

HOW TO BE ADVISED

HOW TO USE ADVISING

- Your Advisor is assigned to you based on your declared major or campus location.
- Meet with your Advisor to discuss course selections and/or a graduation plan.
- If you are in a program that requires a separate application, contact your academic department.
- Meet with your Advisor early in your time at ACC.
- Ways to meet your Advisor (see back for more details)
 - one-on-one appointment
 - walk-in advising for quick questions
 - group registration session
 - phone or email

PREPARE FOR YOUR ADVISING SESSION

Think ahead – Formulate questions and bring relevant documents

Problem Solve – Discuss your educational challenges and successes, and how to solve your challenges

Record – Write down what you discussed and next steps to complete

Participate – Ask a lot of questions!

Plan – Leave your meeting with an action plan

HOW TO MEET YOUR ADVISOR

One-on-one appointments and phone or email

- Review DegreeCheck and major requirements
- Build a course plan in DegreeCheck
- Complete and submit academic and financial aid appeals
 - Connections to academic success resources
 - Major exploration
 - Transfer planning

Group Registration Session

- Review DegreeCheck and major requirements
- Register for classes

Walk-In Advising

- Receive instructions on registering for classes and changing major
- Get a referral to another department on campus
- Address an immediate concern and schedule a follow-up appointment





ONE-ON-ONE APPOINTMENT

Designed for students who need to discuss long-term course selection/academic planning, register for classes, and have completed placement testing and New Student Orientation.

- Appointment Length: 30-45 minutes
- Best for: New and Current Students
- Schedule: Through arapahoe.edu/advising or 303.797.5664



PHONE APPOINTMENT / EMAIL

Designed for students who are not able to meet with their assigned Advisor face-to-face and have general questions. Student will schedule a time to call the advisor.

- Appointment Length: 30 or 45 minutes
- Email: Must use ACC-issued email account for privacy protection
- Best for: New and Current Students
- Schedule: Through Advising Front Desk (M2010) or 303.797.5664



GROUP REGISTRATION SESSION

Occurs during open course registration periods and is designed to assist students with registering for classes. Students will meet their Advisor in a group of their peers.

- Appointment Length: 1 hour
- Best for: Current Students
- Schedule: Through arapahoe.edu/advising



Designed for quick questions, instructions on myACC-based function, or to address a concern that needs immediate attention. Students will meet with the on-call advisor.

- Appointment Length: 15 minutes
- Best for: Current Students
- Walk-in service on a first-come, first served basis

OUR STAFF

ADVISORS for majors in:

Engineering, Health, Life Sciences
Math, Nursing, Nutrition &
Wellness, Physical Science

Julie Nicholson

julie.nicholson@arapahoe.edu
303.797.5345

Edward Nance

edward.nance@arapahoe.edu
303.797.5652

ADVISORS for majors in:

Education, Legal Services, Liberal
Arts, Protective Services, Social
Sciences

William Wetzel

william.wetzel@arapahoe.edu
303.797.5653

CASTLE ROCK/PARKER campuses

Aimee Lem

aimee.lem@arapahoe.edu
303.734.3714

ADVISORS for majors in:

Arts, Business, Digital Media,
Information Technology, Personal
Care Services, Technical Trades

Ashton Clouse

ashton.clouse@arapahoe.edu
303.797.5769

Anna del Rosario

anna.delrosario@arapahoe.edu
303.797.5726