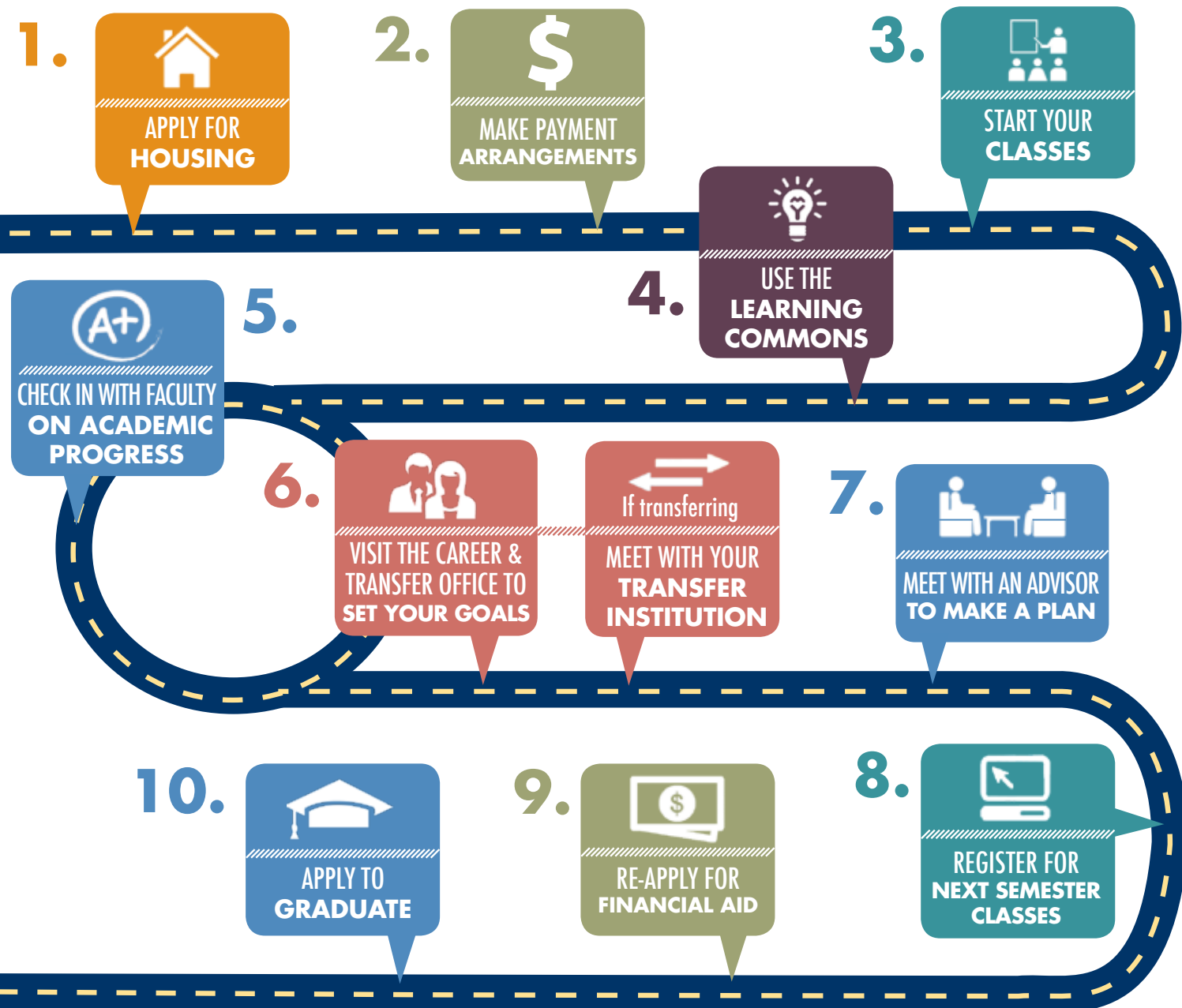


After attending **orientation** and **registering for classes** you will become a current student at SMCC. As a current student you will want to be sure to follow the steps shown below to ensure your success.



## Did you know?

You can log into My SMCC and visit My Maine Guide to find all the information you need to take these steps to success.

The colors of each step match up with the various sections in My Maine Guide.

### KEY

- My Degree
- My Student Life
- My Courses
- My Career & Transfer
- My Learning
- My Money



**Contact Us**

**SOUTH PORTLAND CAMPUS**  
2 Fort Road  
South Portland, ME 04106  
207-741-5500

**MIDCOAST CAMPUS**  
29 Sewall Street  
Brunswick, ME 04011  
207-844-2102

[www.smccME.edu](http://www.smccME.edu)  



# GUIDE to ADVISING THE LEARNING COMMONS CAREER & TRANSFER FOR CURRENT STUDENTS





# ADVISING

207-741-5835  
advising@smccME.edu

Advising at SMCC is an integral part of aligning yourself for success. SMCC offers advising through both staff advisors and general advisors and is here to help you achieve your goals.

## What will Advising do for you?

- Help you save time, money and stress!
- Set your career and education goals and build a plan to achieve them.
- Help you select the right courses and course sequence to meet your degree requirements.
- Give you a one-stop place to ask any questions you have.
- Give you access to Veteran and International Student resources.
- Guide you to your successful graduation, transfer and more.



For more information visit *My Degree* on My Maine Guide

## What do you need to do?

- Contact your faculty advisor, or choose a new faculty advisor, using the information in My Degree.
- Meet with your faculty advisor or a staff advisor before registering for classes each semester.
- Drop in anytime for staff advising at the Office of Student Success, A.S.K. or Orion Hall.
- Get advice on your goals, interests and concerns.
- Know your academic standing: Check your GPA and course completion rate in My Degree.

## What will your Advisor do for you?

You have both staff and faculty advisors to guide you.

- Your advisors will help you plan your course schedule, connect with helpful College resources and find ways to improve your success.
- Staff advisors can help you choose a program of study and manage your courses and maintain your academic standing.
- Faculty advisors are especially skilled at helping you build knowledge and skills and establish professional connections.

### Finding your Faculty Advisor

Your faculty advisor is listed on your course schedule and on the My Degree page of My Maine Guide in the Academic Information section.

### Stop in Anytime

#### SOUTH PORTLAND CAMPUS

Office of Student Success & A.S.K. (Advising Service Kiosk) - 1<sup>st</sup> floor of the Campus Center

#### MIDCOAST CAMPUS

Orion Hall



# LEARNING COMMONS

Library: 207-741-5521  
library@smccME.edu

Tutoring: 207-741-5535  
tutoring@smccME.edu

The Learning Commons at SMCC integrates the Library, Tutoring and the Writing Center in an active learning space and offers you the resources and expertise you need to enhance your learning outside of the classroom to reach your academic goals.



For more information visit *My Learning* on My Maine Guide

## What will the Learning Commons do for you?

### 1 Tutoring

- Free peer & professional tutoring
- 24/7 online tutoring
- Academic department tutoring sessions
- Study & success skills workshops

### 2 Writing Center

- One-on-one writing assistance
- Drop-in workshops
- Online paper reviewing
- Citation guides and resources

### 3 The Library

- Print books & periodicals
- Access to libraries throughout Maine
- 24/7 access to electronic books, encyclopedias, journals and newspapers
- Friendly professional librarians
- Quiet & group study areas
- Computers, laptops, printers & more

### Stop in Anytime

#### SOUTH PORTLAND CAMPUS

2<sup>nd</sup> floor of the Campus Center

## Do you need Disability Services?

If you find that you need extra help you may qualify for learning accommodations. For more information contact Sandra Lynham at 207-741-5923 or [slynam@smccME.edu](mailto:slynam@smccME.edu).



### Stop in Anytime

#### SOUTH PORTLAND CAMPUS

1<sup>st</sup> floor of the Campus Center



## What will Career Counseling do for you?

### Career Counseling will help you:

- Determine what major you should enroll in based on self-discovery exercises and one-on-one guidance.
- Determine what career you should pursue and align your education with your employment goals.
- Determine if an internship is right for you and what opportunities are available.
- Prepare you for job fairs and interviews by refining your personal skills and developing materials such as cover letters, resumes and references.
- Identify faculty references and the best way to ask for recommendations.
- Access networking opportunities.
- Search for available job opportunities.

# CAREER & TRANSFER SERVICES

[sbannon@smccME.edu](mailto:sbannon@smccME.edu)  
207-741-5626

Career and Transfer Services is one of the first stops you should make at SMCC to discover what your goals are and what educational pathway you need to take to reach them. Whether you are looking to determine what major and/or career you should be pursuing or what four-year institution to transfer to after graduation, Career & Transfer services will give you the tools and guidance you need to succeed.



## What will Transfer Counseling do for you?

### Transfer Counseling will help you:

- Determine what major you should enroll in to best align your transfer to a four-year institution upon graduation.
- Explore four-year institutions that SMCC has transfer partnerships with and identify additional transfer institutions that may be of interest.
- Plan the steps you need to take to transfer easily to a four-year institution.
- Learn about other students' perspectives on four-year institutions of interest.
- Fill out an application to your transfer institution(s) of interest.
- Prepare for recruitment opportunities during on-campus visits from four-year colleges and universities.

For more information visit *My Career & Transfer* on My Maine Guide