

FACULTY ADVISING MATTERS

ACADEMIC ADVISING SYLLABUS

Dear Advisors/Advisees:

Please follow the syllabus accordingly. It would be beneficial for both Advisors and Advisees. It is students' responsibility to contact his/her Advisor to get guidance and complete his/her degree on time.

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

Effective Adviser focuses on the desired results and seeks successes for Advisees



Success

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
- enhance their complimentary skills (elective area of study)
- prepare for tests such as GRE, TOEFL, IELTS, etc. according to their needs
- encourage them to attend the "Job Fair/Education Expo" so that they may know about career as well as higher education opportunities and look for appropriate placements

Junior year

To encourage advisees to:

- make roadmaps of their Major area of study
- attend "Orientation for Major Students" in order to know about 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 degrees
- 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

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**Sophomore
year**

To help advisees to:

- make and develop well defined academic plans, General Education plan/record, 8 semester plan and career planning
- maintain CGPA not less than 2.5 or above
- engage in community services and in events arranged by different societies
- declare their Major well in time
- help advisees in developing their aptitude and decide major accordingly and to explore higher education and career opportunities as well
- declaring their major confidently in accordance with their intended choice of career.
- make meaningful and well-defined academic plans.

**Freshman
year
(UNIV100)**

To integrate advisees to university life and help them understand the:

- semester system/LAE
- university policies, procedures, deadlines and requirements of 4 year program
- importance of General Education
- process of course registration
- importance of appropriate course registration
- the terms, in particular academic probation, add/drop, withdrawal, etc.

And also to:

- assign advisees an out of class assignment on making tentative academic Road Maps, in particular General Education Plan and also encourage them to write their Mission, Vision and Values statements.
- maintain necessary records of their Advisees for reference and effective Advisement.
- assist Advisees in Self-Exploration.

Advisor's role is to assist, motivate and **enable** his/her Advisees to develop meaningful academic as well as life plans.

For Further details and materials visit the following link:
<https://www.fccollege.edu.pk/academic-advising-center/>

Should you have any question or query please feel free to contact me.

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