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-11a & 1p-4p)**: 30 minutes with assigned advisor (schedule prior by phone or email advising@dctc.edu)
- **Virtual Walk-in Quick Stops (11a-1p)**: 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/)