



**Center for Student Success**

**Academic Hall  
A230  
973-684-5524**

**Regular Hours:  
Monday - Thursday  
8:30 - 7:00  
Friday  
8:30 - 4:30  
Saturday  
8:30 - 12:30**

**Inside this issue:**

<i>Take My Advice</i>	1
<i>Get Back On Track</i>	1
<i>From The Directors Desk</i>	2
<i>Major Changes</i>	2
<b>FYI: INSERTS</b>	
<i>Desde la Oficina del Director</i>	3
<i>Life Skills 101</i>	3
<b>Make Them S.M.A.R.T.</b>	4
<b>Web Registration FAQ's</b>	4



## Take My Advice

In these days when it is convenient to register for classes on the web, is it necessary for a student to see an academic advisor? All signs seem to point to the affirmative. While it is praiseworthy for a student to be independent in choosing his/her courses and arranging a schedule, the danger of making erroneous choices is still lurking.

One of the possible pitfalls is to register for a course without taking the prerequisite. At one time in the halls of PCCC there was a math professor who would literally march students from his Pre-Calculus ( MA 109 ) class down to the

Center for Student Success on the first day because they had failed to take the necessary prerequisite, College Algebra ( MA 108 ).

Making incorrect choices in course selection can waste the student's time and money as well as causing unnecessary frustration. It is the inherent function of the academic advisor to look for inconsistencies in student schedules. These would also include time conflicts as well as selections made for courses at the wrong campus. A visit with an academic advisor is relatively painless and it affords the student an opportunity to express his/her

academic and vocational goals to someone whose advice could make a difference. In addition, the advisor serves as an objective sounding board with no emotional ties to the student that a relative or friend may have whose goal may be simply to please the student by saying yes to everything.

The very least of the reasons to seek out an academic advisor is the importance of gaining a second opinion. It is equally important to be correct as it is to be independent.

**By James Gallagher,  
Academic Advisement  
Administrator**

## Get Back On Track

**Are you or is someone you know on ACADEMIC PROBATION?** Do you know how you got on? Want to learn how to get off? If so, the workshop **Navigating Academic Probation** is for you. Designed for providing probationary students with the information necessary to learn about the probation process, the workshop also offers ways to prevent further academic setbacks will also be discussed.



The workshop is being offered on **WEDNESDAY, OCTOBER 27th from 5:30– 6:30 p.m.** and **THURSDAY, October 28th from 1:00– 2:00 p.m.** You only have to attend **ONE** workshop; either on the 27th OR the 28th.

**ALL WORKSHOPS WILL BE HELD  
IN THE CENTER FOR STUDENT SUCCESS  
CONFERENCE ROOM**

## From the Director's Desk

Are you preparing for life after PCCC?

As many students approach graduation, they often ask what they can do to prepare for the next step in their lives. The truth is, waiting until graduation to begin to think about your qualifications might be too late! The process should start right now!

Do you want to work? Transfer to a 4 year school? Pursue a different type of education? Start your own business? Whichever path you choose, there will likely be more applicants than available opportunities. There are things you can do now, while you are a student at PCCC that can increase your chances of being a top candidate as you reach for your future goals.

Imagine that you are completing an application for your 'dream' opportunity. Applications often ask for information on your education, GPA, work experience, extracurricular activities, volunteer activities and more. Identify one or two of these areas in which you feel that enhancing your qualifications

would strengthen your status as an applicant. Does your GPA need to be higher? Should you volunteer in your area of interest? Can you get involved in a PCCC club related to your major? Use your time at PCCC wisely to develop any areas that you feel need additional attention.

Letters of recommendation from members of your college faculty can help move your application to the top of the list. Establish and maintain relationships with one or two faculty members in the area of your academic major.

Then, when you are ready to graduate, your professors can explain that they have known you for several semesters, have seen you produce quality work, and would confidently recommend you as a candidate for a program.

When an organization wants to see what you will be like as a participant in their program, they will often look at past behavior to predict your future behavior. For example, if Candidate #1 is an active participant and a leader at

PCCC, the expectation is that Candidate #1 will be an active participant and a leader in their organization too. Conversely, the opposite makes a statement about your qualifications.

If Candidate #2 is not involved in extracurricular activities, clubs, sports, volunteer activities or similar groups at PCCC, Candidate #2 might not get involved in a new environment either. Which Candidate would you choose?

Start to think about what skills will help you get to where you want to go. Being able to use concrete examples to demonstrate your leadership, communication and teamwork skills, or your creativity in solving problems will show exactly just how much of an asset you will be to any team!

Enjoy your semester.



**Adrienne Wolff,**  
Interim Director, CSS

## Major Changes

*Please read below to see if the following information pertains to your major.*

- **Engineering is no longer part of the Mathematics/Science Departments, but is now under the CIS/ Department. If Engineering is your major, Prof. Siegle is your Department Chair**
- **Business Writing**, a new one credit course has been added to the A.S. **Business Administration/Accounting option** This course explores the principles of effective communication and the planning process.
- **PCCC and William Paterson University** have articulation agreements in the following areas:
  - AA degree in Liberal Arts in Communication/Bachelor of Arts (BA)
  - AA degree in Liberal Arts in Theater/Bachelor of Fine Arts (BFA)
  - AA degree in Liberal Arts in Humanities with a concentration in Art/Bachelor of Fine Arts (BFA)
  - AA degree in Liberal Arts in Musical Studies/Bachelor of Music (BM)
  - AAS degree in Nursing/Bachelor of Science/Nursing (BSN)
- **PCCC Department of Business has an articulation agreement with DeVry University Department of Business. Students will earn a Bachelor of Science in Business Administration (BSBA)**

# Fall

# 2010

# TRANSFER EVENTS

## Transfer Advising Groups

Would you like to know more about the transfer process? Attend a Transfer Advising Group session! The Transfer Advising Groups are held in the **Center for Student Success, A-230**. **No need to sign up in advance. For more information, call Liz Harrison, Student Development and Transfer Specialist at 973-684-5664.**

Thursday, November 4, 5:00pm

*Just have a quick question about your transfer application? Stop by the Center for Student Success on Wednesdays from 3:30-6:30pm, or Thursdays from 12:30-2:00pm, ask to see the Transfer Specialist. If appropriate, you may be asked to schedule an appointment to discuss more detailed questions.*

## University Transfer Admission Information Sessions

Get the facts directly from the source. These sessions are led by admissions representatives who are experts on the transfer admission requirements for their institutions. Everyone is welcome and advance sign-up is not necessary. **All sessions will be held at the Broadway Lobby.**

### **Monroe College**

October 25, 10:00am-1:00pm

### **St. Peters College-Englewood Cliffs**

October 26, 10:00am-1:00pm

November 8, 4:30pm-7:00pm

### **Bloomfield College**

November 2, 10:00am-2:00pm

November 4, 4:00pm-7:00pm

### **Caldwell College**

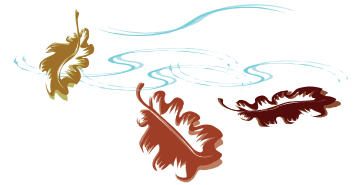
November 17, 10:00am-1:00pm

### **St Thomas Aquinas College**

November 18, 11:30am-2:00pm

### **New Jersey Institute of Technology**

November 22, 10:00am-1:00pm



## **Historically Black Colleges and Universities College Fair!**

**November 16, 2010**

**8:30am-12:30pm**

### **PCCC Gymnasium Paterson Campus**

Gather admission and scholarship information from over 40 Historically Black Colleges and Universities.

Many colleges will be waiving their admission application fees if you apply at the fair. This is a very special opportunity to learn more about these prestigious institutions. See **Liz Harrison, Transfer Specialist in the Center for Student Success**, if you have questions about the fair.



# TRANSFER EVENTS

## Transfer Admission Immediate Decision Programs

For students with **40 or more completed college level credits**, **Spring 2011 admission only**. Students with **scheduled appointments** will meet with a university admissions representative, have their application reviewed, and receive an admission decision on the spot. The programs are held in the Center for Student Success at the main campus in Paterson.

<u>University</u>	<u>Interview Date</u>	<u>Time</u>
William Paterson University	October 28, 2010	2:00-6:00pm
Montclair State University	November 2, 2010	2:00-6:00pm

## On-site Transfer Admission Immediate Decision Instructions

### To make an appointment:

- o **Select** the universities you wish to apply to.
- o **Sign up** personally for an appointment at the Center for Student Success (A-230). Available appointments are limited but are scheduled until filled. Act quickly!
- o **Pick up** an application packet for each university that you registered for. The packet includes an admission application and a transcript request form.
- o **Complete** the transcript request form and return it to the CSS staff.

### For the interview you must bring:

- o A **completed** admission application
- o An official transcript, in an officially sealed envelope, for each college that you have attended prior to PCCC.

**Rutgers University, NJIT and Montclair State applicants must submit an on-line application to the university at least one week prior to the program. Rutgers applicants, please bring your high school transcripts with you to your appointment.**

**Please report to the Center for Student Success at least 10 minutes prior to your appointment. Should you need to cancel your appointment, please call the CSS at 973-684-5524.**

# 21 WAYS TO SUCCEED IN COLLEGE

Researchers have identified certain things students can do to ensure success in college. Ironically students are often unaware of what these “persistence factors” – or keys to success – are and how much they really matter. Here are twenty-one basic things you can do to thrive in college. If you regularly practice the following suggestions, you can and most likely will succeed.

- 1. Find and get to know one individual on campus who knows you are there and who cares about your survival.** One person, that's all it takes. It might be the leader of your freshman seminar or some other professor, an academic advisor or someone at the career or counseling center.
- 2. Learn what helping resources your campus offers and where they are located.** Know where the career planning and counseling center is, the academic skills centers, as well as the many other resources available to you.
- 3. Understand why you are in college.** Your college experience will be much more productive if you can identify specific goals you wish to accomplish.
- 4. Set up a daily schedule and stick to it.** You need to do this for yourself to help you schedule sufficient time for study, work, sleep, and recreation.
- 5. If you're attending classes full-time, don't work more than 20 hours a week.**
- 6. Assess and improve your study habits.** An integral part of your success in college involves assessing your own learning style so you can take better notes in class, read more efficiently, and perform better on tests.
- 7. Choose professors who involve you in the learning process.** Make sure to attend your classes and actively participate in the learning process.
- 8. Know how to use your campus library.** The library isn't as formidable as it might seem, and it offers a wealth of information and resources.
- 9. Improve your writing.** Your writing skills will serve you well throughout life if you take some pains now to improve and secure them. Write something everyday – the more you write, the better you write. Remember, writing is for life, not just for EN 101.
- 10. Develop critical thinking skills.** Challenge. Ask why. Look for unusual solutions to ordinary problems and ordinary solutions to unusual problems.
- 11. Ask for guidance from your college counselor/student development specialist and from professors.** They are an invaluable source of support, guidance, and academic and career information.
- 12. Visit the career center.** The career center can offer valuable information on helping you choose and explore a career.
- 13. Make one or two close friends among your peers.** College represents a chance to form new and lasting ties. It also offers great diversity in terms of the people on your campus. Choose your friends for their own self-worth, not for what they can do for you. Remember that in college, as in life, you become like those with whom you associate.
- 14. Learn to be assertive in a constructive, not combative way.** It's never too late to learn how to stand up for your rights in a way that respects the rights of others.
- 15. Get involved in campus activities.**
- 16. Take your health seriously.** How much sleep you get, what you eat, whether you exercise, and the kinds of decisions you make about drugs and alcohol all contribute to how well or unwell you feel. Take care of your health and you'll be a happier person and a more successful student.
- 17. If you can't avoid stress, learn how to live with it.** While stress is an inevitable part of life, there are ways of dealing with it. Your counseling center can introduce you to techniques that will help you worry less and study more.
- 18. Show up at class.** Professors tend to test on what they discuss in class, as well as grade in part on the basis of class attendance (and Participation). Don't abuse your new freedom. Being there is your responsibility. Simply being in class everyday will go a long way toward helping you graduate. Remember the adage: Ninety-five percent of success is simply showing up!
- 19. Remember that you are not alone.** Thousands of other first-year students are facing the same uncertainties you now face. Find out how much you have in common with your classmates.
- 20. Learn to appreciate yourself more.** You have many talents and skills, and handle numerous responsibilities. Learn to appreciate the person you are.
- 21. Have realistic expectations.** Set both short term and long term goals for yourself. The more realistic your goals are, the greater success you will have in achieving them.

# Early Advisement & Registration: Right Around the Corner!

Please be aware that **Early Registration** for the **Spring 2011 semester will begin on Monday, November 1st.**

Before registering, if you have **3 COLLEGE-LEVEL** credits or more, you **MUST** meet with someone in the department of your major for advisement. Students with **40 credits or more** must meet with their **Department Chair** for advisement and also to complete a **Graduation Checklist**. All others (students with less than **3 credits**) will be seen in the CSS for advisement and registration.

For your convenience, the **Spring 2011 (15 week) se-**

**mester schedule is now available on the web.** It is strongly advised that you take a look at it to assist you in the registration process.

Speaking of the web, registration is available through your portal account (see article on back for portal information). Unless you have taken **College Experience**, to be eligible for Web Registration, you need **6 college-level credits, a major and must be in good standing (no financial or immunization holds and not on Academic Probation).**

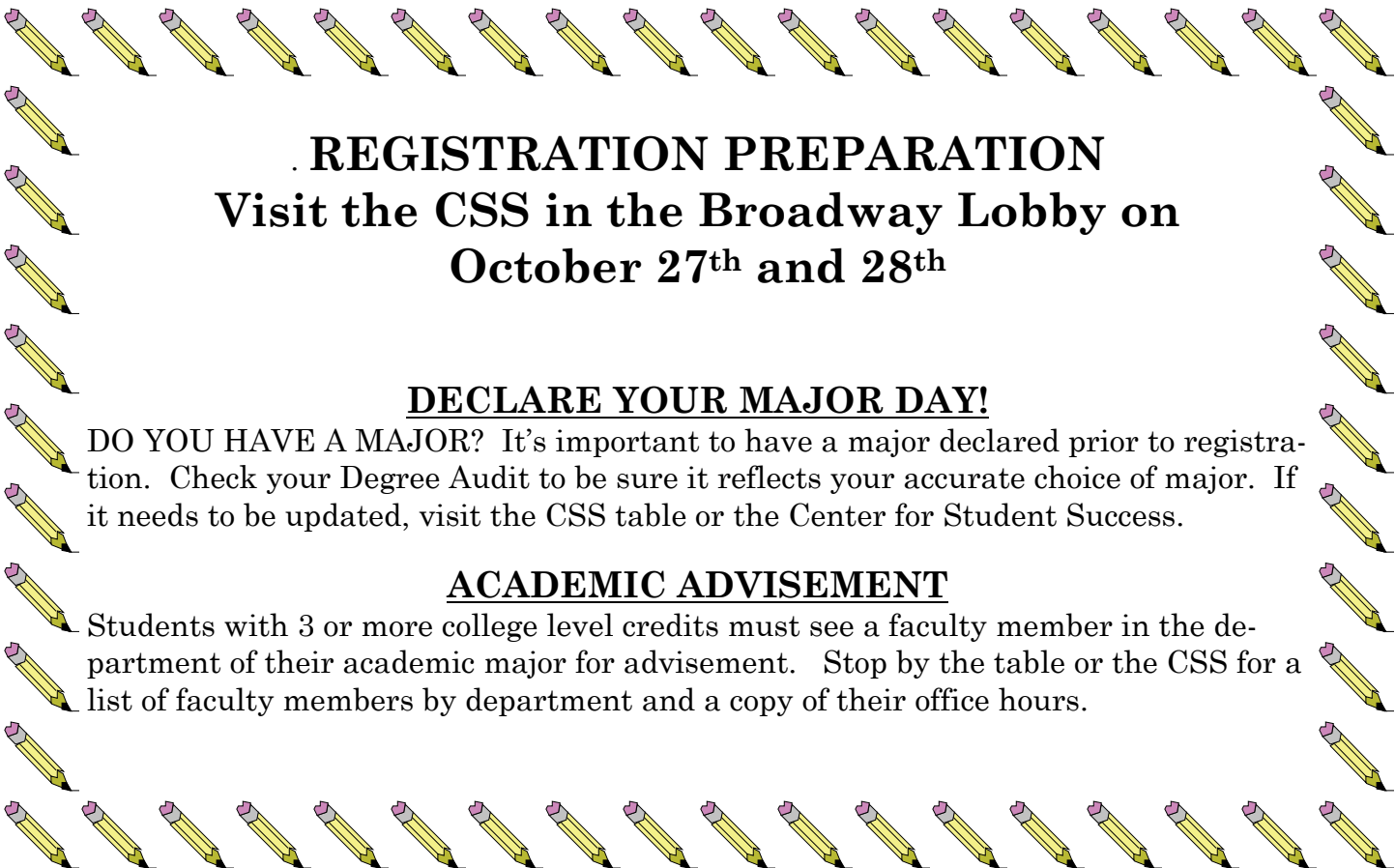
**Students who meet these criteria, will also have access to Web Registration beginning November 1st.**

**DON'T DELAY!**

**Early Registration  
for the  
Spring semester  
will begin**

**MONDAY,  
NOVEMBER**

**1st!**



**REGISTRATION PREPARATION**  
**Visit the CSS in the Broadway Lobby on  
October 27<sup>th</sup> and 28<sup>th</sup>**

**DECLARE YOUR MAJOR DAY!**

**DO YOU HAVE A MAJOR?** It's important to have a major declared prior to registration. Check your Degree Audit to be sure it reflects your accurate choice of major. If it needs to be updated, visit the CSS table or the Center for Student Success.

**ACADEMIC ADVISEMENT**

Students with 3 or more college level credits must see a faculty member in the department of their academic major for advisement. Stop by the table or the CSS for a list of faculty members by department and a copy of their office hours.

## Desde la Oficina del Director

Se está preparando para la vida después de PCCC?

Como muchos estudiantes se acercan a la graduación, a menudo se pregunta qué pueden hacer para prepararse para el siguiente paso en sus vidas. La verdad es que esperar hasta la graduación para comenzar a pensar acerca de sus calificaciones podría ser demasiado tarde! El proceso debe comenzar ahora mismo!

¿Quieres trabajar? ¿Transferirte a una escuela de 4 años? ¿Seguir un tipo de educación diferente? ¿Comenzar su propio negocio? Sea cual sea el camino que elija, es probable que haya más solicitantes que oportunidades disponibles. Hay cosas que usted puede hacer ahora, mientras usted es un estudiante en PCCC que pueden aumentar sus posibilidades de ser uno de los principales candidatos para alcanzar sus futuras metas.

Imagine que usted está llenando una solicitud para la oportunidad de su "sueño". Las solicitudes suelen solicitar información sobre su educación, GPA, experiencia laboral, actividades extracurriculares, activida-

des de voluntariado y más. Identificar uno o dos de estas áreas en las que usted cree que sus calificaciones reforzarían su condición como solicitante. ¿Necesita su promedio mejorar? ¿Debería ser un voluntario en mi área de interés? ¿Se puede participar en un club de PCCC relacionado con mi especialidad? Use su tiempo sabiamente en PCCC para desarrollar las áreas que se siente que merecen atención adicional.

Cartas de recomendación de los miembros de su facultad de la universidad puede ayudar a mover la aplicación a la cima de la lista. Establecer y mantener relaciones con uno o dos miembros de la facultad en el área de su especialización académica. Luego, cuando esté listo para graduarse, sus profesores pueden explicar que te han conocido por varios semestres, que han visto un trabajo de calidad, y con confianza te recomiendan como candidato para el programa.

Cuando una organización quiere ver lo que hará como participante en el programa, a menudo verán en el comportamiento pasado para predecir su comportamiento futuro. Por ejemplo, si el candidato # 1 es un participante activo y

un líder en PCCC, la expectativa es que los candidatos #1 serán un participante activo y un líder en su organización también. Por el contrario, todo lo contrario hace una declaración sobre sus calificaciones. Si el Candidato # 2 no está involucrado en actividades extracurriculares, clubes, deportes, actividades de voluntariado o de grupos similares en PCCC, el candidato # 2 no podrá involucrarse en un nuevo entorno tampoco. ¿Qué candidato usted elegiría?

Empieza a pensar en qué habilidades le ayudará a llegar a donde quieres ir. Ser capaz de utilizar ejemplos concretos para demostrar su liderazgo, habilidades de comunicación y trabajo en equipo, o su creatividad en solucionar los problemas demostraran con exactitud las cualidades de una buena adquisición en cualquier equipo!

Disfruta tu semestre



**Adrienne Wolff,**  
Interim Director, CSS

## Life Skills 101

**Brian Duncan, CSS Career Center Job Developer** will be presenting two upcoming workshops.

The first workshop **SIGI 3** on **Friday, October 29th at 9 a.m. and November 12th at 2 p.m. in the CSS Conference Room** will introduce students to the **System of Interactive Guidance and Information (SIGI 3)** software. Through **SIGI 3 –pronounced “siggy three”**, this workshop will assist students in making informed career choices and achieving future career goals.

The software helps the student do a self-examination of personal values combined with detailed descriptions of over **500 jobs**. The descriptions include educational requirements and salary information.

The **Financial Knowledge** workshop (w/City National Bank) on **November 4th in the Hamilton Club at 9 a.m.** will cover financial ar-

reas of everyday life an adult needs to understand in the handling of money. Topics include but are not limited to Budgeting and Credit. **The workshop will be presented by representatives from City National Bank.**



**For more information please contact:**

**Brian Duncan at**  
**bduncan@pccc.edu**

# Make Them S.M.A.R.T.

This semester, over **600** incoming students attended New Student Orientation programs at the Paterson, Passaic and Wanaque Campuses at PCCC. The Orientations are designed to provide students with many of the tools they will need to prepare for their first days on campus, and for continued success throughout their college journeys and careers.

One of the highlights of the Paterson Campus Orientation program is a presentation by Monster College Advantage called *Making it Count*. Monster is the premier job search engine used by applicants when seeking employment. Monster.com launched MonsterTRAK, which is specifically geared toward college students and recent grads looking for information, resources and tools that can be useful in the job search.

*Making It Count* emphasizes the need to develop goals. Goals should be **S.M.A.R.T.**, an acronym which stands for **Specific, Measurable, Attainable, Relevant, Time-bound**. **SMART** goals could include scheduling five hours each week to complete homework and reading assignments; raising your GPA this semester; or joining two student activities clubs this year. Understanding how to develop **SMART** goals is a transferrable skill, a skill you can develop in college and take with you to apply to your jobs in the future as well.

Another important transferrable skill is time management. There are 168 hours in a week. If you subtract the hours you need for sleep, classes, work, meals, and family responsibilities, you only have a certain number of hours left each day to finish everything else! It is important to manage that time wisely in order to devote the right amounts of time to studying, personal time and the other important things in your life.

Understanding how to set goals and manage your time are valuable lifelong learning skills that will serve you well in many circumstances in the future. Learning how to implement those skills now will benefit you as you move throughout your educational and employment experiences. For additional tips on a successful college experience, visit [www.makingitcount.com](http://www.makingitcount.com).

## Web Registration



## FAQ's

### Why do I have to register on the web?

Web Registration is offered as a benefit to eligible PCCC students. The earlier you register, the more likely you are to be able to choose the class you need to take on the day, and at the time that it is best for you. Although you do not have to register on the web, any student who is eligible should do so.

### What's my User ID?

"Click on "What's My ID?" on the left side of the menu. Enter your last name and social security number or student ID. Click "**Submit**" Your login ID or Colleague ID will be displayed on the new screen.

### How do I get to MY PCCC ACCOUNT?

Open your internet browser and go to the PCCC homepage: [www.pccc.edu](http://www.pccc.edu). Click on "MY PCCC ACCOUNT" to bring up the portal's home page.

### How can I reset my password?

Go to the PCCC main page, click on MY PCCC ACCOUNT and look for "HELP DESK" which is located at the left side of the screen. You will find assigned representatives who will assist you.

I am eligible to register on the web but it is asking me for pre-requisites?

Review the course description in the PCCC bulletin on reference to pre-requisites of the class you would like to register. Otherwise, you may go to the Center for Student Success for further assistance.

How can I drop a class or change my schedule on the web?

To drop classes you need to log in to MY PCCC ACCOUNT, click on the "WEB ADVISOR" tab, near the top of the screen, and click on Register/Drop Sections on the left side of your screen. Once your schedule appears, click the **Drop** box next to the

class you want to drop. Then, click on the **Submit** button near the bottom of the page. If your drop was successful, you will see a confirmation under **Registration Results**.

How can I view my grades?

Once you have logged in to My PCCC Account, click on the "WEB ADVISOR" tab near the top of the screen, click on "Grades for Term", select the appropriate term (example: Fall or Spring), and click "Submit" and View or Print.

I am eligible to register on the web but can I see a counselor to register me?

If you were eligible to register on the web, a counselor would see you for Academic Advisement, but not REGISTRATION. You should register on the web using your login ID. If you have another issue to resolve you can see a counselor or an adviser.