

# 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.**

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## **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
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## **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
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## **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

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### **Need to meet with Advising?**

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