

Technical/Terminal Degree Programs

1. Discuss the appropriate MAPS Guide components with students.
2. Using a Career Pathways Guide for the student's program of study and your knowledge of the course rotations, help him/her to map out a plan for program completion, noting intermediate steps (certificates and industry certifications) within the process.
3. Assist students in planning for registration by helping them work through the MAPS Registration Worksheet (A).
4. Encourage students to work on their MAPS Goals Worksheet each semester (P).
5. Register the student for his/her courses, or (at the appropriate time) authorize him/her to register online. (ADVISORS MUST MEET WITH STUDENTS FOR **AT LEAST** THE FIRST TWO SEMESTERS).
6. Encourage the student to apply for all awards (STC, CER, AAS) and industry certifications for which he/she is eligible.
7. Provide students with a graduation application (provided by the Vice President's Office) and remind them of the importance of completing their MAPS Academic Career Goals Questionnaire (S).
8. Sign off on the student's certificate and degree applications, and provide copies of either the degree plan and transcript, the career pathways guide and transcript, or the degree plan (for the specific award for which they are applying) printed from NOAH, before having the student return the paperwork to the Vice President's Office for approval.