



GROVE CITY
COLLEGE

UNDECLARED ADVISING PLAN

Academic Resource Center

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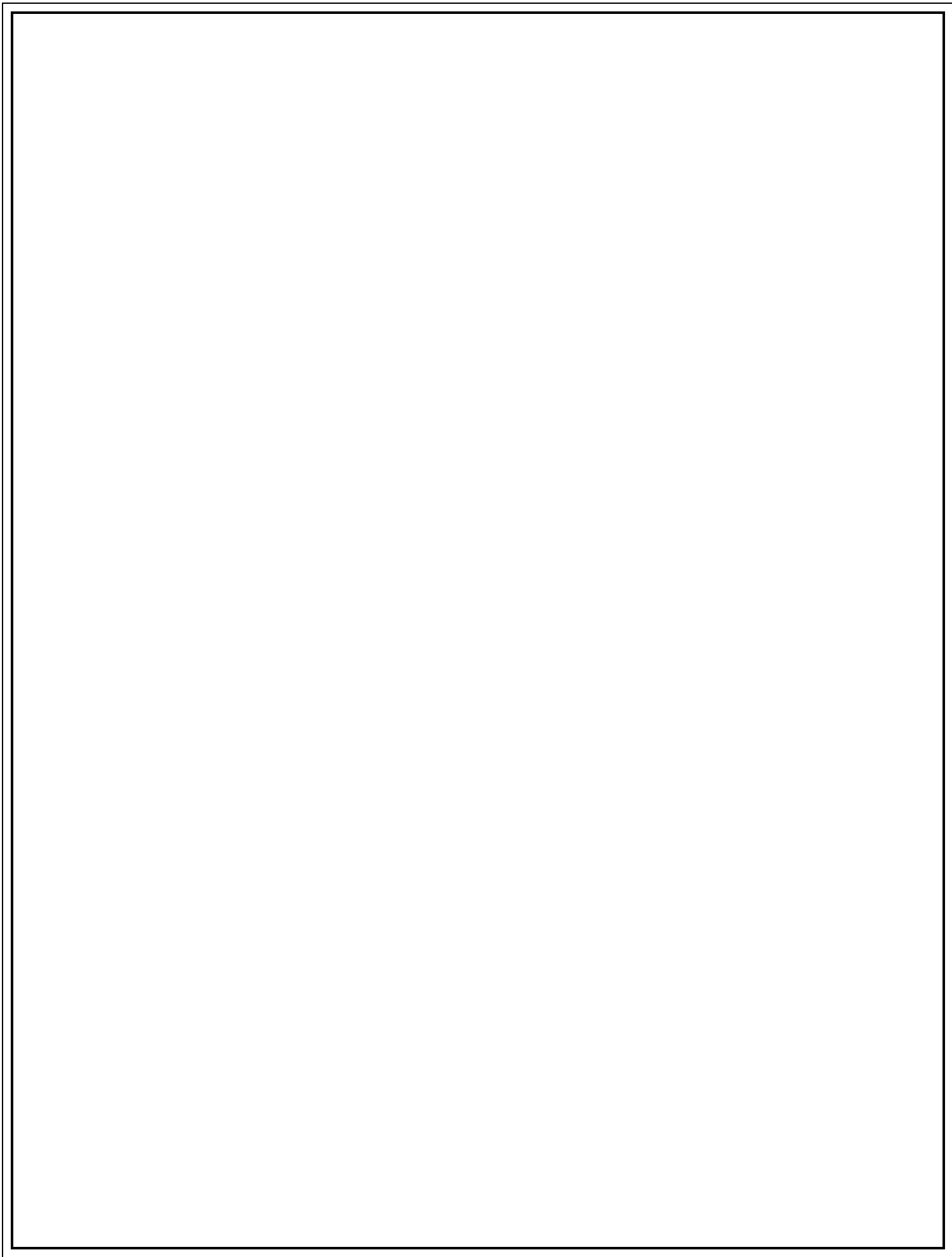
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Career Services Office

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UNDECLARED ADVISING PLAN

Undeclared Students: The Grove City College Academic Resource Center (ARC) and Career Services Office (CSO) are available to assist you in the process of selecting a major. Below are action steps both departments recommend taking to assist you in this exciting process of discovery. We look forward to working with you!

SELF-ASSESSMENT

The Career Services Office provides an online resource for exploring careers and majors called [PathwayU](#). Students are encouraged to create an account and take the assessment before arriving on campus your first year (instructions will also be available on the "Career Services" tab on myGCC and on Handshake). Undeclared majors are strongly encouraged to take the four free assessments (Personality, Interests, Values, Workplace Preferences) available on the platform and begin reviewing industry, career, and major options related to your assessment outcomes. Career Services staff members and the Undeclared Academic Advisors are available to meet with you during your first year to review your assessment results and share further exploratory resources with you.

Additional Online Assessments:

- Myers-Briggs Type Indicator (MBTI): <https://www.16personalities.com/>
- College Board's Career Finder: <https://roadtripnation.com/edu/careerfinder>
- My Next Move: <https://www.mynextmove.org/explore/ip>
- Education Planner: <http://www.educationplanner.org/students/self-assessments/index.shtml>
- CareerOneStop Assessments: <https://www.careeronestop.org/ExploreCareers/Assessments/self-assessments.aspx>
- Career Clusters Interest Survey: <http://www.careertech.org/sites/default/files/StudentInterestSurvey-English.pdf> - identify your top 3 career clusters

Questions to Ask Yourself:

- *What are some of my favorite activities & interests?*
- *What am I good at doing? What are a few of my greatest strengths/skills and weaknesses?*
- *How would others who know me well describe me and say are my greatest qualities?*
- *What are some of my core values? What matters to me the most? What drives me as a person and brings me deep satisfaction and joy? What motivates you?*
- *When am I at my best? (*
- *What experiences have I had that were particularly rewarding and fulfilling for me, and why?*
- *What are my long-term goals? Where do I picture myself in the future (5-10 years out)? What is my ideal work environment? What are key components I need to have in a future job to thrive?*
- *What have been some of my favorite classes that I have taken in school?*
- *What topics do I naturally gravitate toward reading/learning about?*

Feel free to also reference the CSO's [Discover Your Passion handout](#) to help you in processing your thoughts and engaging in self-reflection.

RESEARCHING MAJORS & CAREERS

*PLEASE NOTE: The suggested timeline and action steps below may be adjusted depending upon where you are in the process of researching and selecting a major.

SPRING/SUMMER BEFORE COLLEGE:

- ☐ Attend the Major Interest Fair at the Grove City College Junior Preview Day in April during your senior year of high school. At that event, Undeclared students will have the opportunity to connect with faculty members and students from all the academic departments on campus to learn more about their curriculum and offerings.
- ☐ Complete the survey sent to you from the Advising Office in April or May to assist the Undeclared Academic Advisors in putting together your first semester schedule.
- ☐ Register for [PathwayU](http://gcc.pathwayu.com) (gcc.pathwayu.com) and take the four free assessments (Personality, Interests, Values, Workplace Preferences) available on the platform.
- ☐ After taking the assessments, click on “Explore Career Matches” in PathwayU and view career matches by subject area or view all careers and filter results by GCC major, match strength, education/experience level, industry, etc. Begin “favoriting” careers of interest in the platform and reviewing GCC major(s) that would be most appropriate to pursue for that particular career path.
- ☐ Participate in the Summer Launch Days to connect with your Undeclared Academic Advisor and a representative from Career Services.
- ☐ Begin reviewing the full listing of majors on the Registrar’s page (<https://www.gcc.edu/Utility/Offices/Registrar>) under “Program Guides” and view status sheets for your incoming academic year.
- ☐ Go through the College catalog available online at <http://www.gcc.edu/Home/Academics/Majors-Departments/College-Catalog> to review course descriptions for the majors you are considering.

FIRST SEMESTER (FRESHMAN YEAR):

- ☐ Meet with your Undeclared Academic Advisor early in the first semester to discuss the various majors and minors available at the College.
- ☐ Review the full listing of majors on the Registrar’s page (<https://www.gcc.edu/Utility/Offices/Registrar>) and view status sheets for your incoming academic year. Try narrowing down your choices to 3-5 options you would like to further explore.
- ☐ Go through the College’s course catalog (available online at <http://www.gcc.edu/Home/Academics/Majors-Departments/College-Catalog>) for the majors you are considering. Read through the courses and circle the ones of interest to you. Note the number of courses you circle and see which majors are “rising to the top” of your list through that process.
- ☐ Meet with a Department Chair from the major(s) in which you are interested to talk with them about their program distinctives (**See listing of all Majors & Contacts on the back of the “Change of Major/Minor/Concentration/Requirement Year form accessible via myGCC).*
- ☐ Talk with students in the major(s) you are considering for their perspectives and insights.
- ☐ Ask yourself the following questions in considering different majors:
 - Which major(s) sounds most interesting to me?
 - What are the requirements for the major?
 - Do I need a certain QPA for the major?
 - Can I graduate on time if I select this major?
 - What kinds of jobs/careers are connected to this major?
- ☐ Continue scheduling appointments with both the ARC and CSO for advising your first year.
- ☐ Attend the CSO’s and ARC’s joint major & career exploration/registration program in the fall semester.

- ☐ Consider taking a class in a major in which you're interested next semester. **Be sure to work with your Undeclared Academic Advisor to discuss the important balance of trying out different classes while still staying on track academically, realizing that certain majors have higher course requirements.*
- ☐ Check out Career Services' What Can I Do With This Major and [GCC Major Handouts](#) resources available on Handshake to view careers related to various majors. Additionally, utilize their other online and print resources for career exploration.
- ☐ Participate in the CSO's fall Career and Internship Fairs to learn about different career and internship opportunities as a way of further exploring your options.

SECOND SEMESTER (FRESHMAN YEAR):

- ☐ Attend CSO's freshman & sophomore career exploratory program in the spring semester.
- ☐ Continue scheduling appointments with both the ARC and CSO for ongoing advising your first year.
- ☐ Work with Career Services to take additional assessments, including CliftonStrengths.
- ☐ If you've not already done so, meet with a Department Chair from the major(s) in which you are interested and inquire with them about their program distinctives (**See listing of all Majors & Contacts on the back of the "Change of Major/Minor/Concentration/Requirement Year form accessible via myGCC).* Also, talk with students in the major(s) you are considering for their perspectives and insights.
- ☐ Continue to utilize the resources of Career Services, such as their What Can I Do With This Major and [GCC Major Handouts](#) available on Handshake, in addition to their other print and online resources.
- ☐ If you are still undecided on a major, attend again the Major Interest Fair at the Grove City College Junior Preview Day in April. At that event, Undeclared students will have the opportunity to connect with faculty members and students from all the academic departments on campus to learn more about their curriculum and offerings.

Additional Action Steps for Research & Exploration:

- ☐ Participate in a job shadow or informational interview with a professional in a field of interest.
 - Through the college's alumni network as well as employer connections, the CSO can help you find a professional working in a field you are considering.
- ☐ Work, volunteer, seek an internship and/or participate in extracurricular activities to gain experience and insights into your skills, interests and strengths.
- ☐ Start a career journal to document some of your thoughts about possible careers you would enjoy, key strengths you possess, experiences that have been especially rewarding/fulfilling for you, etc. Bring this journal with you when meeting with the staff in the CSO and ARC.
- ☐ Seek advice from people who know you well and ask their input on your strengths. Additionally, ask them to share with you about their own college and career experiences.
- ☐ Start a resume and begin reflecting on your past work & extracurricular activities that have energized you. Use the CSO's Resume Writing Guide and Resume Samples available on Handshake and myGCC. Schedule an appointment in Career Services to review your first-time college resume.

Additional Major/Career Exploration Online Resources:

- ☐ CollegeBoard's Career Finder: <https://roadtripnation.com/edu/careerfinder>
- ☐ My Next Move: <http://www.mynextmove.org/>
- ☐ O*NET OnLine: <https://www.onetonline.org/>
- ☐ Occupational Outlook Handbook: <https://www.bls.gov/ooh/>
- ☐ Jobs Made Real: <http://www.jobsmadereal.com/>
- ☐ Education Planner: <http://www.educationplanner.org/students/career-planning/find-careers/index.shtml>
- ☐ 5 Ways to Find Career Ideas: <https://bigfuture.collegeboard.org/get-started/know-yourself/5-ways-to-find-career-ideas>

EVALUATING YOUR DECISION

After going through the research and exploration phase, review what you've learned to see how compatible your majors of interest are with your interests, skills, personality and values. Ask yourself the following questions:

- *How motivated am I to do the work necessary to complete this major?*
- *Does this major fit with what I know about myself in terms of my interests, personality, skills and strengths?*
- *Do I believe this major will align with both my interests AND abilities?*
- *Based on my performance in high school and academic strengths, will I be able to excel in the classes required for this major?*
- *Do I like the general career areas that are connected to this major?*

To help you narrow down your decision, we recommend using our [Deciding on a Major: Pros/Cons Chart](#).








STEPS FOR DECLARING A MAJOR



So, you've finally arrived at a decision on a major of interest – ***congratulations!*** Here are steps you need to take to officially declare a major here at Grove City College.

- ☐ Obtain the Change of Major form via the Registrar's page at https://my.gcc.edu/ICS/Registrar/Forms_Applications.jnz.
- ☐ Complete the form and obtain the necessary signatures you need from Department Chairs.
- ☐ Once the form is completed, submit your paperwork to the Registrar's Office located in the Academic Resource Center on the lower level of Buhl Library.

Don't forget to also consider the possibility of double majoring or pursuing minors of interest to complement your primary major.

IMPORTANT ITEMS TO NOTE

	Your first semester schedule will be created for you by your Undeclared Academic Advisor based on the information you provide in your survey and, if applicable, any transfer, AP, CLEP, or IB credits you may receive.
	Be mindful that some majors are fuller by way of required academic credits. Your Undeclared Academic Advisor will work with you on strategizing how much room you will have in your schedule to test out some classes while still staying on track to graduate in four years.
	Undeclared majors will be unable to register for courses that are restricted to students in specific majors.
	You will have the opportunity to change your schedule during the designated Drop/Add period.
	If you decide on a major PRIOR to your first semester at the College, contact the Admissions Office at admissions@gcc.edu to request making a change from "Undeclared" to the specific major.
	Be sure to regularly check your Grove City College email account, when activated, for important information from the College.
	Be mindful of course registration dates for each semester which typically occur in late October/early November and mid-late April (see the appropriate Academic Calendar available at

	https://www.gcc.edu/Info/Events-News/Calendar/Academic-Calendar). Those deadlines may be good guidelines to consider in planning when to declare a major.
	Schedule meetings 3-4 weeks before course scheduling with your Undeclared Academic Advisor, Career Services and/or Department Chairs from majors which you are considering ensuring you have the information you need before selecting a major and/or registering for classes.
	The latest to declare a major is by the end of your sophomore year.

FOREIGN LANGUAGE & MATH SELECTION INFORMATION

FOREIGN LANGUAGE PLACEMENT EXAM

All students who have taken a language (French or Spanish) must take the Foreign Language Placement Exam before registering for their first modern languages course. The scores will remain valid for six months. Please go to the Modern Languages website at <http://www.gcc.edu/Home/Academics/Majors-Departments/Modern-Languages> for additional information.

Students seeking a Bachelor of Arts (B.A.) or non-science Bachelor of Science (B.S.) degree are required to complete the second-year course sequence (201-202 courses) in a foreign language for graduation. Many students need to take the first-year sequence (101-102 courses) as a pre-requisite. In certain cases, students may be exempt from the modern language requirement. Please refer to the Bulletin (academic catalog) at <http://www.gcc.edu/Home/Academics/Majors-Departments/College-Catalog> for further details.

Students who need to complete the language requirement are strongly encouraged to begin the language sequence in their freshman year.

MATH COURSE SELECTION

When choosing which math course you should start with at the college, it is important to be realistic about your background and ability. You may wish to discuss this choice with the Director of Academic Advising or the Chair of the Math Department, Dr. Jackson (jacksonma@gcc.edu).

If the major you are considering does not have a required math course, you would do better in MATH 118: Finite Math, MATH 119: Topics in Contemporary Math, or STAT 131: Statistical Methods than in MATH 111. MATH 119 does not meet a particular requirement for any major and is meant for students in the humanities and liberal arts. Math 118 is also aimed partially at students in areas without a specific math requirement. STAT 131 is a basic statistics course that would be of value to students in a wide variety of areas. All three of these courses do not involve the algebra that is necessary in Precalculus.

Be aware that MATH 110 does not count for the Quantitative/Logical Reasoning requirement.

Below is a partial list of math courses and what knowledge is expected of a student entering that course:

MATH 111 – Precalculus: A student should be comfortable with functions including domain and range, evaluating functions and composition. They should also have a thorough knowledge of linear equations and line as well as factoring quadratic equations and quadratic formula. A working knowledge of roots and rational functions is also expected. If a student does not feel comfortable at this level, we suggest they start in MATH 110.

MATH 141 – Business Calculus: A student should be comfortable with functions including domain and range, evaluating functions and composition. They should also have a thorough knowledge of linear equations and line as well as factoring quadratic equations and quadratic formula. A working

knowledge of roots and rational functions is also expected. If a student does not feel comfortable at this level, we suggest they start in MATH 110.

MATH 161 – Calculus I: A student should be comfortable with functions as above. In addition, they need to be able to work with trigonometric functions as well as know values of the trigonometric functions at the special angles. Students should also be able to manipulate expressions including exponential expressions following the rules of algebra. A student who is not prepared for this course should take MATH 111.

MATH 162 – Calculus II: The class builds on Calculus I and introduces exponential and logarithmic functions. A student must have credit for Calculus I or permission to take this course.

CAREER SERVICES INFORMATION

The centralized office is housed in the Physical Learning Center (PLC). Their office hours are 8:00 a.m. – 12:00 p.m. and 1:00 – 5:00 p.m. during the school year. Summer hours are 8:30 a.m. – 12:00 p.m. and 1:00 – 4:00 p.m. They offer appointments to students M-F for 45-min. throughout the day (contact their office at 724-458-3371 or career@gcc.edu to schedule an appointment).

Connect with them online by going to Handshake (gcc.joinhandshake.com) and activating your account by signing in with your computer log-in information. Additionally, you can find their resources on myGCC under “Campus Services” and follow them on social media (@gcccareerservices).

ACADEMIC RESOURCE CENTER INFORMATION

The Academic Resource Center (ARC) includes the offices of Academic Advising, Disability Services and the Registrar’s. Located on the lower level of Buhl Library, office hours are 8:00 a.m. -12:00 p.m. and 1:00 – 5:00 p.m. during the school year. Summer hours are 8:30 a.m. – 12:00 p.m. and 1:00 – 4:00 p.m. Services provided include:

- Academic counseling
- Study skills coaching
- Tutoring
- Accommodations for students with a documented disability
- Early intervention outreach
- Explaining and executing policies and requirements of the *College Bulletin*
- Graduation planning assistance

Contact Information:

Academic Advising: 724-458-3306

ARC Email: ARC@gcc.edu

Registrar’s Office: 724-458-2172

Registrar’s Office Email: Registrar@gcc.edu

Disability Services: 724-264-4673

Disability Services Email:

DisabilityServices@gcc.edu

UNDECLARED MAJORS

Deciding on a Major: Pros/Cons Chart

INSTRUCTIONS: In the space provided below, list the top three majors you are considering along with their corresponding advantages (pros) and disadvantages (cons). Reflect upon the following questions to assist you in completing the chart below:

ACADEMIC: Have I reviewed the classes in this major? Will it take me longer than four years to graduate? Do I have room in my schedule for a 2nd major or minor(s)? Based on my performance in high school and academic strengths, will I be able to excel in the classes required for this major?

PERSONAL: How well does this major align with my assessment outcomes (personality, interests, skills, and values)? Does this sound like a major I would enjoy?

CAREER: Have I explored career options that would be available for students in this major? Am I interested in the general career areas that are related to this major? Are there jobs available in these career fields?

TOP MAJOR OPTIONS	ADVANTAGES (PROS)	DISADVANTAGES (CONS)

