



Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVESSM

Academic Advising Syllabus

Advisor availability varies by location. Please, call in advance to confirm your advisor's availability.

Contact information for your advisor can be found at: www.npc.edu/advising

General advising line: 928-532-6114

Mission Statement:

The academic advising department **empowers students to take charge** of their educational careers through a collaborative mentoring relationship between student and advisor.

Student Learning Outcomes:

Students who participate **actively** in academic advising will be able to...

1. confidently declare their academic plan and identify where to find program requirements
2. utilize the online course scheduler to register for their academic courses
3. identify various NPC departments, understand how to employ their services, and how to reach them
4. reach their academic goals in an efficient manner and maximize their student experience at NPC

Your Role as the Student:

Come prepared to discuss your future. If you are unsure about what you want for your future, that is ok, we are here to show you some options. As a college student, you must make **your own** decisions. **Ultimately, the completion of the degree requirements is your responsibility.**

Be honest and open. We can assist you much better if we know what your situation is and how you feel about your academic direction. Tell us what barriers might get in your way so we can help you find needed resources.

Be willing to learn. Advisors cannot do everything for you. There are many students and only a few advisors. We are here to teach you to be self-sufficient and how to do things on your own.

Never register for a class you are unsure about. If you are not 100% positive that you need a specific class, then speak with your advisor. We don't want you to waste your time or money on classes that don't apply to your degree plan. **NPC recommends that you speak with an advisor EVERY semester to ensure you are on track.**

Our Role as Advisors:

NPC academic advisors are here to serve as your guide. We look forward to learning about your life goals and assisting you by showing you the academic pathway that will best help you achieve your objectives. As advisors, **we will assist you by providing information and resources, but you are responsible for planning your individual program and for meeting academic requirements and deadlines.** If you ever have an academic issue that an advisor cannot resolve, we will ensure that you are put in contact with someone who can.

Academic Checklist:

- Fill out an NPC application form and obtain a Student ID# and Library/ID Card
 - In person or online at www.npc.edu >> Click **Apply** in the middle of the page
- Financial Aid: Fill out all financial aid forms early
 - FAFSA online at www.fafsa.gov (school code 011862)
 - Speak with your advisor about other documents financial aid may require.
 - Apply for scholarships at www.npc.edu/scholarships

NOTE: The NPC Financial Aid office **must** receive **ALL** required documentation, including your FAFSA application, **BEFORE** the **priority deadline** to ensure financial aid funding before the next semester.

- Visit with an advisor to choose a pathway
 - Review program map
 - Review important semester dates
 - Take placement tests if needed
 - If taking online courses, it is strongly recommended that you complete the Online Readiness module: <https://sites.google.com/mail.npc.edu/itcs/eresources/readiness>
- Register for classes
 - In person or by phone: Visit the nearest front office www.npc.edu/locations
 - Online: <https://mynpc.npc.edu/ics> under the **MyRegistration** tab
- Pay for your classes
 - Make a one-time online payment or to set up a payment plan www.npc.edu/ecashier
- Purchase your books online at the NPC online bookstore: <https://www.npc.edu/textbooks>

*****If you are sending your transcripts electronically, please ask your previous institution to email them to evaluations@npc.edu and then follow up with your advisor 10 days after your request. *****

PASSWORD RESET: To obtain your login information or reset your password, go to <https://pwreset.npc.edu/> You will receive an email at the personal email address you provided. Or call tech support for assistance.

Student Services:

Office	Phone	Email
Financial Aid	928-524-7318	financialaid@npc.edu
Records & Registration	928-524-7459	recreg@npc.edu
Student Billing	928-524-7480	studentbilling@npc.edu
Technology Support	928-524-7447	support.center@npc.edu
Accessibility and Inclusion	928-536-6246	catherine.buckhorn@npc.edu
Career Services	928 289-6568	careerservices@npc.edu
Veteran Services	928-524-7469	veterans@npc.edu
Tutoring	928-524-7367	tutor@npc.edu