

# ADVISING SYLLABUS



Your Student ID Number: \_\_\_\_\_

Your Faculty Advisor's Name: \_\_\_\_\_

Your Faculty Advisor's Office Phone & Location: \_\_\_\_\_

Your Faculty Advisor's Email: \_\_\_\_\_

Your Major: \_\_\_\_\_

Division Office Phone & Location: \_\_\_\_\_

**College Mission:** Mercer County Community College is a comprehensive, publicly supported two-year institution focused on learning and student success.

**Student Services Mission:** We engage, challenge, and support students through programs and services that facilitate learning. "Helping students help themselves."

**Objective of Advising:** Faculty advisors will guide and support you in successfully pursuing your educational goals at Mercer County Community College, while the advisors you met on your first day of registration will guide you through the admissions process.

**Student Learning Outcomes:** In order to be successful as a student, you should be able to

1. Understand and identify the course requirements of your program of study.
2. Create, maintain, and follow through on your academic plan.
3. Identify at least two Mercer staff members who can help you learn about and utilize appropriate resources on campus.
4. Investigate campus involvement, including student clubs, organizations and activities.
5. Adhere to college policies, procedures, and the Student Code of Conduct.
6. Navigate Mercer Student Portal, Mercer Mail, & Web Advisor.

**Expectations for Students:** As a student, you are expected to

1. Schedule and keep faculty advising appointments each semester.
2. Be prepared for advising planning sessions by researching degree requirements, pre and co-requisites, as well as transfer information.
3. Actively participate in advising by asking questions and by sharing and clarifying goals/interests.
4. Follow through on advising recommendations in a timely way.
5. Understand your program requirements and ask questions if you are unsure.

**Expectations for Advisors:** As an advisor, I will

1. Be knowledgeable about programs and graduation requirements, policies, and procedures.
2. Be able to advise students concerning course availability and requirements for each succeeding semester.
3. Encourage and guide students to develop and pursue their goals.
4. Refer students to appropriate campus resources.
5. Be accessible via phone, email, and by appointment and will respond to students in a timely way.
6. Follow through on actions promised to students.

**Materials:** College catalog, Mercer Mail, My Mercer Student Portal

**Resources:**

Office	West Windsor Campus	James Kerney Campus
Advisement Services	609-570-3292	609-570-3139
Accounting	609-570-3254	609-570-3149
Admissions	609-570-3795	609-570-3139
Bookstore	609-570-3416	609-570-6774
Educational Opportunity Fund/PASS	609-570-3423	609-570-3423
Financial Aid	609-570-3210	609-570-3180
Fitness Center	609-570-3738	609-570-3738
Library	609-570-3554	609-570-3179
Registration & Records	609-570-3228	609-570-3139
Student Activities	609-570-3435	609-570-3166
Testing Center	609-570-3295	609-570-3151
Transfer & Career Services	609-570-3307	609-570-3167
Tutoring	609-570-3422	609-570-3151
Counseling	609-570-3354	609-570-3139
Special Services	609-570-3422	609-570-3422
Veteran Services	609-570-3240	609-570-3240

**Checklist:**Prior to the Start of my First Semester...

1. I have registered for classes with an academic advisor; and printed my class schedule.
2. I have logged into My Mercer student portal account and reviewed the information under the Web Advisor for credit student.
3. I have researched my financial aid options by speaking to the Financial Aid department.
4. I have identified books, websites, study aides, and classroom location for each class.
5. I participated in the SOAR new student Orientation.
6. I have reviewed the sections in the college catalog, located on Mercer's website, that describe academic assistance and support, academic and college policies and procedures, and the Student Code of Conduct.
7. I have accessed the "Student Activities" link on Mercer's homepage to investigate how I might become involved on campus.
8. Download the Ellucian Go App on your mobile device.

Each Semester...

1. I have reviewed my address, phone number, and major in My Mercer student portal, and the information is correct.
2. I have reviewed the requirements for my program as outlines in my catalog of record.
3. I have verified the start date, end date, and add/drop deadline for each class.
4. I have identified books, websites, study aides, and classroom location for each class.
5. I have made an appointment with my faculty advisor to discuss academic and career goals.
6. I have identified campus resources to assist with academic and career-planning success (e.g. tutoring, transfer/career services)
7. I have developed with my advisor my academic planning worksheet and will update it each semester to determine my pathway to graduation.
8. If I am planning to transfer, I have scheduled an appointment with the Transfer Services office (SC229) and have reviewed online transfer information sources such as ([www.njtransfer.org](http://www.njtransfer.org)).
9. I have reviewed and completed all financial aid requirements if applicable.

Ongoing...

1. I check My Mercer email at least once a week.
2. I routinely check Mercer's Website and My Mercer portal to review the bulletin boards for information about student events on campus and clubs and organizations.

Prior to my Final Semester...

1. I have completed a degree evaluation/audit.
2. I have met with my faculty advisor.
3. I have registered for my final semester.
4. I have submitted an Application for Graduation.



## Fairleigh Dickinson University

Mercer County Community College and Fairleigh Dickinson University (Teaneck, NJ) have partnered to offer the convenience of earning a bachelor's or master's degree from FDU while attending on-site classes at MCCC.

### Bachelor's Degree Programs:

*B.A., Communication Studies*  
*B.A., Criminal Justice*  
*B.A., Individualized Studies with Specializations in...*

- *Business & Technology*
- *Hospitality Management*

### Master's Degree Program:

*M.S., Hospitality Management*

Featuring...

- Baccalaureate Degree completion
- Graduate Degree studies
- evening, weekend, and one-day classes
- competitively priced, special on-site tuition

### For more information, contact:

Shawn McCloud  
Associate Director / Senior Lecturer  
International School of Hospitality and Tourism Management  
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(609) 457-1639 cell  
(609) 343-4984 voice



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## Felician College



By arrangement with Felician College (Lodi, NJ), nurses can earn their Bachelor of Science in Nursing (BSN) degree on-site at Mercer County Community College. Beginning in January 2008, Felician offers a fast-track RN to BSN program enabling registered nurses to earn their BSN in only 17 months by attending class just one day a week. The 54-credit program consists of 27 credits of nursing courses and 27 credits of liberal arts and science courses. The program is designed for students who are licensed RNs, have earned their associate degree in nursing or a nursing diploma, and have at least 30 liberal arts credits. This program is open to MCCC's Nursing program associate degree graduates as well as those of MCCC's cooperative partner institutions: Capitol Health Systems and St. Francis Medical Center. It is also open to nursing graduates of other community colleges, nursing diploma schools, and any registered nurse in the local community.

The RN to BSN fast-track program is specifically designed for the working nurse, and prepares registered nurses for leadership roles in client care and management. The four-year BSN degree is often a requirement for advancement in today's job market.

Because the Felician program requires applicants to hold an RN license in New Jersey, students who hold a license from another state must apply to the New Jersey State Board of Nursing for endorsement prior to admission. Felician College offers scholarships to qualified students.

### For more information, contact:

Felician College representative  
Andrea Horvath, Site Director, Adult and Graduate Admission (201) 355-1445 [horvatha@felician.edu](mailto:horvatha@felician.edu)

## Rutgers University



The Rutgers off Campus undergraduate degree completion program provides students who have earned an associate's degree from an accredited community college the opportunity to pursue a bachelor's degree from Rutgers, The State University of New Jersey.

Rutgers and Mercer County Community College have established a partnership to bring area residents opportunities to obtain their baccalaureate degrees while staying close to home. Mercer County is the primary site for selected upper-division course offerings provided by Rutgers University.

- *B.A., Political Science*
- *B.S., Labor Studies & Employment Relations*
- *RN to B.S. Nursing*
- *Criminal Justice*

### For more information, contact:

Katherine Birckmayer, Manager of Academic Programs

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[rutgers-mccc@dceo.rutgers.edu](mailto:rutgers-mccc@dceo.rutgers.edu)

(609) 570-3490

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## William Paterson University

An agreement with Mercer County Community College enables William Paterson University (Wayne, NJ) to offer bachelor's degree programs on-site at Mercer's West Windsor campus (except for student field work). Students who successfully complete Associate of Arts degrees at MCCC have the opportunity to transfer into the following William Paterson bachelor's degree programs:



### Bachelor's Degree Programs:

- *B.A., Early Childhood Education / Elementary Education*
- *B.A., Liberal Studies*
- *B.A., Psychology*

### Master's Degree On-Line Program:

- *M.Ed., Literacy*  
(concentrations: Reading, Language Arts)

For more information on these totally on-line graduate programs offered by the William Paterson University College of Education, visit [here](#)

### Graduate Level On-Line Certificate:

- *Learning Technologies*

Taught by WPU faculty, classes take place in late afternoons, evenings, Fridays, on weekends, and online. While students will not need to travel to William Paterson University to complete their degree, they will be full-fledged William Paterson students.

### Graduate Level On-Line Endorsement:

- *Associate School Library Media Specialist*

Taught by WPU faculty, classes take place in late afternoons, evenings, Fridays, on weekends, and online. While students will not need to travel to William Paterson University to complete their degree, they will be full-fledged William Paterson students and will have access to the institution's library, information technology resources, and other student benefits.

One of the nine state colleges and universities in New Jersey, WPU began more than 150 years ago to prepare teachers for the classroom, and is now a public comprehensive university.

### For more information, contact:

Leonard Winogora, on-site coordinator & advisor

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[winogoral@wpunj.edu](mailto:winogoral@wpunj.edu)

(609) 570-3358