

# Academic Advising

## 2024-2025 Syllabus



Academic Advisor Name	Email	Phone Number	Appointment

Preferred Communication Method	WCTC 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	Ollie's Compass, College Center, Room C-019
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 <a href="#">here</a> or contact: 262-691-5400.
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 (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](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:

- [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 Schedule – FALL 2024

August 2024	
August 5	Purchase textbooks prior to the start of classes; find your textbooks online <a href="#">here</a> . Financial Aid book vouchers available August 5 through September 13.
August 15	Payment is due. For registrations on or after the tuition due date, payment is due within two weeks of registration.
August 19	Fall Term 1 and 16-week classes begin; check your schedule for the start date <a href="#">here</a> . Be aware of refund period/policy <a href="#">here</a> .
	Apply for graduation; this only pertains to students in their final semester. Find graduation information <a href="#">here</a> . Apply by November 1 to participate in commencement.
August 26	<b>Plan for spring.</b> Review program requirements and make updates to your program plan with academic advisor.
September 2024	
September 2	Labor Day holiday – no classes
September 3	<b>Take time to stop and reflect.</b> How are things going? Check <a href="#">canvas</a> for updated grades. Let's connect if you do not feel like you are on track: <a href="#">schedule an appointment</a> .
September 3-5	<b>Mastering Your First Year: Advising 101 Workshop.</b> Learn more and sign-up <a href="#">here</a> .
September 10-13	<b>Registration Week- register for Spring Term 1 &amp; 2 classes:</b> <a href="http://wctc.edu/register">wctc.edu/register</a> . Refer to your email from Registration for your priority registration date. Military Veteran students register September 10. Complete Enrollment Certification <a href="#">here</a> . Tuition payment is due January 15. Find details <a href="#">here</a> .
September 16	Apply for the 2024-2025 WCTC Foundation Scholarship. Find information <a href="#">here</a> .
September 27	Last day to withdraw from Fall Term 1 courses.
October 2024	
October 13	Last day of Fall Term 1, refer to your schedule to confirm last day of attendance <a href="#">here</a> .
October 14-20	Fall Break
October 16	Final grades are posted by noon and can be found in <a href="#">myProfile</a> and <a href="#">Degree Works</a> Confirm your GPA, grades and course completion, and impact on financial aid, or Fall Term 2 courses.
October 21	Fall Term 2 classes begin; check your schedule for the start date <a href="#">here</a> . Be aware of refund period/policy <a href="#">here</a> .
November 2024	
November 4	<b>Take time to stop and reflect.</b> How are things going? Check <a href="#">canvas</a> for updated grades. Let's connect if you do not feel like you are on track: <a href="#">schedule an appointment</a> .
November 15	Last day to withdraw from 16-week courses.
November 28-29	Holiday – no classes
December 2024	
December 2	Last day to withdraw from Fall Term 2 courses.
December 14	Commencement Ceremony
December 15	Last day of Fall Term 2 and 16-week courses. Refer to your schedule to confirm last day of attendance <a href="#">here</a> .
December 16	Winter Interim begins; Winter Interim ends January 12. Final grades posted by end of day January 15.
December 18	Final Fall Term 2 and 16-week course grades are posted by noon and can be found in <a href="#">myProfile</a> and <a href="#">Degree Works</a> . Confirm your GPA, grades and course completion, and impact on financial aid, future courses.
December 23 – January 1, 2025	WCTC is closed for Holiday Break.