Dakota County Technical College Advising Syllabus

The DCTC Student Affairs Division Mission is to: Empower academic and personal success for our diverse community through individualized and inclusive service.

Students who participate in academic and financial aid advising will be able to…

• Ensure academic program aligns with career goals based on strengths and interests
• Select appropriate courses based on program and personal obligations (ex. work, family, social, etc.)
• Create short term and long-term plans
• Work toward education goals including completion of program, transfer, alternative options
• Identify and utilize tools/resources to support academic success (ex. Satisfactory Academic Progress, add/drop/withdraw, etc.)
• Identify and utilize financial resources and process

Expectations of Academic and Financial Aid Advising

• Encourage, teach, and help students develop a realistic education plan consistent with goals
• Be knowledgeable about academic programs, financial resources, graduation requirements, and college policies and procedures
• Be available, understanding, approachable and demonstrate an interest in students
• Be accessible (via virtual appointment, phone, email) and respond to students within a 24-48 hour timeframe
• Clarify and evaluate student progress toward academic and life goals
• Provide transfer information and guidance as needed
• Refer students to appropriate campus resources and opportunities
• Advocate for students to support their success
• Maintain confidentiality by following the Family Educational Rights and Privacy Act (FERPA) standards

Expectations of Students

• Schedule appointments ahead of time, as appointments are first-come, first serve and fill up quickly during peak times
• Arrive on time and come prepared (ex. questions, research on transfer programs/careers, ideas about classes, etc.)
• Work with academic and financial aid advisor or program faculty advisor to choose best coursework based on major being considered
• Take responsibility for decision-making and be willing to advocate for themselves
• Share any information that influences advising if they feel comfortable (ex. medical, legal, disability, etc.)
• Check your email and Starfish daily. Communicate with faculty about course progress/questions
• Use technology and tools to participate and succeed in courses and college experience (ex. D2L/Brightspace, Degree Audit Report, E-services, Transferology, Virtual platforms)
• Provide all education documents to Dakota County Technical College as soon as possible (transcripts, test scores, etc.)
• Understand academic expectations of the college or ask if they are unsure
**Need to meet with Advising?**

- **BY PHONE**: Call **651-423-8397** and request an appointment with your assigned advisor
- **VIRTUAL**: Email **advising@dctc.edu** and request an appointment with your assigned advisor

**Types of Appointments**

- **Virtual Advising Appointments (9a-10a & 2p-4:30p)**: 30 minutes with assigned advisor (schedule prior by phone or email advising@dctc.edu)
- **Virtual Walk-in Quick Stops (10a-2p)**: 10 minute walk-in (does not need to be scheduled prior): [https://www.dctc.edu/academics/academic-advisors/](https://www.dctc.edu/academics/academic-advisors/)

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**Timeline/Check List**

| Before My First Semester | Complete admission process, receive acceptance letter, sign up for an orientation and registration session  
| | Complete online orientation  
| | Attend a virtual registration session and sign up for classes  
| | Determine funding (ex. fill out FAFSA for Financial Aid, set up payment plan with Business Office, work with certifying official for military benefits)  
| | Purchase books/supplies required for classes on bookstore website  
| During My First Semester | Check your email account and Starfish daily  
| | Download Microsoft 365 (free resource)  
| | Meet with your program faculty advisor to create an academic plan  
| | Learn and utilize planning tools including E-Services, Degree Audit Report, and Starfish  
| Each Semester | Review your program requirements and check your Degree Audit Report  
| | Explore your plans for after DCTC, including job and transfer options  
| | Meet with your program faculty advisor to review and adjust long term plans  
| | Meet with your program faculty advisor to register for courses through E-Services when the registration window opens and obtain access code  
| | Determine funding and make payment arrangements with the Business Office  
| | Participate actively in courses-speak with Instructors and Advisors if you need help  
| | Get involved on campus and explore your strengths, interests, and career options  
| | Attend transfer fairs and job/service fairs  
| Final Semester | Meet with your program faculty advisor to complete final graduation check  
| | Apply for graduation through E-Services  
| | Apply to transfer schools by deadline and meet with their transfer representative  
| | Utilize Career Services for help with resume and interviewing skills  

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