I will take the concerns of others in the college community to heart, because we are bound together by common purposes, objectives and values. The welfare of all will be my concern.

Our objective is a reflection of the university's mission: To develop informed, ethical and responsible citizens who will move on to academic and professional success.

Advisement is one of the most important keys to developing both the community and the future of students. It is illustrated in the following figure.

FOCUS for each academic year to streamline academic plans as well as career planning.

<table>
<thead>
<tr>
<th>Advisement</th>
<th>Collaboration</th>
<th>Career Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advisor</td>
<td>Freshmen year</td>
<td>To know about the</td>
</tr>
<tr>
<td>To integrate advisees to university life and help them understand the</td>
<td></td>
<td></td>
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<tr>
<td>• semester system</td>
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<tr>
<td>• LAE</td>
<td></td>
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<tr>
<td>• university policies, procedures, deadlines and requirements of 4 year program</td>
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<tr>
<td>• importance of General Education</td>
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<tr>
<td>• academic probation, add/drop, withdrawal, etc.</td>
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<tr>
<td>Sophomore year</td>
<td>To help advisees to:</td>
<td></td>
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<tr>
<td>• make and develop well defined academic plans, General Education plan/record, 8 semester plan and do career planning</td>
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<td></td>
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<tr>
<td>• maintain CGPA not less than 2.5</td>
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<tr>
<td>• engage in community services and in events arranged by different societies</td>
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<tr>
<td>• declare their Major well in time</td>
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<tr>
<td>• get through competency Exams</td>
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<tr>
<td>To learn about:</td>
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<tr>
<td>• career planning and produce realistic career plans</td>
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<tr>
<td>• the requirements of a successful professional life</td>
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<tr>
<td>• the importance of career planning and attend at least one workshop on career planning</td>
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</tr>
</tbody>
</table>

Department of Career Services

Faculty (Academic Advisors)

Community

Student’s Success

Excellence Advisement Service
## Junior year

**To encourage advisees to:**
- make roadmaps of their Major area of study
- know the requirements of their Major (core courses, prerequisites, specializations, etc.)
- discuss the scope of their Major
- plan their career according to their Major
- learn about the opportunities of higher education in their chosen field
- meet the requirements of their Major for timely completion of their degree
- enhance their complimentary skills (elective areas of study)
- develop a plan for double Major/Minor (if any)
- do an initial degree audit
- comply with the relevant catalog

**To learn about the:**
- opportunities available in their respective Major
- integration of their academic plan with their career goals
- importance of Career Fairs and to attend career fairs which arranged on- and off-campus
- internship process and procedures to get experience for better career opportunities

## Senior year

**To motivate advisees to:**
- find out opportunities of higher education in their respective field of study
- learn about CV development
- do a degree audit which is available online
- enhance their complimentary skills (elective area of study)
- prepare for Comprehensive exams and get through them well in time
- prepare for tests such as GRE, TOEFL, IELTS, etc. according to their needs

**To attend:**
- workshops on CV development and register with the Department of Career Planning for job placement and resume referral
- individual meetings with career advisor/Director Career Services to develop self-directed job search
- presentations regarding scholarships available for higher education in Pakistan and abroad and also to get information on their own from websites and newspapers

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**I look forward to your feedback and suggestions. Please contact me at:**

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(This document was modified on 10 December 2012.)