

The Academic Advising Syllabus is meant to help you understand how to connect with your advisor, the benefits of working with your advisor, and the expectations and responsibilities of students and advisors. It also provides valuable resources, college policies, and important dates.

Preferred Communication Method	WCTC email or phone Include your first and last name, student ID number, program, phone number (if applicable) and reason for call or email.
Contact Information	Find your advisor's contact information.
Expectations for Response Time	Your 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	Ollie's Compass, College Center, Room C-019
Office Hours	Monday, Wednesday, Thursday, 8:30 AM – 4:30 PM Tuesday, 8:30 AM – 6:00 PM Friday, 8:00 AM – 4:30 PM
Appointment Availability	Appointments offered: In-Person, Virtual, or Phone Monday-Thursday, 8:30 AM – 4:30 PM Fridays, 8:00 AM – 4:30 PM Contact your advisor directly for evening appointments. Schedule an appointment or call: 262-691-5578.
Drop-ins	Tuesdays, 11:00 AM – 1:00 PM A drop-in is an unscheduled meeting with an advisor to address quick action items such as adding and/or dropping courses, schedule review, and resource referrals.
Website	www.wctc.edu/advising

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 (myWCTCmail, myProfile, myWCTC Portal, Canvas, Degree Works, 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](#)
- [Activities and Organizations](#)
- [Career Connections](#)
- [Mental Health Counseling Services](#)
- [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 Schedule – FALL 2025

August 2025	
August 4	Purchase textbooks prior to the start of classes. Find your textbooks online . Financial Aid book vouchers available August 4 through September 12.
August 15	Fall semester payment is due. Payment and Cost Information .
August 18	Fall Term 1 and 16-week classes begin. Check your schedule for the start date . Refund period/policy . Apply for graduation; this only pertains to students in their final semester. Graduation information . Apply by November 1 to participate in commencement.
August 27-28	Advising 101 Workshop: Navigating Canvas - Sign-up and learn more .
September 2025	
September 1	Labor Day holiday – no classes
September 2	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 .
September 15	Apply for the 2025-2026 WCTC Foundation Scholarship .
September 26	Last day to withdraw from Fall Term 1 courses. Learn more about withdrawing from courses .
October 2025	
October 1	Begin planning for Spring 2026 Courses - Review program requirements and make updates to your program plan with academic advisor. Schedule an appointment .
October 1-2	Advising 101 Workshop: What classes should I take next? - Sign-up and learn more .
October 12	Last day of Fall Term 1. Check your schedule to confirm last day .
October 13-19	Fall Break
October 15	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 Fall Term 2 courses.
October 20	Fall Term 2 classes begin. Check your schedule for the start date . Refund period/policy .
October 22-23	Advising 101 Workshop: Transferring? Here is how you get there - Sign-up and learn more .
October 27-31	Registration Week- register for Spring Term 1 & 2 classes: wctc.edu/register . Refer to your email from Registration for your priority registration date. Military Veteran students register October 27. Complete Enrollment Certification Form . Tuition payment is due January 15. Payment and Cost Information .
October 29	Transfer Fair – Planning to transfer after WCTC? Learn about options and your next steps .
November 2025	
November 3	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 .
November 14	Last day to withdraw from 16-week courses. Learn more about withdrawing from courses .
November 27-28	Thanksgiving holiday – no classes
December 2025	
December 1	Last day to withdraw from Fall Term 2 courses. Learn more about withdrawing from courses .
December 13	Commencement Ceremony
December 14	Last day of Fall Term 2 and 16-week courses. Check your schedule to confirm last day .
December 15	Winter Interim begins; Winter Interim ends January 12. Final grades posted by end of day January 15.
December 17	Final Fall Term 2 and 16-week course 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, future courses.
December 24 – January 2, 2026	WCTC is closed for Holiday Break.