community College**

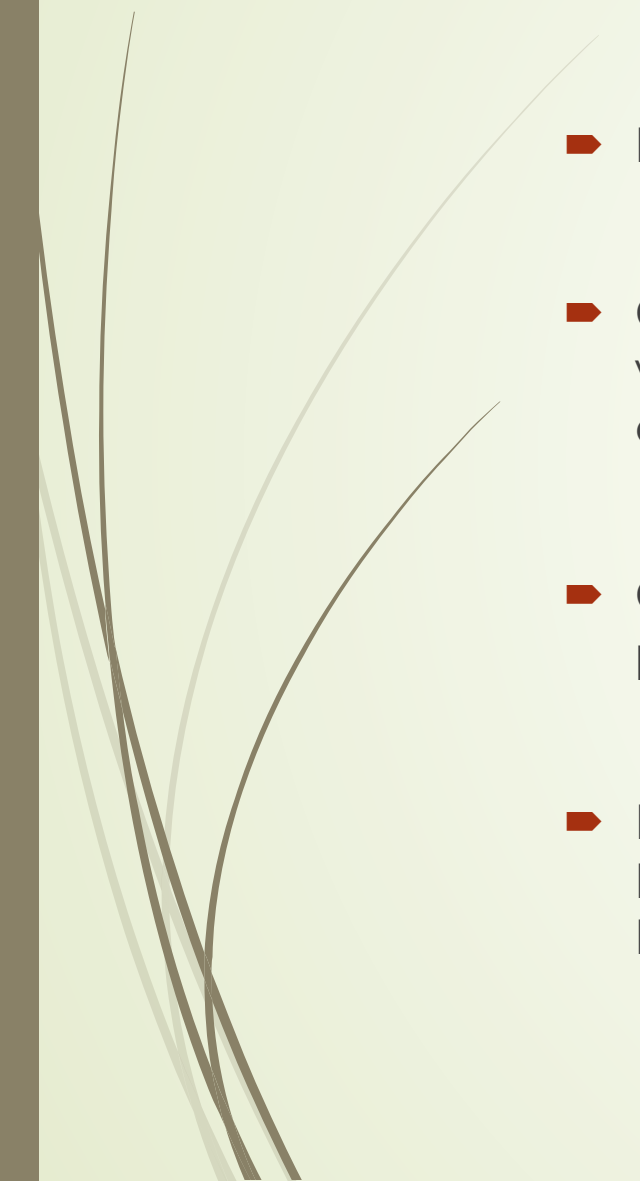
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# Getting to Know Us

- Enrollment of approximately 8,300 students across three campuses
  - Center for Student Success, located on the main campus in Paterson, which coordinates the advisement & student development programming on all campuses
  - CSS is currently staffed by our Director, seven full-time professional staff, five part-time advisors & one full-time support staff
  - Responsible for Academic Advising, Transfer Services, Career Development, Disability Services, Veteran Services, International Students & Special Populations
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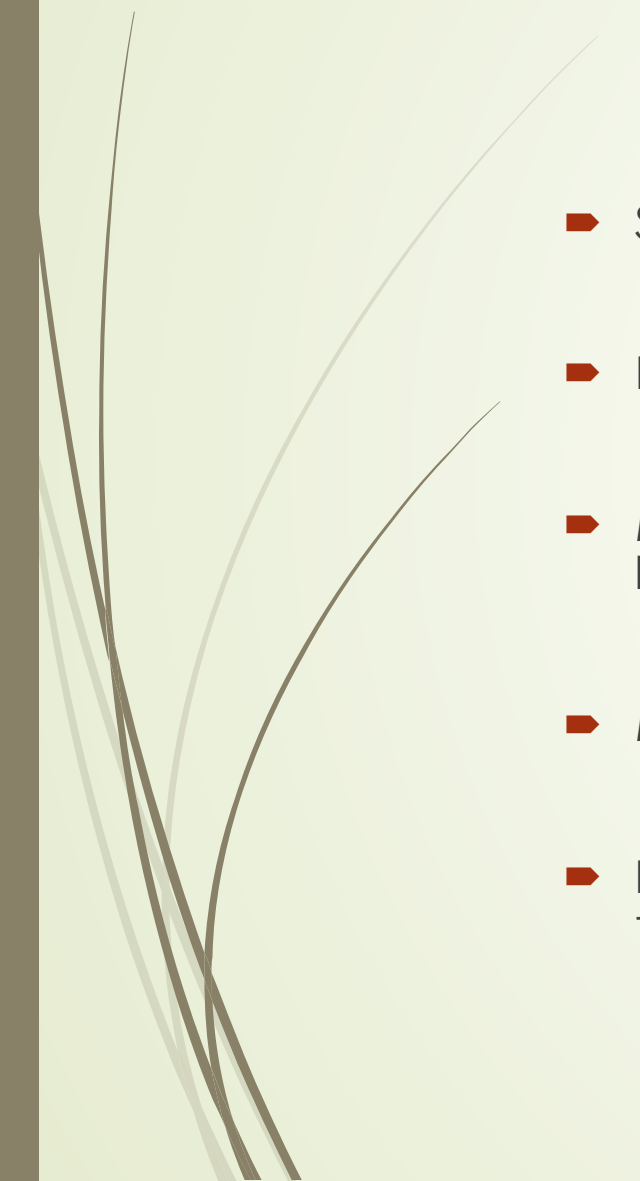
# Current Advisement Responsibilities



- ▶ New students are advised in the Center for Student Success from their initial enrollment through completion of 3 college level credits & the declaration of their major
- ▶ Freshman, transfers, re- admits, developmental, ELS & college level
- ▶ Advised by faculty in their major after completion of 3+ college level credits
- ▶ Each member of the CSS staff serves as a liaison to academic departments
- ▶ In process of implementing Student Planning Module for Fall 2017

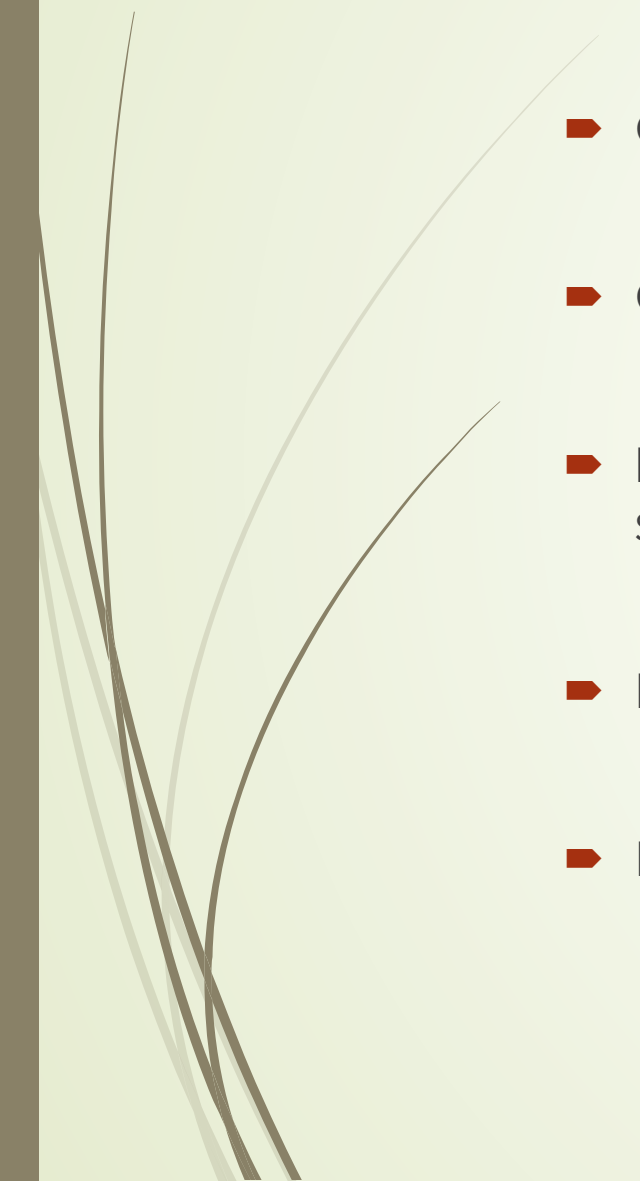


# The Genesis of Transition Services

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- Staffing & facility changes demanded greater collaboration
  - Historically, though housed together, people worked in silos
  - More holistic student development program focusing on the needs of career & life planning
  - Major influence on implementing career into our student success course
  - In December 2014 we reorganized, combining transfer & career services under the umbrella of transition services



# Spring 2015

- ▶ Collaboration begins with New Student Workshops, Job Fair & Transfer Fair
  - ▶ Conversation starts about the need for a more robust assessment tool
  - ▶ Identified a need to bring faculty into the discussion of connecting with students during their first year
  - ▶ Help to bridge the gap between Student Affairs & Academic Affairs
  - ▶ Business, HIT, CIS, Education and STEM
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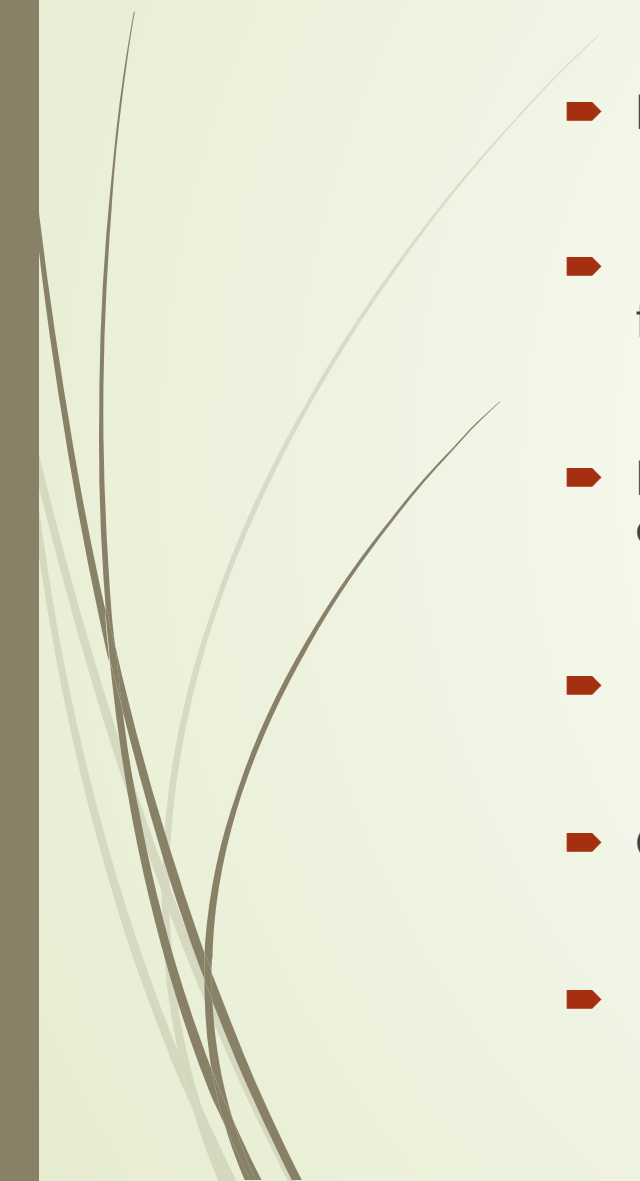


# AY 2015-2016

- Fall 2015 - began exploring assessment software - Focus 2, Career Coach & several others
  - Collaborated on Hospitality Management and Sports Management events with Business faculty, internship program with CIS faculty & various events with STEM
  - A focus on improving buy in, communication & the willingness to collaborate by developing integrity, transparency & accuracy
  - Spring 2016- HIT event brings together faculty, industry professionals, local bachelor & masters degree programs, alumni & prospective students
  - Successful thanks to support from Enrollment Services, Faculty & Transition Services
  - Guided Pathways is rolled out
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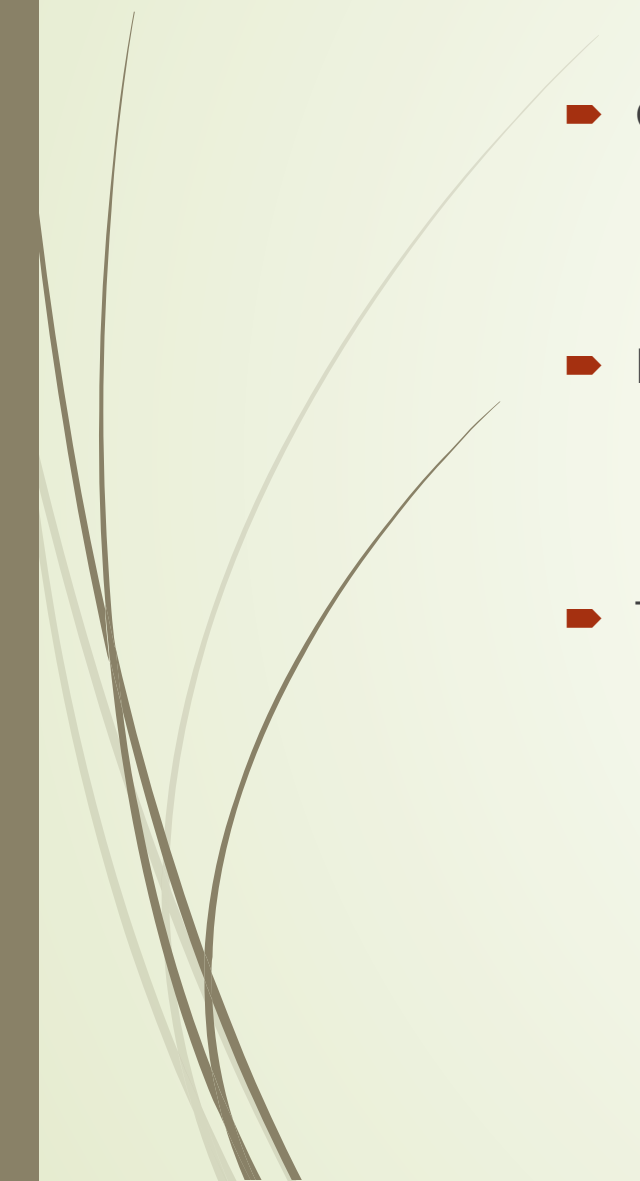
# AY 2016- 2017

- ▶ Fall 2016- Guided Pathways is officially integrated into programming
  - ▶ NACE Career Intensive Training provided to help academic advising staff facilitate discussions on career and transfer
  - ▶ Ran more polished events in Business, Human Services, Public Health & CIS applying the framework of our HIT event
  - ▶ Buy in grows as the need for “starting with the end in mind” spreads
  - ▶ Changes to transfer programming
  - ▶ Focus 2 pilot
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# Challenges

- 
- Communicating with students
  - Buy in from additional faculty departments
  - Too many Chiefs...





# Next Steps

- 
- Engaging more traditional, open ended liberal arts areas
  - Success Summits
  - Revised version of New Student Workshop
  - Exploring a comprehensive first year experience connection with new students

## **PASSAIC COUNTY COMMUNITY COLLEGE**

### **ACADEMIC ADVISING SYLLABUS**

#### **Contact Information:**

<b>Campus</b>	<b>Office</b>	<b>RM #</b>	<b>Contact #</b>
Main Campus	Center for Student Success	A230	(973) 684-5524
Wanaque Academic Center	Main Office	W100	(973) 248-3000
Passaic Academic Center	Main Office		(973) 341-1600
Public Safety Academy	Main Office		(973) 304-6020

#### **Academic Planning and Advisement**

Advising is part of the educational process at Passaic County Community College. It is a shared responsibility between students, faculty, and staff. Advisors are dedicated to facilitating an advisement process that connects students to supportive personnel and resources; encouraging self-understanding, informed decision making, educational planning and success. Advisors are committed to helping students understand the value of education and achieve their personal, academic and professional goals.

**Expected Student Learning Outcomes:** Students who participate in academic advising will...

- 1. Identify personal, educational and career values**
2. Select an academic program based on these values
3. Create an Academic Advisement Plan
4. Effectively read and understand their degree audit
5. Know how to complete requirements for academic program
6. Register themselves on the web, after meeting with advisor
7. Be able to read their class schedule
8. Identify campus resources that help them reach their goals
- 9. Develop post graduation plan for transfer or job placement**
- 10. Graduate in a timely manner based on educational plans**

**Student /Advisor Responsibilities**

**Student  
Responsibilities**

- Meet with an advisor each semester and ask questions.
- Follow your degree audit and academic advisement syllabus.
- Follow through on advising recommendations.
- Check your PCCC portal e-mail daily.
- Be aware of semester deadline dates.
- Seek help from campus resources, if needed.
- Register early using web registration, if eligible.
- Develop realistic educational/career goals

**Advisor  
Responsibilities**

- Offer support in exploring academic programs.
- Engage students in process of choosing a career.
- Assist students in the creation of an academic plan.
- Provide information about PCCC.
- Be accessible to students.
- Follow through on actions promised.
- Offer advisement on appropriate classes.
- Recommend resources to assist in course selections.

### **Recommended Tasks for Students - Checklist**

#### **Before the Start of My First Semester I Will...**

- o Prepare for my Accuplacer Placement test. <http://accuprep.pccc.edu/>
- o After taking Practice Placement Test, Schedule Accuplacer test.
  - ❖ <http://www.pccc.edu/prospective/getting-started--admissions/new-students/placement-testing>
- o Attend a New Student Success Workshop
- o Register for classes.
- o Apply for Financial Aid and confirm F/A status
  - ❖ **Follow this link for Financial Aid Office.** <http://www.pccc.edu/prospective/paying-for-college/financial-aid>
- o Set up payment plan if not F/A eligible. **Follow this link for Bursar's Office:** <http://www.pccc.edu/bursar>
- o Verify important dates for the semester.
  - ❖ **Follow this link for the Academic Calendar.**<http://www.pccc.edu/registration-info/semester-dates/academic-calendar>
- o Purchase books for class.
  - ❖ **Follow this link for the Bookstore.**  
<http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=100018&langId=-18&storeId=10141&demoKey=d>
- o Visit PCCC Security Office for my ID card and parking permit
- o Review college catalog for policies/ academic programs/support/student code of conduct.
  - ❖ **Follow this link for the PCCC Catalog** <http://www.pccc.edu/prospective/college-catalog>

#### **New Students: Once My First Semester Begins I Will...**

- o Become familiar with all course syllabi
- o Know the names of all my instructors/office hours/contact info.
- o Activate PCCC Portal account and check e-mails regularly.
- o Review requirements for my academic program (see degree audit).
- o **Take a Career Interest survey utilizing Focus 2**
- o **Meet with a Counselor to discuss Focus 2 results**
- o **Conduct Occupational and Industry Research**
- o **Explore career options**
- o **Meet with a Counselor to design Career Plan**
- o Learn difference between co-requisites and pre-requisites in my academic program
  - ❖ **Follow this link for the PCCC Catalog.** <http://www.pccc.edu/prospective/college-catalog>

## START ON TRACK STAY ON TRACK: Successful Student Behaviors

- o Identify assigned student development specialist (SDS) and develop an Academic Plan.
- o Make an appointment with my (SDS) if undecided on academic program.
- o Seek assistance, if needed, from campus resources (labs/ library/ SDS, etc.).
  - ❖ **Follow this link for PCCC LibGuides.** <http://pccc.libguides.com/>
- o Investigate how I can become involved with student activities.
  - ❖ **Follow this link for Student Activities.** <http://pccc.edu/prospective/student-activities2>

### Current Students: I Will...

- o Develop with my advisor an Academic Plan and update it each semester, if needed.
- o Review requirements for my academic program, using my degree audit.
- o **Refine career goals**
- o **Get involved in clubs and other organizations and work toward leadership positions**
- o Check my portal e-mail (at least once a week) for important PCCC information.
- o Notify Registrar's Office of changes in my address/ phone number/ program of study.
  - ❖ **Follow this Link for Registrar's Office.** <http://pccc.edu/registration-info/registrar-s-office>
- o Contact the Financial Aid Office with any questions.
  - ❖ **Follow this link for Financial Aid Office.** <http://pccc.edu/prospective/paying-for-college/financial-aid>
- o Verify important dates for the semester.
  - ❖ **Follow this link for the Academic Calendar.** <http://www.pccc.edu/registration-info/semester-dates/academic-calendar>
- o Meet with my advisor for advisement and register within the first three weeks of priority registration.

### 30+ College Level Credit Students: I Will...

- o Develop an Academic Plan with my faculty advisor and update it each semester, if needed.
- o Review IW (Intensive Writing) requirements for my academic program and discuss them with my faculty advisor.
- o Take advantage of early advisement and register on the web after meeting with my faculty advisor (done within first three weeks of priority registration).
- o **Familiarize myself with PCCC's Career Services Office, narrow down specific career options.**
- o **Prepare a draft of my resume using College Central Network, have it reviewed by a career counselor.**
- o **Attend my campus Career Fair to learn about part time jobs, full time jobs and to speak with employers to learn about my chosen field of study.**

## START ON TRACK STAY ON TRACK: Successful Student Behaviors

- - ❖ **Follow this link for Career Services.** <http://www.pccc.edu/prospective/student-services/center-for-student-success/career-services>
- Register for the College Writing Exam after completing EN101 and at least one IW (Intensive Writing) course required for my degree.
- Begin research on transfer options/requirements and participate in PCCC transfer activities, if I plan to transfer.
  - ❖ **Follow this link for Transfer Services.** <http://www.pccc.edu/prospective/student-services/center-for-student-success/transfer-services>

### **40+ College Level Credit Students: Prior To My Last Semester I Will...**

- Meet with my department chairperson at PCCC for advisement and to apply for graduation.
- Register using web registration within 1<sup>st</sup> three weeks of priority reg.
  - ❖ **Follow this link for Web Registration.** <http://www.pccc.edu/registration-info/web-registrationpccc>
  - ❖ **Follow this link for Career Services.** <http://www.pccc.edu/prospective/student-services/center-for-student-success/career-services>
- **Meet with PCCC's Career Services to explore job opportunities in my field.**
- **Network with family, friends, instructors to find contacts in my chosen career field.**
- **Revise or update resume.**
- **Meet with PCCC Career Services to practice interviewing skills.**
- **Develop a list of employers/positions of interest. Apply for the job.**
  - ❖ **Follow this link for Career Services.** <http://www.pccc.edu/prospective/student-services/center-for-student-success/career-services>
- **Attend PCCC's transfer events and activities, including signing up for On-Site Transfer Immediate Decision program.**
- **Meet with Transfer Specialist to explore potential schools, requirements, majors and transfer deadlines.**
- **Narrow down my choice to approximately five (5) colleges/universities, and apply for admission.**

## START ON TRACK STAY ON TRACK: Successful Student Behaviors

- ❖ **Follow this link for Transfer Services** <http://www.pccc.edu/prospective/student-services/center-for-student-success/transfer-services>

### **Advising Tools & Resources**

Resources	Links
PCCC College Catalog	<a href="http://www.pccc.edu/prospective/college-catalog">http://www.pccc.edu/prospective/college-catalog</a>
Course Schedule	<a href="http://pccc.edu/registration">http://pccc.edu/registration</a>
Financial Aid Office	<a href="http://pccc.edu/prospective/paying-for-college/financial-aid">http://pccc.edu/prospective/paying-for-college/financial-aid</a>
Center for Student Success	<a href="http://pccc.edu/prospective/student-services/center-for-student-success">http://pccc.edu/prospective/student-services/center-for-student-success</a>
Library	<a href="http://pccc.edu/library">http://pccc.edu/library</a>
Office of Disabilities Services	<a href="http://pccc.edu/prospective/student-services/office-of-disabilities-services">http://pccc.edu/prospective/student-services/office-of-disabilities-services</a>
Bookstore	<a href="http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&amp;langId=-1&amp;storeId=10141&amp;demoKey=d">http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&amp;langId=-1&amp;storeId=10141&amp;demoKey=d</a>





# QUESTIONS



- 1) What are you doing at your school? Has Guided Pathways had an impact on strategies?
- 2) What success have you had in engaging faculty in the career development process? Is the Guided Pathways initiative helping in those collaborations?
- 3) Do you hold an annual career/job fair?
- 4) Would you benefit from a regularly scheduled opportunity to sit down with colleagues state wide to discuss trends, best practices and challenges in our many student development areas?