## Ten Advisement Facts for your Success

### How do I become a student and get in my classes?

1. **College admission and student declaration**: New students must submit a Student Information Form (SIF) in person or online at [my.maricopa.edu](http://my.maricopa.edu). Per Arizona law, all Arizona educational institutions are required to ask every student to provide information about their citizenship or legal status which has to do with tuition rates ([http://www.maricopa.edu/residency/](http://www.maricopa.edu/residency/)).


3. **Placement Test**: Students enrolling for the first time in English (ENG), Reading (RDG), and Math (MAT) classes must take either the ASSET test or ACCUPLACER test prior to registering for classes.

4. **Pre-Advisement**: SMCC requires all first-time degree and/or transfer seeking students to see an academic advisor prior to attending iSS.

5. **New Student Orientation**: SMCC requires all first-time degree and/or transfer seeking students to attend New Student Orientation.

6. **College Success Course**: SMCC requires all first-time degree and/or transfer seeking students complete a college success course: AAA 115 or CPD 150.

### What degrees and certificates are offered at SMCC?

- **AAS degrees**: Recommended for students who wish to gain a depth of technical expertise (AAS is not designed to transfer as a block).
- **AGS degree**: Recommended for students whose educational goal requires flexibility and whose primary goal is to complete an Associates degree (AGS is not designed to transfer as a block).
- **University transfer degrees**: (AA, ABUS-GR, ABUS-SR, AS, AA-EE, AA-FA) - University transfer degrees are designed for students who plan to transfer to a four-year university into a variety of majors. For a complete list of degree policies and check sheets use the following resource: [MCCCD Center for Curriculum and Transfer Articulation](http://mcccd.edu)

### I am undecided on a major. Is that OK? What should I major in?

**Importance of declaring a major**: It is important to declare a major to maximize your time and credits. The longer you wait to make a decision, the more you risk delaying degree completion. It is ideal to declare your major by the time you have earned 24 credits.

**Help with identifying your career interests**: SMCC Career Services and Counseling Services are two departments that have professional staff ready to assist you with career exploration.

**After identifying a major**: Meet with an academic advisor to discuss degree and/or certificate options that align with your career choice and she/he will update your educational plan and check sheet. Your academic advisor will also provide you with your faculty advisor’s information. Your faculty advisor can help you academically prepare for your major and can...
| What classes should I take this semester? | **Run the Degree Progress Report:**
The Degree Progress Report is a tool that can be found in your [Student Center](http://www.maricopa.edu). The report displays the requirements of your certificate or degree plan.

**Develop an Educational Plan:**
You can determine the courses you need to take every semester by developing a semester by semester educational plan with an academic advisor. |
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<td>Can I enroll in classes on my own or do I have to see an advisor every semester?</td>
<td>You may enroll into your courses on your own via your <a href="http://www.maricopa.edu">Student Center</a>. There are reference videos to assist you on <a href="http://www.maricopa.edu">my.maricopa.edu</a>. It is recommended that you meet with an academic advisor at least once to develop an educational plan and often throughout your college education to review your degree progress.</td>
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<td>How do I enroll for courses that SMCC does not offer?</td>
<td>You may enroll in courses at any MCCCD campus. To find courses throughout MCCCD, go to <a href="http://www.maricopa.edu">my.maricopa.edu</a>, go to <a href="http://www.maricopa.edu">Find a Class</a>, type in the course for which you are searching, select the appropriate semester and College. You must go through the admissions process first for each MCCCD college in which you intend to process course enrollment. Since some courses have prerequisites, the system will not allow you to self-enroll unless your MCCCD transcript or external transcript(s) are evaluated and posted at the college in which you are processing the enrollment of a given course. For credits taken outside of MCCCD, you may take a copy of your unofficial transcript(s) containing the prerequisite(s) to any MCCCD college’s academic advisement office. There an academic advisor can perform an unofficial evaluation to determine if prerequisite(s) are met. The advisor can then manually process your enrollment request.</td>
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| What is the MAPP program? How do I sign up? | In a nutshell, the Maricopa-ASU Pathways Program (MAPP), is a program that is designed to guarantee the following to students who complete MAPP requirements:
- Admission to ASU
- Admission to their declared major/program at ASU (must be an approved program/not all programs are part of MAPP)
- ASU Tuition Commitment for AZ residents
You may enroll for the MAPP program at any time and must enroll with an academic advisor at SMCC. The cutoff date for each academic year is May 31 of that given year. If you enroll after May 31 of a given year, you will be subject to the requirements, terms, conditions and the tuition rate of the following academic year.

To learn more about MAPP go to [http://www.maricopa.edu/alliance/](http://www.maricopa.edu/alliance/). |
| How do I request/send my MCCCD transcript? | You may process an MCCCD transcript request via [my.maricopa.edu](http://www.maricopa.edu). For external transcripts requests, you must contact your previous college/university and request for the transcripts be sent directly to the MCCCD college(s) in which you plan to utilize your previous college credits. Once the transcripts arrive at the MCCCD college(s), you will need to follow up with SMCC Registration and Records Office to ensure that an official evaluation is done and the evaluation is posted. |
### How do I know if I am ready to graduate?

**Run the Degree Progress Report:**  
The Degree Progress Report is a tool that can be found in your Student Center. The report displays the requirements of your certificate or degree plan. It also shows which requirements have been satisfied and which have not.  
**Students anticipating to graduate should meet the following criteria:**  
- Have completed all requirements for the degree and/or certificate OR be enrolled in coursework that will be completed within six weeks of commencement. You should meet with an academic advisor to review your academic record  
- Requested official transcripts and asked that they be evaluated and posted to your current college record if you took classes at another university, 2 year college or another Maricopa Community College in addition to your current college coursework which will be applied toward your degree  
- If you meet the above criteria, apply for graduation in the SMCC Advisement Office

**Students wishing to participate in the commencement ceremony also need to complete the following:**  
- Pay commencement fee of $25.00 (if planning on attending); Commencement fee includes cap and gown, honor cords, degree or certificate cover and five announcements (If attending Commencement)  
- Pick up cap, gown and announcements in the SMCC Bookstore when available

Refer to: http://www.southmountaincc.edu/admissions-registration-records/graduation/

### How do I meet with a university transfer representative to learn how to apply to a University?

Currently, SMCC works with MCCCD partner universities to coordinate university transfer visits on the SMCC campus. To see a list of our partners go to the MCCCD University Transfer Center at http://www.maricopa.edu/transfer/partners/

To view the SMCC's Transfer Events, including transfer representatives' scheduled visits, go to the SMCC University Transfer webpage via http://www.southmountaincc.edu/advisement/university-transfer/

ASU is currently the only university that requires appointments. To make an appointment to see ASU’s undergraduate admissions representative go to SMCC’s ASU Transfer webpage via https://transfer.asu.edu/communitycollege/AZ/southmountain

For additional questions related to University Transfer, contact the SMCC University Transfer Coordinator, Erica B. Hallum. Phone: 602-305-5787 Email: erica.hallum@southmountaincc.edu