

Frequently Asked Advising Questions Students May Have

Please note that this page is not meant to replace the catalog or student handbook, but rather a place to find brief answers to some questions you might have.

GENERAL INFORMATION

Where is the Advising and Counseling Center (ACC) located?

The ACC is located in the Student Services building (look for the clock tower).

When is the ACC open?

Although they are subject to change, the ACC is open Monday – Friday 8:00 – 5:00. During peak registration times we are open until 5:30 Monday – Thursday and 8:00 – 5:00 on Friday.

What services are available at the ACC?

The ACC offers a variety of services including: academic advisement, personal counseling, career assessments, and students with disabilities accommodations.

What is the Accuplacer and why do I have to take it?

The Accuplacer provides placement and advising information for students entering college. It is self-paced, un-timed, and given on a computer. Accuplacer assessments are administered in the ACC on a walk-in basis. Students will see an advisor immediately after assessment to receive their scores. You are allowed to take the Accuplacer up to three times free. Thereafter, there is a charge.

When do I need to see my advisor?

- a. You can see an advisor any time, however, you want to see an advisor as early as possible during advising month (March and October). It is far easier to get the classes you want, when you want them, if you see an advisor early in the registration period
- b. Contact your advisor anytime you have a question or need information concerning specific majors/careers, degree requirements, or SJC policies/procedures. In general, it is better to make an appointment to see your advisor.
- c. SJC has a mandatory advisement policy for students who have completed less than 24 credits, which means you must meet with your advisor each semester in order to enroll for classes the following semester, until you have completed 24 credits.
- d. Students on suspension are required to meet with an advisor or counselor at the Advising and Counseling Center prior to registering for classes.

How do I find out who my advisor is?

Feel free to stop by the ACC anytime and we will look up your advisor for you. Or, if you prefer, you can call us at 566-3404.

What if I am unable to locate my advisor?

First, check your advisor's class schedule (usually located outside his/her office) to find out when he/she will be available. The ACC also has a list of office hours for Core advisors. If you are unable to locate your advisor during office hours, e-mail or call him/her to set up an appointment. You may want to check with the Administrative Assistant at the department to find out when your advisor will be available.

What if I don't like my advisor and I want to change advisors?

Come talk to us at the ACC and we'll do what we can to meet your educational needs and advisor preferences.

Who is my advisor if I am a distance education student?

You can contact our distance education advisor at: krichelsd@sanjuancollege.edu

Do I need an appointment to see an advisor?

You are strongly encouraged to make an appointment to see an advisor, although, ACC (Advising and Counseling Center) advisors will see students on a walk-in basis. Please be aware however, that you may experience a long period of "wait" time. To make an appointment to see an ACC advisor, visit the ACC or call 566-3404.

Do I have to see an advisor if I am a transfer student?

Transfer students with less than 24 credits will need to see an Advisor in the ACC. After major clarification, you will then be transferred to a Core advisor in the School in which your major is housed.

How can I best prepare for the advising session if I'm a TRANSFER student?

Students are expected to take responsibility for a successful college experience and effective advising session. For this to occur, the student must:

- Bring a transcript from the college you attended. This will enable the advisor to determine, unofficially, what classes remain toward your degree program and help prevent the possibility of
- Have an idea of the number of credit hours you want to take or need to take if you are on financial aid
- Know your work schedule or other time commitments which will affect your course scheduling
- Think about any concerns or problems affecting your academic success to discuss with your advisor (i.e., study skills, grades, transfer issues, etc.)
- Identify specific questions to address prior to meeting with an advisor
- Provide honest and accurate information to the advisor by letting them know of any special needs, deficiencies or barriers that might affect academic success
- Be familiar with college academic regulations as listed in the Catalog and Student Handbook

How can I best prepare for the advising session if I'm a NEW student?

Students are expected to take responsibility for a successful college experience and effective advising session. For this to occur, the student must:

- If a new student, having completed the College Placement Test for class placement
- Have a list of courses you may want to take next semester
- Have an idea of the number of credit hours you want to take or need to take if you are on Financial Aid
- Know your work schedule or other time commitments which will affect your course scheduling
- Think about any concerns or problems affecting your academic success to discuss with your advisor (i.e., study skills, grades, transfer issues, etc.)
- Identify specific questions to address prior to meeting with an advisor
- Provide honest and accurate information to the advisor by letting them know of any special needs, deficiencies or barriers that might affect academic success
- Be familiar with college academic regulations as listed in the Catalog and Student Handbook

What will be covered during my first advising session?

Most of the time, an advisor's first questions will concern your educational plan:

- what program do you wish to study
- when do you prefer to take classes (morning/afternoon/evening)
- do you wish to be a full-time or part-time student
- are you seeking financial aid
- are you planning on transferring to a 4-year institution.

Advisors also ask questions to help you with scheduling:

- are you a morning/afternoon/evening person
- do you want to take classes 2,3,or 4 days per week
- do you live more than 10 miles away, and how many hours per week do you work.

All of these questions are used to help you make the best possible choices for your educational goals and your class schedule.

Do I have to be advised before I can register?

If you are a new student, a current student who has not completed at least 24 credits, or a transfer student who has not completed at least 15 credits and have completed a college level English and Math, you must meet with your advisor before you are allowed to register for classes. An advisement hold is placed on your account to ensure that you receive advisement. During your advisement session, your advisor will remove the hold and then you will be able to register for classes.

What would happen if I don't get advised?

If you do not get advised, and you have completed less than 24 credit hours, your registration account will be blocked and you will not be allowed to register for classes until after the continuing education students and the community has signed up for classes. This greatly limits the class availability as well as the days/times classes are available. Further, often times students enroll in the wrong class or enroll in classes they don't need for their degree program if they have not consulted with an advisor. We strongly encourage students to work closely with their advisor to plan their degree program so they will be able to graduate in a timely manner.

ADVISING SERVICES

How do I register for classes?

ACC created a link for students that walks them through the registration process.

<http://www.sanjuancollege.edu/tutorial>

I think I know what classes to take. Do I have to see an advisor to register for classes or can I just register on my own?

Students with less than 24 credit hours will be blocked from registration until they have seen their advisor.

How do I drop or add a course?

The rules and deadlines for adding or dropping a course can be found on the “Academic Calendar” page in the College Catalog. There are many variables that need to be looked at when deciding to add/drop a class. For this reason, it is important to visit with your advisor before making a final decision. In general, however, to add/drop a course, you need to fill out an add/drop form and turn it in to Admissions.

Who do I see if I want to drop ALL my classes?

There are many variables that need to be looked at when deciding to withdraw from all classes. For this reason, it is important to visit with your advisor before making a final decision. In general, however, there is a special “withdraw from all classes” form that will need to be filled out and taken to both the financial aid office and the business office for signatures. After you receive the signatures, you will need to take the form to Admissions to complete the transaction.

Who do I go to if I want help in determining my major?

The Counselors/Advisors in the ACC have a host of career tools to help you determine your

Who do I go to if I want to change majors?

You will need to speak to an ACC advisor and fill out the necessary paperwork if you want to change majors. There is a possibility that if you change your major, you will be assigned a different advisor. If you are unclear as to what major you wish to choose, we offer a variety of Career Inventories to help you decide what major will best fit your personality, interests, and skills.

What is needed to get a degree?

All majors have their own specific requirements (see SJC Academic Catalog for degree requirements, or stop by the ACC for a degree checklist). However, the minimum SJC requirements are as follows:

- a. A grade point average of at least 2.0 in all courses. (some departments may have higher G.P.A. standards).
- b. Successful completion of all credits toward your specific degree as outlined in the SJC Catalog.

What is the core curriculum I've heard about?

The core curriculum for Associate of Arts and Associate of Science degrees is the set of "basic" courses that all students, regardless of their major, are required to take in order to earn their degree. This requirement is based on the belief that certain fundamental qualities, besides the ones needed for the student's major, are needed for intellectual growth and professional advancement. The core curriculum was developed to help students think critically, communicate effectively, and understand current issues. For specific courses, check the SJC Academic Catalog.

What is a prerequisite?

A prerequisite is a requirement that must be met before a course can be taken. When you plan your class schedule, be aware of the prerequisites for the courses that you want to take. The prerequisites for each course are listed in the description area of the SJC Academic Catalog.

How do I get my grades?

Grade reports are no longer mailed at the end of each regular semester, summer term, or interim session. To view your grades, sign in to "My SJC Portal" on the SJC web page (sanjuancollege.edu), click the "WebAdvisor (DAISY)" tab, click "Log In." Enter your username and password, then click the "Current Students" tab. Click "Grades" on the right.

What does it mean to be in "good scholastic (academic) standing" ?

You are considered to be in good academic standing if you maintain at least a 2.0 grade point average in all of your course work. Students with a cumulative GPA of less than a 2.0 will be placed on academic probation or suspension. Please read the SJC Academic Catalog for more details.

What are the Dean's List and the President's List?

The Dean's List is a list prepared by each college dean at the end of each semester. It includes all full-time students who earned a grade point average of 3.40 or above. The President's List is a list of all full-time students who earned a grade point average of 4.00 for a semester.

How long will I be a freshman or sophomore?

Freshman = 0 - 29 semester credit hours

Sophomore = 30+ semester credit hours

Will my classes transfer to another college?

That depends on what courses you take at SJC and what program of study you are taking. It is important that you work closely with your advisor as well as do some checking on your own with the institution you plan to transfer to in order to determine if certain courses will transfer. The ACC has articulation agreements with other New Mexico institutions to help us determine if a course is likely to transfer. Please note that a grade of "C" or better must be achieved in courses to be considered for transfer credit. Some institutions may require grades higher than a "C" in your particular field of study. Remember to check with your advisor as well as the receiving institution.

What are the State Guaranteed Transfer Courses?

These are courses that are guaranteed to transfer to any State of New Mexico 2 or 4 year accredited institutions. They generally include all the general education (Core) courses. Please see an advisor for specific clarification.

Can I take other elective classes that will transfer besides the Guaranteed Transfer Courses?

Absolutely. Again you need to do some checking on your own and work closely with your advisor. Appropriate elective courses for the Associate of Arts and the Associate of Science programs are identified in the SJC Catalog.

What is the difference between an Associate of Applied Science (A.A.S.), Associate of Arts (A.A.), and an Associate of Science (A.S.) program?

An Associate of Applied Science degree is designed to provide the educational skills and practical experiences necessary to enable a student to enter an occupational field with employable skills. It is NOT intended to transfer to another institution, although many of the courses within the degree may transfer.

An Associate of Arts degree IS designed for students who wish to transfer among New Mexico Higher Education Institutions. Course modules are designed to help students select courses carefully so that they may transfer with little or no loss of credit. Students enrolling for first-year study who have not yet selected either an academic focus or the institution where they wish to graduate are advised to take courses during their freshman year outlined in the General Education Common Core included in the Associate of Arts degree. NOTE: students preparing for careers in engineering, health sciences, or other profession-related fields are advised that some of this coursework may not transfer toward general education requirements, but in most cases will apply toward elective requirements.

An Associate of Science degree is designed for students who will be transferring to other colleges or universities to acquire advanced degrees in science. Students unsure about a career choice are encouraged to start with the SMET 110 course, Introduction to Science, Mathematics, Engineering and Technology, for career planning and strategies for succeeding academically.

What can I do if I am on suspension and I want to take classes?

In order to register for classes when coming off of suspension, you are required to meet with an ACC advisor and complete the "Academic Success Worksheet."

Are there any services for me if I am having personal challenges that are affecting my schooling?

The ACC has licensed professional counselors (LPC's) who are trained to help students who are having difficulties in life. Please call the ACC at 566-3404 to make an appointment. All services are free.

I get really nervous when I take tests and therefore, I don't do well on them. Can anyone help me?

The ACC offers free EMDR sessions for students. EMDR is effective for treatment of anxiety disorders, performance anxiety, and stress reduction. Please call the ACC at 566-3404 to make an appointment. All services are free.

Can you help me decide what to major in or what career might be good for me?

The ACC has access to a variety of tools and resources to assist you in discovering a career/major that fits your personality, interests, and skills. You can set up an appointment with an advisor for additional guidance in selecting your major.

What is the difference between a Core, Specialty, and Professional staff advisor?

A professional staff advisor works in the Advising and Counseling Center. They advise all new students until which time the student has completed remedial classes and declared a major. The students are then transferred to a Core or Specialty advisor in the major the student has chosen.

A Core advisor is a faculty member who teaches in the School in which the major the student has chosen is housed.

A Specialty advisor is an advisor who teaches in the School of Energy, School of Trades and Technology, Human Services, Early Childhood Education, Aviation, Dental Hygiene, Nursing, Physical Therapy, and Outdoor Leadership.

What are Honors courses and how do I register for them?

What is the difference between scholastic probation/suspension and financial aid probation/suspension?