

THE CSS EXPRESS ADDENDUM

Fall 2009 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.

Tuesday, October 13, 5:00pm Wednesday, October 21, 12:00pm Thursday, October 29, 5:00pm

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 10:30-11:30am, 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.

Caldwell College November 2, 11:00am-2:00pm, Broadway Lobby

College of Saint Elizabeth October 20, 4:00-7:00pm, Broadway Lobby

New Jersey Institute of Technology November 3, 11:00am-3:00pm, Broadway Lobby

Historically Black Colleges and Universities College Fair!

November 17, 2009 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. Questions? See Liz Harrison, Transfer Specialist in the Center for Student Success.

Transfer Admission Immediate Decision Programs

For students with **40 or more completed college level credits**, Spring 2010 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 Paterson/Main campus.

<u>University</u>	<u>Interview Date</u>	<u>Time</u>
Montclair State University	November 4, 2009	11:00am-2:00pm and 4:00-6:00pm
NJIT	November 9, 2009	11:00am-2:00pm
	November 19, 2009	3:00-6:00pm
NJCU	October 14, 2009	11:00am-1:00pm
	November 18, 2009	11:00am-1:00pm
Rutgers-Newark	November 10, 2009	12:00-6:00pm
William Paterson University	November 2, 2009	2:00-6:15pm

On-site Transfer Admission Immediate Decision Instructions

To make an appointment:

- Select the universities you wish to apply to.
- 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!
- Pick up an application packet for each university that you registered for. The packet includes an admission application and a transcript request form.
- Complete the transcript request form and return it to CSS staff.

For the interview you must bring:

- A **completed** admission application
 - 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 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.**

THE CSS EXPRESS ADDENDUM

Planning Your Job Search

Career Development is a process that continues to evolve as you progress through your college education. Following are some details to consider as you move through this process.

Selecting a Major and Career

It is important to understand the responsibilities and requirements of a career when considering it for the future. **SIGI³** is a career research and guidance system that shows you the details of specific jobs, including the daily responsibilities, career path, education or training required and salaries. **SIGI³** is available to all PCCC students through your portal accounts. (See the article in this newsletter for more information.) Identifying what you might want to pursue as a career can assist you in selecting a major by choosing an academic program that will prepare you for that career.

Job Search Preparation Skills

When the time comes for you to begin your job search, will you be ready? Understanding the tools you will need for a successful job search and preparing in advance can translate into success once you begin your search. In addition to a resume, you can develop interviewing skills, cover letters and an understanding of the interview process from start to finish. The Office of Career Development offers ongoing workshops, drop-in hours and events designed to assist you with your employment plans.

Drop-In Resume Assistance

Since most employers will ask for a copy of your resume at some point during the interview process, it is important that you develop a well-written, attractive resume that you maintain and update whenever you begin a new job or activity. While you are a student at PCCC, you can start to participate in clubs, activities, volunteer efforts or employment, all of which are beneficial for your resume. Your involvement will help potential employers see that you use skills in your extracurricular activities that relate to skills you will need on the job.

To begin your resume, you can use **OptimalResume**, another tool that is accessible to PCCC students through the On-Line Tools section of your portal accounts. If you would prefer to work one-on-one when starting your resume, you can make an appointment or visit the Center for Student Success during the hours listed below.

In addition to the items mentioned above, a well-planned, professional job search may require the ability to develop job leads, know how to create success on the job, and so many more factors. The time to begin preparing is right now!

The resources listed above are available through your portal accounts and also through:

The Center for Student Success, Room A230

(973) 684-5524

Drop-In Hours:

Monday and Wednesday 10:00am – 12:00noon

Tuesday and Thursday 4:30pm – 6:00pm

October Workshops: SIGI³

Tuesday, October 27th 5:00pm CSS Conference Room

Thursday, October 29th 1:30pm CSS Conference Room

Additional times are also available by appointment. For more information, please contact:

Brian Duncan, Job Developer

Adrienne Wolff, Associate Director, Career Development