

10: Faculty Advisors

Earlier in the semester, you met with an Academic Advisor (not faculty) and were provided with an Ed Plan, a sequence of coursework required to get particular credentials you want, Associate Degrees and/or Certificates of Completion. Unfortunately, several of the Academic Advisors refused to include Certificates of Completion, which are an integral part of our academic paths. Fortunately, they do not have the last word.

Every semester, I have students send an email to their Faculty Advisor to introduce themselves as a student in their program and to request a review by them of your Ed Plan. This semester it will be done with greater intention. Your resume, with your linked credentials, was completed prior to your meeting with your Academic Advisor. Part of the assignment was that the credentials on your resume need to match the credentials identified on your Ed Plan. For many students, that did not happen, particularly with Certificates of Completion.

Send an email to your Faculty Advisor introducing yourself as a student in their program. Add snippets which identify whether your Ed Plan does or does not match your resume. If it does not match, identify which credential(s) is not identified in your Ed Plan and request that the faculty member intervene on your behalf to ensure that the Academic Advisors revise your Ed Plan to include the intended credentials you list on your resume.

Make sure you copy me on the email. It's worth points on your assignment.

If your resume matched your Ed Plan, use the following model:

Dear Professor (Lastname),
My name is (Firstname Lastname). I plan to complete a degree and/or certificate in (your degrees and certificates). Below you will find a link to my CIS105 Portfolio which begins with my Resume and Degree Requirements (Ed Plan). Would you please review my Ed Plan to ensure that it has current and correct coursework and sequence.

Portfolio Link: (link to the published version of your portfolio)

The best way to reach me is with the following email address: (your maricopa.edu email)
And the following phone number: (your phone number)
Please keep me advised about anything and/or opportunities related to my academic program.

I look forward to meeting or connecting with you and to completing my credentials under your academic leadership.

If your advisor did not include the degrees and credentials you listed on your resume, your email will look like this:

Dear Professor (Lastname),
My name is (Firstname Lastname). My advisor did not include all of my intended credentials on my Ed Plan. Several advisors refused to include Certificates of Completion.

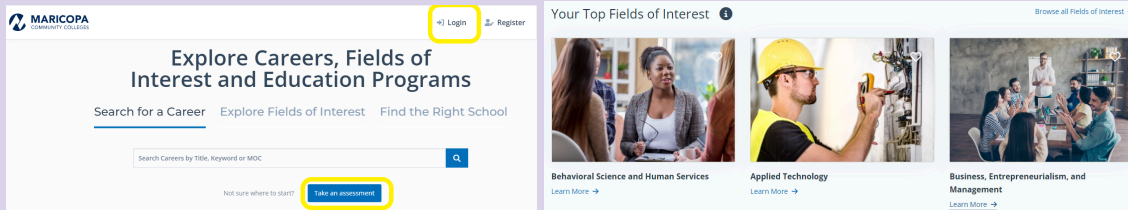
My resume was completed before my Ed Plan. The following are the credentials not honored by my Academic Advisor. Please intervene on my behalf and request that my Academic Advisor include the following credential(s) on my Ed Plan:

If you need to speak or meet with me, my Maricopa email is (your Maricopa email).
My phone number is (Your phone number)

I look forward to having an Ed Plan which matches my intentions. Thanks for your help with this.

3.1: Field of Interest / Ed Plan

- Register to take the [Pipeline Assessment](#).
- Login with your MEID and password.
- Complete the assessment
- Make a snippet of your top 3 Fields of interest.
- Place your snippet at the bottom of your Degree Requirements page.



If you do not have an Ed Plan or know where to find it electronically, make an appointment. [Academic Advisement](#) is a key factor in student success. Students in my sections of CIS105 are required to have their Ed Plan or its equivalent in the Degree Requirements page of their portfolio. The Ed Plan is part of your grade and of your CIS105 portfolio.

- Get your Ed Plan from: [Academic Advisement / Student Services](#)
- Download your Ed Plan and upload to your shared CIS105 folder
- If necessary, remove your student id number from the title and/or body of the Ed Plan
- Insert it in your Degree Requirements page
- Place your Educational Plan and University major map or degree requirements for all programs and certificates you plan to complete in your Degree Requirements page.
- Make sure all your pages and documents are visible

It is important that all students have and maintain a relationship with academic and faculty advisors

1. Know and document the exact title of any and all degrees/certificates you ever intend to complete
2. Know and document the requirements for each degree/certificate
3. Place a copy of all degree requirements, Community College and University (if applicable) in the Degree Requirements page of your portfolio
4. Know the names of your Academic and Faculty Advisers with whom you will establish and maintain a relationship

Instructions are given in class for locating and inserting degree requirements in your portfolio.

[Transfer to ASU from a Maricopa Community College | Transfer Degree Search: Explore the UA's Degree Plans Results - eAdvisor™ Academic Program Search](#)
[ASU eAdvisor Academic Program Search](#)
[Degree Search - Northern Arizona University](#)
[Academics | Grand Canyon University](#)