Forman Christian College  
Director Academic Advising, Office of the Rector

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 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.

![Student’s Success Diagram](image)

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

<table>
<thead>
<tr>
<th>Advisement</th>
<th>Career Planning</th>
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<tbody>
<tr>
<td><strong>Academic Advisor</strong></td>
<td><strong>Collaboration</strong></td>
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<tr>
<td><strong>Freshmen year</strong></td>
<td></td>
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<tr>
<td>To integrate advisees to university life and help them understand the</td>
<td>To know about the</td>
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<tr>
<td>• semester system</td>
<td>• Department of Career Services and its services.</td>
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<tr>
<td>• LAE</td>
<td>• website (<a href="http://www.fccollege.rozee.pk">www.fccollege.rozee.pk</a>)</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><strong>Sophomore year</strong></td>
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<tr>
<td>To help advisees to:</td>
<td>To learn about:</td>
</tr>
<tr>
<td>• make and develop well defined academic plans, General Education plan/record, 8 semester plan and career planning</td>
<td>• career planning and produce realistic career plans</td>
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<td>• maintain CGPA not less than 2.5</td>
<td>• the requirements of a successful professional life</td>
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<td>• engage in community services and in events arranged by different societies</td>
<td>• the importance of career planning and attend at least one workshop on career planning.</td>
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<td>• declare their Major well in time</td>
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<tr>
<td>• get through competency Exams</td>
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### Junior year

**To encourage advisees to:**
- make roadmaps of their Major area of study
- know the requirements of their respective Major (core courses, prerequisites, specializations, etc.)
- discuss the scope of their Major
- plan their career according to their respective 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 the 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 attend career fairs which are 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 degree audit which is available online
- enhance their complimentary skills (elective area of study)
- 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 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:

Atiq-ur-Rehman  
Director  
Academic Advising  
Room: N-17 (Ahmad Saeed Administration Building)  
Ext: 404, 321  
atiqrehman@fccollege.edu.pk