Education and Career Action Plan Instructions FOR SDV 101 PROJECT

Worth 15 points toward SDV 101 Grade

Directions:

Step Number 1: Print Degree Progress Report

- a) Sign on to myVHCC and go to Student Information System.
- b) Access your Advising Report: by selecting Self Service>Student Center>Degree Progress.
- c) Academic Institution: From drop down box, select Virginia Highlands Community College.
- d) Report Type: From drop down box select Advisement Transcript.
- e) Click on Go.
- f) Scroll down report and check the curriculum.
- g) If this is the program you want to be in, print the report to take with you to your advisor meeting.
- h) Verify your faculty advisor from the "Student Center" screen. The advisor is listed on the right side under Program Advisor along with his/her office telephone number.

If the program is not the one you want to be in, you should do a Quick What If.

- a) Follow the directions above to run a degree progress report, but do not click Go.
- b) Click on Quick What If.
- c) In the boxes on left, enter for Career—CRED
- d) For Program Override—CURR
- e) For Plan Override—click on the magnifying glass to get to drop down box. Select number for correct curriculum (example General Studies is 697).
- f) The sub plan option will remain empty.
- g) For the first three boxes on the right click on the magnifying glass to select the current term from drop down box. Leave the bottom box on the right empty.
- h) Click on OK.
- i) Now print the new advising report to take to the appropriate Faculty Advisor.
- j) You should also go to Student Success Center and complete a Curriculum Change Form to be admitted to the new program and find out the name of your new advisor.

Step Number 2. Contact your Faculty Advisor to set up an appointment time for your session. You may find your advisor's name and phone number in the Student Center in PeopleSoft. You can also locate your advisor based on program at http://www.vhcc.edu/index.aspx?page=633. Also refer to this website if you are changing curriculum and need to locate your new advisor.

Step Number 3. Before you meeting with your advisor, complete the Academic and Career Action Plan (pumpkin sheet). Think about your:

- Goals
- Resources Needed
- Obstacles
- Employment Objective
- Additional Steps
- Additional Information Needed
- Action Items with Target Date. Some examples for Action Items include: Visit 4yearcollege with Project Excel; Review college or career information on web
 sites; Visit a jobsite; Register for Co-op Class; Attend Interviewing Skills
 Workshop; Graduate from VHCC by (date); Get tutoring to improve grade in
 English/Math. These are just to give you an idea—your action items should be
 unique to you.

Step Number 4. Meet with your Faculty Advisor. Bring the following forms with you:

- Degree Progress Report generated in step 1
- Completed Academic and Career Action Plan. Your advisor will review and help you finalize the form. Please have your advisor sign and date the form. You must also sign the form.
- Academic Advising Mission Statement form. Your advisor will go over this with you and you both need to sign and date this form as well.

Step Number 5. Submit your completed and signed plan and the signed mission statement form to your SDV 101 instructor by the deadline.

Step Number 6. Continue to review your Action Items, Target Dates and accomplish your Goals as written. Make modifications in the future, as necessary. Be sure to discuss changes with your advisor when appropriate.

Students who set goals are more likely to succeed in college