



Palo Alto College
College, Career Readiness School Models (CCRSM) Advising Syllabus

Advising Student Learning Outcomes:

1. Students will demonstrate understanding of the four-year graduation plan by using *Alamo* GPS.
2. Students will identify and utilize campus resources for student success.
3. Students with 30+ hours will track progress toward completion of the associate's degree and set goals for academic transfer or career pathways.

YEAR	SEMESTER	TYPE	TOPICS
9th Grade	Fall	Group Advising (30 Students)	CCRSM Program Overview 1. Technical versus Academic degrees 2. 4-year plan/pathways/GPS tool/Workforce certificates 3. 60 hours/PTECH hours 4. Advising syllabus Student Responsibilities 1. Academic Standing 2. Attendance policies 3. Student Code of Conduct/Student Handbook 4. Self-Advocacy ACES Navigation 1. What is ACES and why is it important? 2. Student email 3. Available resources in ACES Support Services 1. Disability Support Services (DSS) 2. Access to Tutoring, Library, STEM center... et al 3. Individual advising needs- the how to access
	Spring	New Student Convocation	CCRSM Convocation 1. Academic Integrity 2. Student Code of Conduct 3. College/Classroom expectations 4. Campus resources 5. 4 Year Plan review
10th Grade	Fall	Group Advising (30 Students)	Ensuring College Success: Supporting Progress and Intervention Strategies 1. Understanding an academic calendar (focus on dates/deadlines) 2. Academic Standing Advising (Probation, Suspension, Dismissal) 3. Balancing high school and college priorities
	Spring	Group Advising (30 Students)	4 Year Plan Review and Update 1. GPS/4-year plan review (general overview) • Review of Associates Degree Structure (core curriculum coursework/additional requirements) • Reminder- Technical versus Academic degrees 2. Early Admissions/Summer Learning Opportunities 3. Transfer Advising Guides
11th Grade	Fall	Small Group Advising (10 Students)	Transfer Planning 1. Impact of GPA on transfer 2. Junior year degree audit
	Spring	Small Group Advising (20 Students)	Senior Year Planning 1. GPS/4 Year Plan Review 2. Final course scheduling 3. Tips for applying to universities



12th Grade	Fall	Group and Individual Advising (15 Students)	Preparing for Graduation 1. Senior Year Degree Audit 2. Summer Graduation (if needed) 3. Reverse Transfer (If needed) 4. Transcript request process
	Spring	Group and Individual Advising (15 Students)	Graduation 1. Applying for graduation (Audit in January) 2. Planning for graduation activities 3. Next steps (summer/fall enrollment if needed) • Offer PAC fall checklist (Diana- ensure information we are no longer advisors)