

# Academic Advising

## 2018-2019 Syllabus



Academic Advisor Name	Email	Phone Number
Preferred Communication Method	Email or in person/phone appointment	
Information to include	First and last name, student ID number, program, phone number (if applicable), reason for call or email	
Expectations for Response Time	Your Academic Advisor will attempt to respond to your communications and inquiries within 2-3 business days. Please note, during high peak times (registration, beginning of the semester) response times may be delayed.	
Office Location	College Center, C-021	
Advising Office Hours	<b>Fall and Spring Semesters:</b> Monday-Thursday 8:00 AM – 6:00 PM    Friday 8:00 AM – 4:30 PM <b>Summer:</b> Monday-Thursday 8:00 AM – 5:00 PM    Friday 8:00 AM – 4:30 PM	
General Information/Appointments	262-691-5400	
Drop-ins	<a href="http://www.wctc.edu/drop-ins">www.wctc.edu/drop-ins</a>	
Website	<a href="http://www.wctc.edu/advising">www.wctc.edu/advising</a>	

### Mission:

WCTC Academic Advisors provide tools and information to empower students to develop their career goals and to achieve academic success. Through campus-wide collaboration, advisors serve as advocates to help students to reach their full potential.



### Vision:

Academic Advising at WCTC actively fosters the success of all students by serving as an integral part of the academic community.

## Academic Advising Learning Outcomes:

Academic advising is an essential part of the college experience. Academic Advisors and students work collaboratively to enhance student success. The following learning outcomes identify students' abilities, knowledge and developmental progress acquired as a result of the advising process.

1. Actively participate in the student enrollment process while adhering to deadlines (Admissions, Financial Aid, Registration).
2. Utilize WCTC student technologies (i.e. WCTC email, myProfile, Portal, Blackboard, etc.).
3. Demonstrate knowledge of specific program requirements and take responsibility for academic planning and decision-making.
4. Develop, implement, and maintain a clear academic plan suited to enhance life and career goals.
5. Use college policies and procedures to make informed decisions.
6. Connect with campus resources in order to support student success.

## Expectations:

Expectations of Student	Expectations of Academic Advisor
1. Contact your Academic Advisor at least once a semester.	1. Encourage and guide you to define and develop goals and move towards success.
2. Demonstrate professionalism (plan ahead, call if cancellations are needed, arrive on time).	2. Assist in understanding the purposes and goals of higher education.
3. Come prepared to appointments with questions and documents.	3. Treat you with respect and listen carefully to your questions and concerns.
4. Familiarize yourself with the program curriculum and be an active participant in developing your education plan, which includes personal and career goals.	4. Provide you with resources and referrals.
5. Know important dates and read all WCTC mail and email.	5. Understand WCTC degree and program requirements and effectively communicate them.
6. Research college policies, procedures, program requirements, and opportunities when appropriate.	6. Be accessible to meet for advising via email, appointment, and/or telephone.
7. Follow through on academic plan developed with your Academic Advisor.	7. Connect your academic experience with your personal and professional goals.
8. Notify your Academic Advisor of any significant changes in your education plan.	8. Be familiar with college policies and procedures.

## Critical Life Skills:

Waukesha County Technical College strives to help students reach their full academic and career potential. Six critical life skills are purposefully integrated into campus activities, coursework, and academic advising. These critical life skills are:

- **Citizenship Skills:** Demonstrate local and global awareness, social responsibility, and effective engagement with diverse populations.
- **Communication Skills:** Communicate effectively in personal, academic, and professional interactions using appropriate modalities.
- **Critical Thinking Skills:** Evaluate pertinent information to reach an informed conclusion in personal, academic, and professional settings.
- **Problem-Solving Skills:** Solve personal, academic, and professional problems using disciplinary concepts and frameworks.
- **Relationship Skills:** Cultivate civil relationships to be effective in personal, academic, and professional life.
- **Self-Management Skills:** Apply methods of continuous personal, academic, and professional improvement.

## Confidentiality:

The Family Education Rights and Privacy Act (FERPA) is a federal law that protects students' academic information. FERPA restricts the disclosure of students' educational information. As such, Academic Advisors comply with FERPA guidelines to protect the privacy of your educational record, as it is classified confidential information. You may choose to grant permission to an individual or organization to access your academic information by completing the [Authorization to Release Educational Record Information](#). For more information, go to [www.wctc.edu/ferpa](http://www.wctc.edu/ferpa).

## Technical Support:

Students needing technical assistance may contact the WCTC Service Desk at 262-691-5555 or via email at [servicedesk@wctc.edu](mailto:servicedesk@wctc.edu). Additional technology support information is available online at [www.wctc.edu/technology](http://www.wctc.edu/technology).

## WCTC Student Support Resources and Policies:

Waukesha County Technical College has numerous resources available to help you achieve your academic and career goals. Some of these resources include:

- Accessibility for Students with Disabilities
- Technology Support
- Academic Support Services
- Counseling Services
- Veteran Services
- Multicultural Resource Center

The College also maintains several campus-wide policies related to learning and the student experience that include:

- Anti-Discrimination
- Equal Opportunity
- Student Code of Conduct
- Academic Ethics

Detailed descriptions of these valuable resources and key policies, including the WCTC Student Handbook, are available online at [www.wctc.edu/syllabus](http://www.wctc.edu/syllabus). Carefully review this information to learn and succeed at WCTC.

## Academic Advising 2018-19 Schedule

### My Fall 2018 Classes Begin \_\_\_\_\_

August 2018	
August 13	Purchase Books prior to the start of classes; find your books online: <a href="https://www.wctcbookstore.com/">https://www.wctcbookstore.com/</a> . Book Vouchers available in Bookstore (through September 7).
August 15	Payment is due August 15, or 15 days from date of registration; whichever is later.
August 22	Classes begin; check your schedule for the start date. Be aware of refund period/policy: <a href="http://www.wctc.edu/tuition">www.wctc.edu/tuition</a> .

September 2018	
September 10	Apply for graduation; this only pertains to students in their final semester. You can apply here: <a href="http://www.wctc.edu/grad-app">www.wctc.edu/grad-app</a> .
September 10	Plan for spring registration. Review program requirements and make updates to program plan with academic advisor.
September 11	Financial aid lock-in date. Refer to emailed award notice for policy information.
September 17	Apply for the spring WCTC Foundation Scholarship: <a href="http://www.wctc.edu/scholarships">www.wctc.edu/scholarships</a> . Spring 2019 Application deadline: October 31.

October 2018	
October 1	Apply for Financial aid for the 2019-20 academic year at <a href="http://www.wctc.edu/finaid">www.wctc.edu/finaid</a> .
October 8	<b>Registration Week- register for spring classes:</b> <a href="http://www.wctc.edu/register">www.wctc.edu/register</a> . Refer to your email from Registration for your priority registration date. Veteran students complete Enrollment Certification.
October 8	Check your midterm status for 16-week classes. A Pass or No Pass is found in myProfile.

November 2018	
November 7	Attend the Fall Transfer Fair: <a href="http://www.wctc.edu/transfer">www.wctc.edu/transfer</a> .
November 27	Last day to withdraw from 16-week courses.

December 2018	
December 14	Contact the Student Accessibility Office by this date to schedule an appointment for spring class accommodations. For more information, visit: <a href="http://www.wctc.edu/student-accessibility">www.wctc.edu/student-accessibility</a> .
December 18	Last day of class, refer to your schedule.
December 19	Graduation ceremony.
December 21	Final grades found in myProfile. Confirm your GPA, grades and course completion, impact on financial aid or spring courses.

## My Spring 2019 Classes Begin

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January 2019	
January 7	Purchase Books prior to the start of classes; find your books online: <a href="https://www.wctcbookstore.com/">https://www.wctcbookstore.com/</a> . Book Vouchers available in Bookstore (through February 1).
January 15	Payment is due January 15, or 15 days from date of registration; whichever is later.
January 18	Classes begin; check your schedule for the start date. Be aware of refund period/policy: <a href="http://www.wctc.edu/tuition">www.wctc.edu/tuition</a> .

February 2019	
February 7	Financial aid lock-in date. Refer to emailed award notice for policy information.
February 11	Apply for graduation; this only pertains to students in their final semester. You can apply here: <a href="http://www.wctc.edu/grad-app">www.wctc.edu/grad-app</a> .

March 2019	
March 1	Apply for Financial aid for the 2019-20 academic year at <a href="http://www.wctc.edu/finaid">www.wctc.edu/finaid</a> . Priority filing deadline: April 15.
March 4	Plan for summer registration. Review program requirements and make updates to program plan with academic advisor. Financial Aid recipients, check eligibility for summer funding: <a href="mailto:money@wctc.edu">money@wctc.edu</a> .
March 11	Check your midterm status for 16-week classes. A Pass or No Pass is found in myProfile.
March 15	Apply for the 2019-20 WCTC Foundation Scholarship: <a href="http://www.wctc.edu/scholarships">www.wctc.edu/scholarships</a> . Fall 2019-20 Deadline: June 30.
March 27	Attend the Spring Transfer Fair: <a href="http://www.wctc.edu/transfer">www.wctc.edu/transfer</a> .

April 2019	
April 1	Plan for fall registration. Review program requirements and make updates to program plan with your academic advisor.
April 1	<b>Registration Week- check dates to register for summer classes:</b> <a href="http://www.wctc.edu/registration">www.wctc.edu/registration</a> . Veteran students complete Enrollment Certification. Payment is due 15 days from the date you register for classes.
April 26	Last day to withdraw from 16-week courses.
April 29	<b>Registration Week- register for fall classes:</b> <a href="http://www.wctc.edu/register">www.wctc.edu/register</a> . Refer to your email from Registration for your priority registration date. Veteran students complete Enrollment Certification.

May 2019	
May 15	Contact the Student Accessibility Office by this date to schedule an appointment for spring class accommodations. For more information, visit: <a href="http://www.wctc.edu/student-accessibility">www.wctc.edu/student-accessibility</a> .
May 17	Last day of class, refer to your schedule.
May 18	Graduation ceremony.
May 23	Final grades found in myProfile. Confirm your GPA, grades and course completion, impact on financial aid or summer and/or fall courses.

## My Summer 2019 Classes Begin \_\_\_\_\_

June 2019	
June 3	Purchase Books prior to the start of classes; find your books online: <a href="https://www.wctcbookstore.com/">https://www.wctcbookstore.com/</a> . Book Vouchers available in bookstore (through June 28).
June 10	Classes begin; check your schedule for the start date. Be aware of refund period/policy: <a href="http://www.wctc.edu/tuition">www.wctc.edu/tuition</a> .
June 30	Fall 2019-20 WCTC Foundation Scholarship Deadline.

  

July 2019	
July 1	Financial aid lock-in date. Refer to emailed award notice for policy information.

  

August 2019	
August 2	Last day of class, refer to your schedule.
August 8	Final grades found in myProfile. Confirm your GPA, grades and course completion, impact on financial aid or fall courses.