



# Advisement News

MVCC Academic  
Advisement Center

Fall 2008

## Tips For Academic Success

Succeeding in college means taking responsibility for your own education—in class and outside of class.

- Manage your time carefully. Use your MVCC planner to record your class schedule, assignments, important contacts, and things you need to do.
- Arrange for a tutor in the Learning Center (Academic Building 151) if you need extra help in a course.
- Become familiar with the Library (PH200 or PC127 in Rome).
- Attend classes. Ask questions. Go to your instructors' office hours if you don't understand something.
- Get to know your academic advisor.
- Know what courses within your major are needed to graduate.
- Register for your Spring 2009 classes as soon as the College opens web-scheduling. That's how you'll get a schedule that is convenient and conducive to your academic success.
- Find balance between course work and your other responsibilities (family, work, student activities). Typically, college students should spend at least two hours studying for each hour they attend class.. For fulltime students that works out to 30-45 hours per week devoted to college courses!
- Use MVCC student email. Every student is assigned an account. Use it to communicate with your advisor, college offices, and your instructors.
- Finally, remember that



*Advising Assistant Jamie Clark assists a new student with fall web scheduling. Many others are here to help you including your ED 100 instructor and your academic advisor.*

College learning occurs outside the classroom too.. Join a club, volunteer, play a sport, attend a cultural series event.

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## What Is Academic Advisement?

**Academic advisement** is a critical part of your educational experience. The more you see your advisor, the more you will benefit from his or her expertise and personalized assistance.

### **Who are academic advisors?**

They are faculty members at MVCC. They have educational and employment experience related to the subjects they teach.

### **How can my advisor help me?** Your advisor can:

- help you choose electives
- serve as a mentor for careers and transferring
- help you choose courses based on your interests
- help with course scheduling
- help connect you to special resources you need (tutoring, counseling , etc.)

### **How do I find out my advisor's name?** Look:

- on your Plan of Study
- on your department's web page at [www.mvcc.edu](http://www.mvcc.edu)
- at the Advisement Center bulletin board in Payne Hall
- ask at the Help Desk in Payne Hall or the Rome Registrar
- Ask your academic department secretary.

### IMPORTANT

- First day of classes is **Monday, August 29**
- Last day to withdraw from Courses is **November 11**
- B-term courses start **Friday, October 17**
- Web scheduling for Fall 2007 begins **Thursday, November 6**

## Where Do I Find My Academic Department?

There is private information in your Student Information and Registration (SIRS) account. Make sure that you change your password to something only you know, or someone could relatively easily access your grades, account information, and other identifying information about you.

Art AB 202                      792-5446	Health Services PH 348                      792-5375	Math PH 379                      792-5366
Business and Information Tech., PH344                      792-5348	Hospitality RA 204 (Rome)      334-7702	Physical Education GYM 205                      792-5573
Engineering, Computer and Physical Sciences AB 239                      792-5514	Humanities/General Studies PH315                      792-5439	Psychology/Human Services and Education PH 350                      792-5314
Engineering Tech. and Trades AB 137                      782-5500	Life Science PH380                      792-5409	Social Sciences PH349                      792-5463

## What If I Want To Change My Major?



*Changing majors can have transfer, financial, and personal consequences. Weigh your decision carefully.*

The Counseling Office in the Student Service Center assists students in changing their major. The first step is to talk over with one of the counselors what your career and transfer goals are. The counselors can help you determine whether changing majors makes sense for you. There are technological tools that can help, including CHOICES software that suggests career and transfer paths based

on your interests.

Be sure to consider the down sides of changing majors as well: You could lose college credits that counted toward your old major but won't count toward your new one.

This could affect your future financial aid eligibility. If you spend too long in college without receiving any degree you could lose financial aid eligibility

before you have a chance to complete your degree.

Finally, if you do make the decision to change majors, see your new department immediately and request to meet with your academic advisor so you can plan courses, update your plan of study, and make a timeline toward graduation.

## Using Your Plan Of Study



Check your MVCC student email account on a regular basis. The College will send you important reminders through email.

Your plan of study is an individualized guide to keep you on track toward graduation.

It contains:

- Courses required to complete your current degree or certificate program.
- What courses you have taken (shows the grade)
- What courses you have pre

-scheduled (PS)

- Your current courses In-Progress (IP)

Courses you want to take that won't count toward your degree as well as most electives will have to be added to your plan of study by your academic advisor.

You can get your plan of study from:

- MVCC Student Information and Registration System (SIRS)
- Your academic advisor
- Registrar's Office\* (Utica or Rome)
- Student Service Center Help Desk\* (Utica)

\*Requires a photo ID



## Help! I Have to See My Academic Advisor

You should meet with your assigned academic advisor at least once each semester to discuss goals, course selections, and track graduation progress.

Be sure that you note in your College planner your advisor's name, contact information, and office hours.

Make an appointment with your advisor in advance through email or by phone. That way you'll be sure to have their full attention and enough time to talk.

When you meet:

- Bring important information such as your plan of

**If you have a major....  
you have an advisor.  
Introduce yourself!**

study, the college catalog, an a blank practice schedule if you are discussing course scheduling.

- Come prepared with a list of questions. Now is your chance to ask them.
- When discussing your schedule for the next term, come prepared with a draft schedule that you have worked out already. Then

you won't waste time working from scratch.

- Say thanks. Hopefully you have gotten the help you need from your advisor.

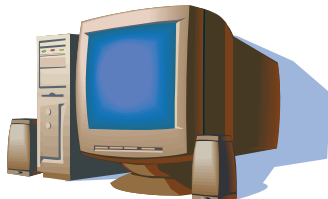
It is your responsibility to know your graduation requirements, schedule on time, and do well in courses. However, your academic advisor can be a wonderful partner in your academic success. It's up to you to take get to know him or her.

### Here to help you....



Dawson McDermott,  
Assistant Director of the  
Student Service Center

## So Many PINS, So Little Time .....



You may be confused about all the PINS (personal identification numbers) you have suddenly acquired as a college student.. How do you keep track?

- Student Information and Registration System. Your login is our student ID (starts with "M.") Your PIN is a six digit number—bring a photo ID and ask the Registrar or request it online. You should change it to something more secure the next time you log in to your SIRS account.
- If you want to file a FAFSA, the first step in financial aid

eligibility, you have to get a PIN from the federal government. They send it by email or on a postcard. It's a randomly generated 4-digit number. Save it!

- When you use your MVCC student email, the last four digits of your SSN form the security password. Your email address is your first initial, last name, and day you were born.

*Keep your federally assigned FAFSA PIN in a safe place. You will use it every year as long as you stay in college to file your annual financial aid application on-line.*

## www.mvcc.edu:What's In It For Me?

MVCC's web site is full of information to help with your educational experience. You can find:

- Course Search (to look for classes to take)
- MVCC College Catalog
- Student activities, athletic and campus events
- Academic department information

- Transfer college information

Once you log in to your SIRS account, you can:

- View/print your plan of study
- Schedule courses or drop and add during some periods
- Check on your financial aid

status

- View your mid-term and final grades
- View your account and pay your bill
- Use email links to registrar, financial aid, and advising offices
- Print your unofficial transcript.

### Here to help you....



Jennifer DeWeerth, Director  
of the Student Service Center



## MVCC Academic Advisement Center

Mohawk Valley Community College  
Payne Hall Student Service Center  
1101 Sherman Drive  
Utica, NY 13501

Phone: 792-5608  
Fax: 731-5861

Email: [advisement@mvcc.edu](mailto:advisement@mvcc.edu)

Rome Campus Advisement  
PC Rooms 119 and 121  
1101 Floyd Ave. Rome NY 13440  
334-7725

**Helping MVCC students make good academic decisions.**

Potential May graduates  
submit your application  
to graduate  
by September 15

### More Important Dates

There are no classes these days but the College is open:

Monday, Oct. 13 and Wednesday, Nov. 26

Tuesday, October 14 runs as a Monday schedule.

Pre-scheduling for Spring 2008 Starts November 6

Commencement is December 18.

**FALL 2008 CLASSES START MONDAY, AUG. 25**

### Questions? Need Help?

Contact us at the Student Service Center

Jennifer DeWeerth, Director

731-5818

[jdeweerth@mvcc.edu](mailto:jdeweerth@mvcc.edu)

Dawson McDermott, Assistant Director

731-5819

[dmcdermott@mvcc.edu](mailto:dmcdermott@mvcc.edu)

## Tips For Successful Registration

- If you need financial aid, the time to apply is EVERY SPRING for the following summer, fall, and spring. The 2008-09 FAFSA is available online now.
- Check course availability on the website and ask your advisor to enter courses into your plan of study.
- Be sure you read and understand pre-requisite requirements.
- Remember to sign up for both lecture and lab sections when required.
- Do it early. Schedule for Spring in November. Schedule for Fall in April.
- Secure your classes at the Business Office for Fall 2008 by August 8 and for Spring 2009 starting in November. If you mail in payment, call to confirm that it has been received.
- Don't wait for your bill to come. You can view it on SIRS when you have web scheduled. You can even pay online through your SIRS account.
- If you are not using financial aid, check out the FACTS payment plan to secure your schedule or pay in full with cash, check or credit card at e-cashier or in the Business Office.
- Even if you believe that your courses are covered by financial aid, you must secure them in the Business Office.
- Plan ahead, ask for help, and good luck!



MVCC students web schedule at the computers in the Student Service Center