



Fulton-Montgomery  
Community College

# STUDENT DEVELOPMENT CENTER

## ACADEMIC ADVISING INFORMATION

FMCC CAMPUS, STUDENT DEVELOPMENT CENTER,  
VISUAL ARTS BUILDING, N107

PHONE: 518-736-FMCC (3622) Ext. 8140 or 8141

EMAIL: [talktoanadvisor@fmcc.suny.edu](mailto:talktoanadvisor@fmcc.suny.edu)

### OFFICE HOURS:

FALL AND SPRING SEMESTERS: Monday-Thursday 8:00 am to 6:00 pm Friday 8:00 am to 4:00 pm.

SUMMER HOURS: Monday-Thursday 8:00 am to 4:00 pm Friday 8:00 am to 3:00 pm.

### MISSION

The Student Development Center supports and enhances the education mission of FMCC. Our philosophy is to provide specialized academic, career, and professional services while remaining responsive to changing and diverse needs of our students. The center strives to support the intellectual and personal goals of each student. Students are our primary focus, each with unique goals, values, needs and contributions.

### Advising Learning Outcomes for Students

- ⇒ Schedule and attend new student orientation session.
- ⇒ Review college catalog and policies.
- ⇒ Become aware of career and transfer options.
- ⇒ Understand how to access MY FM, FM Email, Angel, Self-Service (Power Campus), Online Schedule.
- ⇒ Meet with an academic advisor to review your education plan.
- ⇒ Learn where student services offices and other campus resources are located.

### IMPORTANT ADVISING REMINDERS

- ◆ **Student initiated Add/drop period is through the first 5 days of each semester.**
- ◆ Walk-in advising is available during non-registration periods.
- ◆ A student may withdrawal from an individual course. Please see an advisor and check your FM email for deadlines dates. Advisors are available on a walk-in basis during office hours for withdraws.
- ◆ The Learning Center is located in the FM Library. We offer an English writing lab, Math lab and individual tutoring services.
- ◆ **You are responsible for checking your FM email.**
- ◆ Apply for financial aid as soon as possible. Course selections are tied to your financial aid. All credits must apply towards your degree.
- ◆ You must maintain 15-17 college credits (Developmental Courses are not for college credit) each semester to graduate in four semesters.
- ◆ Accommodations and support services can be provided for students with documented disabilities. Please contact Robin DeVito @ Ext. 8145, N107C.
- ◆ Online Registration is available for students to add/drop courses. Directions on how to add/drop courses online are available at MY FM, Student Resources.

### STUDENT RESPONSIBILITIES

- ◆ Come prepared to each advising appointment with questions and material for discussion and course selections.
- ◆ Be prepared to discuss goals and educational plans during your advising session.
- ◆ Be open and willing to consider advice given during advising session.
- ◆ Review transcripts and degree progress using MYFM each semester and monitor academic progress at Degree Works, prior to your advisement appointment.
- ◆ Commit to an academic plan that supports degree completion and/or successful transfer.
- ◆ Ask questions if you do not understand an issue or have a specific concern.
- ◆ Keep scheduled appointments.
- ◆ Complete all assignments or recommendations from your academic advisor.
- ◆ Clarify goals and provide your advisor with accurate information regarding your interests and skills.
- ◆ Become knowledgeable about college programs, policies, and procedures.
- ◆ Accept responsibility for your decisions made during your advising process.
- ◆ Make advisor aware of any transfer credit, advance placement credit or college in the high school course.



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# Resources

## **Raider Trader College Store FMCC CAMPUS, Union Building– Ext 8430**

<http://www.bkstr.com/fultonmontgomeryccstore/home>

Regular Store Hours Mon-Fri 8:15 am -4:00 pm

**Get your Textbooks.** You can look up your textbook information for your classes at the bookstore website.

Click on Books and enter your course information.

You can also view book information at FMCC Class

Schedule. <http://classsschedules.fmcc.edu/>

## Important Advisement Resources

**Undergraduate Catalog** – The official source of information regarding academic programs, policies and services at FMCC. Includes detailed course work by semester for all degrees and certificates.

<http://www.fmcc.edu/academics/programs/>

**Degree Works** - Degree Works is a powerful and comprehensive degree auditing program adopted by FMCC to provide students with a web-based, degree-auditing tool. This tool provides students with the ability to review their academic course work, course completion, and progress towards graduation.

<http://myfm2.fmcc.edu/studentresources/>

**FM EMAIL and login/password information** - After you have registered for courses at FM, you will receive two letters in the mail containing your login and password and your FM email information. Your login/password will be used for Degree Works, BLACKBOARD, checking your grades, viewing your transcript and much more. Your FM Email is the Official Form of Communication from the College.

### **BLACKBOARD (Web courses)**

Blackboard is our Online Learning Management System. All online and blended learning coursework is done through Blackboard.

Blackboard is also used in many traditional courses to enhance the learning process and provide resources for students.

<https://fmcc.sln.suny.edu/default.asp>

**Career and Transfer Information** - Career and Transfer Services are available to students to provide guidance in transferring to a four-year college, search majors and careers, provide individualized career and transfer assistance. We have several career assessment tools that can be completed online.

<http://www.fmcc.edu/academics/career-transfers/>

## **PUBLIC SAFETY Room P-144; Ext 8406**

### **Student ID & Parking Permits**

Once you register for classes you can obtain your Student ID and Parking Permit at the PUBLIC SAFETY OFFICE.

⇒ **Student ID**– your student schedule and ID are required.

⇒ **Parking Permit**– Your Driver's License, Vehicle Registration and Insurance Card are required.

## **REGISTRAR'S OFFICE Room A-109, Ext. 8701, 8702, 8703**

**USER NAME**- Your user name is composed of your first initial of your first name and the first initial of your last name and the last 5 digits of your student ID number.

**PASSWORD**-Your initial password for your account is a random set of characters that will be mailed to you. You may also request this information at the Registrar's Office. If you lose your password you can obtain a new one at the Registrar's Office by showing your ID.

**TRANSCRIPTS**– submit transfer request forms and obtain a copy of your official transcript contact the Registrar's office.

**IMMUNIZATION RECORDS**– submit your immunization records prior to first day of classes.

<http://www.fmcc.edu/academics/registrars-office/>