Advising at Peninsula College

## Campus Advising Philosophy

All advising is sustained, strategic, supportive, integrated, inclusive, proactive, and personalized.

## Campus Advising Outcomes- A Collaboration Between Advisors and Students

1. Students will achieve their academic goals.
2. Students will develop self-efficacy.
3. Students will develop a sense of belonging.

## Features of our Campus Advising Model

* Warm referral to faculty advisors after 30 credits depending on program
* Low barrier advising holds; no holds after 30 credits with exceptions
* Areas of advising collaboration between students and advisors
* Integrated and collectivist approach to supporting students
* Proactive case management support throughout students' experience

## Weekly Advising Objectives

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| Week | Objectives |
| Weeks 1-3 | Log into ctcLink & Canvas, get textbooks/course materials, attend classes, complete assignments\*, determine who your advisor is and how to contact them |
| Weeks 4-6 | Schedule advising appointment, review study tips, verify ed plan, conduct grade check/progress review\* |
| Weeks 7-12 | Register for classes, manage stress, engage with academic\* or belonging resources |
| \*Reach out at the earliest sign of struggle at ANY time throughout the quarter | |

## Quarterly Advising Objectives

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| Quarter | Learning Objectives | Deliverable |
| 1 | * Career, program exploration; determine and enter pathway * Develop educational, life plans * Determine your English and Math pathways * Log into ctcLink, Canvas * Search and register for classes   + Schedule classes around work, family, or other commitments * Explore funding options for college (Workforce, FinAid, Scholarships) * Learn about services that will increase your college success * Attend a first-year experience: an orientation or Col101 in accordance with class schedule | * Understand how classes fit with ed plan/degree and how ed plan/degree fits with area of study and long-term goals * Understand pathway to licensure if applicable to career choice and how program supports career goal * Application process for special-entry programs reviewed * Register for classes; can view class schedule in ctcLink * Verified attendance or participation in FYE * Advising appointment scheduled |
| 2 | * Identify and engage in activities that foster belonging * Identify and utilize resources that support whole self (gather referrals from advisor) * Explore career or transfer options * Manage responsibilities as a working student, parent/ caregiver * Review/update ed plan as needed | * Attend belonging, career, or transfer fairs/events * Attend program info session if applicable for special entry programs or transfer * Apply for scholarships * Find balance between studies, personal life, and work * Schedule advising appointment |
| 3 | * Self-register for classes * Research and network (career or transfer requirements; job shadow, informational interview, or internship) * Review/update ed plan as needed | * Pull advisement report or ed plan * Determine if summer school is needed * Register for classes; can view class schedule in ctcLink * Prepare for special entry applications or exams * Attend belonging, career, or transfer fairs/events * Complete required English and Math within first year * Schedule advising appointment |
| 4 | * Maintain success and belonging * Solidify career or transfer plans * Self-register * Review/update ed plan as needed | * Attend belonging, career, or transfer fairs/events * Update resume, secure internship, or submit applications * Register for classes; can view class schedule in ctcLink * Schedule advising appointment |
| 5 | * Make post-graduation plan * Review/update ed plan as needed | * Pull advisement report or ed plan * Apply for graduation * Complete internship * Schedule advising appointment |
| 6 | * Finish strong and graduate! 😊 | * Attend graduation * Get a job or transfer * Engage with PC as an alumni |

## Advisor and Advisee Partnership Agreement

### Advisor Responsibilities

* Advisor will provide a safe and respectful space for student to share goals, interests, and concerns.
* Advisor will provide up to date academic and career advising that is aligned with student’s goals.
* Advisor will provide and demonstrate professional courtesy to student at all times. Advisor will honor students’ unique perspectives and identities.
* Advisor will aim to respond to email and phone within 24 hours of receipt, within working hours.
* Advisor will be knowledgeable, use all available tools, and provide referrals to needed resources, both internally and in the community.

### Advisee Responsibilities

* Student will schedule and attend regular advising sessions and will cancel or re-schedule if unable to attend.
* Student will monitor email communications from PC and respond to advisor in a timely manner.
* Student will be prepared by having looked at the class schedule and logged into their ctcLink account prior to advising appointment.
* Students will accept responsibility for managing their Education Plan and researching transfer options.
* Students will follow through on advising recommendations and next steps in a timely manner.
* Student will reach out and ask for help at the first sign of struggle.
* Students will review and follow the academic calendar and policies.

## Important Contacts

* <Insert Advisor’s direct contact info and Bookings scheduling link>
* Student Success Center: [advising@pencol.edu](mailto:advising@pencol.edu), 360/417-6524
* Career and Transfer Center: [careerservices@pencol.edu](mailto:careerservices@pencol.edu), 360/417-6227
* Pirate Central: [studentservices@pencol.edu](mailto:studentservices@pencol.edu), 360/417-6340
* Financial Aid: [financialaid@pencol.edu](mailto:financialaid@pencol.edu), 360/417-6390