



FACULTY ADVISING MATTERS

FORMAN CHRISTIAN COLLEGE

HEAD OF FACULTY ADVISING, OFFICE OF THE VICE 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 develop 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.

ADVISEMENT Faculty Advisor	Collaboration	CAREER PLANNING Advisee
Freshmen year		
<p>To integrate advisees to university life and help them understand the:</p> <ul style="list-style-type: none"> • 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; academic probation, add/drop, withdrawal, etc. 	<p>To know about the:</p> <ul style="list-style-type: none"> • Career Services and its services. • Websites. (www.fccollege.rozee.pk) • International Education and internship etc. 	

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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

To learn about:

- career planning and produce realistic career plans
- the requirements of a successful professional life
- the importance of career planning and attend at least one workshop on career planning.

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-campus 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

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

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