Academic Advising
2023-2024 Syllabus

WAUKESHA COUNTY TECHNICAL COLLEGE
WCTC

Academic Advisor Name	Email	Phone Number	Appointment

Preferred Communication Method	Email; Virtual (Zoom) Appointment; Phone Appointment; In-Person 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 1-2 business days. Please note, during high peak times (registration, beginning of a term) response times may be delayed.
Office Location	College Center, Room C-021
Office Hours	Monday-Thursday 8:00 AM – 4:30 PM Friday 8:00 AM – 4:00 PM
Appointment Availability	Monday-Thursday 8:00 AM – 4:30 PM; Friday 8:00 AM – 4:00 PM Contact us for evening appointments. Schedule an appointment here or contact: 262-691-5400.
Website	www.wctc.edu/advising

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 (Financial Aid, Registration).
2. Utilize WCTC student technologies (i.e. WCTC email, myProfile, Portal, Canvas, 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, be punctual to appointments).	2. Guide, encourage and help to empower you to take responsibility for your educational choices and assist with the development of your educational goals.
3. Come prepared to appointments with questions and documents.	3. Treat you with respect and listen carefully to your questions and concerns.
4. Seek to understand the program curriculum and be an active participant in developing your education plan, which includes personal and academic goals.	4. Help you navigate and understand program requirements while providing you with resources and referrals.
5. Be aware of important dates and read all WCTC mail and email.	5. Understand WCTC degree and program requirements and effectively communicate them.
6. Familiarize yourself with college policies, procedures, program requirements, and opportunities when appropriate.	6. Academic Advising services are offered year-round and your Academic Advisor will 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 and develop a plan for academic success.

Critical Life Skills:

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

- **Communication** - students demonstrate appropriate communication

- **Critical Thinking/Problem Solving** - students demonstrate critical thinking skills to analyze situations and solve problems

- **Relationship** - students demonstrate effective interpersonal skills

- **Self-Management** - students demonstrate responsible and respectful behavior

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.

Technical Support:

Students needing technical assistance may contact the WCTC Service Desk at 262-691-5555 or via email at servicedesk@wctc.edu. Additional technology support information is available online at 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:

- Academic Support Services
- Accessibility for Students with Disabilities
- Career Connections
- Mental Health Counseling Services
- Multicultural Engagement Center
- Technology Support
- Veterans Services
- WCTC Library

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

- Academic Ethics
- Anti-Discrimination
- Accessibility and Disabilities
- Equal Opportunity
- Student Code of Conduct

Detailed descriptions of these valuable resources and policies can be found on the online General Syllabus Information page, WCTC Student Handbook, Student Code of Conduct, and the Academic Ethics Code of Conduct. Please review this information to help you learn and succeed at WCTC.

Academic Advising Spring 2024 Schedule

January 2024	
January 2	Purchase Books prior to the start of courses; find your books online here. Financial Aid book vouchers available January 8 through February 16.
January 15	Tuition payment for Spring is due January 15. For registrations on or after the tuition due date, tuition payment is due within two weeks of registration. Find tuition and payment information here.
January 22	Spring Term 1 and 16-week courses begin; check your schedule for the start date here. Find refund period/policy here.
January 23	Apply for graduation; this only pertains to students in their final semester. Find graduation information here. Apply by April 1 to participate in the commencement ceremony.
January 29	**Plan for summer and fall.** Review program requirements and make updates to your program plan with your academic advisor. Summer Registration February 13-14; Fall Registration April 9-12.
February 2024	
February 5	**Take time to stop and reflect.** How are things going? Check canvas for updated grades. Let's connect if you do not feel like you are on track. Schedule an appointment here.
February 13-14	**Registration Week- Register for Summer Interim and Summer courses:** www.wctc.edu/register. Veterans register February 13 and complete Enrollment Certification: www.wctc.edu/veterans. Priority Registration for all program students is February 14. Tuition payment for Summer is due May 15.
February 21	Reminder: For summer and fall financial aid, submit your 2024-2025 FASFA: studentaid.gov. Questions: money@wctc.edu.
March 2024	
March 1	Last day to withdraw Spring Term 1 courses.
March 14	Attend the Spring Transfer Fair: www.wctc.edu/transfer.
March 17	Last day of Spring Term 1. Check your schedule to confirm last day of attendance here.
March 18-24	Spring Break – no classes.
March 20	Final grades are posted by noon and can be found in myProfile and Degree Works. Confirm your GPA, grades and course completion, and impact on financial aid, or Spring Term 2 courses.
March 25	Spring Term 2 courses begin; check your schedule for the start date here. Find refund period/policy here.
April 2024	
April 1	**Take time to stop and reflect.** How are things going? Check canvas for updated grades. Let's connect if you do not feel like you are on track. Schedule an appointment here.
April 9-12	**Registration Week- Register for Fall Term 1 and Fall Term 2 courses:** www.wctc.edu/register. Refer to your email from Registration for your priority registration date. Veterans register April 9 and complete Enrollment Certification: www.wctc.edu/veterans. Tuition payment for Fall is due August 15.
April 15	Apply for the 2024-2025 WCTC Foundation Scholarship: www.wctc.edu/scholarships.
April 19	Last day to withdraw from 16-week Spring courses.
April 29	Accommodations: request accommodations when you are enrolled in summer and/or fall courses. Additional information: www.wctc.edu/student-accessibility.
May 2024	
May 3	Last day to withdraw Spring Term 2 courses.
May 18	Commencement ceremony.
May 19	Last day of Spring Term 2 and 16-week courses. Check your schedule to confirm last day of attendance here.
May 22	Final grades are posted by noon and can be found in myProfile and Degree Works. Confirm your GPA, grades and course completion, and impact on financial aid, Summer/Fall courses.