

ACADEMIC ADVISING SYLLABUS

Advising Mission: Academic advising at Mid-State Technical College is an intentional and collaborative partnership between a student and an advisor to empower the student to meet their educational and career goals.

Advisor Roles and Expectations

- Clarify the intention of the advisor in each student's academic plan.
- Encourage students to develop a realistic education plan consistent with personal and professional goals.
- Maintain confidentiality as outlined by the Family Educational Rights and Privacy Act (FERPA).
- Guide students to resources to make informed decisions.
- Be accessible via office hours by phone, email, or web.

Student Roles and Expectations

- Schedule to meet with your advisor.
- Take responsibility for your decisions, which will affect your educational progress.
- Communicate respectfully and professionally with peers and college staff.
- Be prepared for advising sessions and actively participate by asking questions and clarifying goals.
- Contact your advisor promptly when you have questions or concerns.
- Agree to check your Mid-State email regularly and respond accordingly.
- Check with your advisor before dropping a class.

Academic Advising Outcomes

Before my first course I will:

- Understand placement scores and course prerequisites.
- Confirm program choice and understand program requirements.
- Understand the different course options: online, hybrid, face to face, blended, and computer conferencing.
- Understand if I am in a waitlisted program.
- Register for classes according to my Degree Map.

During my first semester I will:

- Verify/update contact information as needed.
- Develop a Degree Map (Academic Plan).
- Understand program progression requirements and academic standards.
- Review transfer credit and other credit for prior learning options.

Academic Advising Outcomes

Each semester I will:

- Verify/update contact information as needed.
- Understand academic progress toward program completion.
- Discuss budget, scholarship opportunities, and financial aid.
- Review my Degree Map and modify as needed.
- Review additional support services with student success counselors and disability services if needed.
- Review waitlist status if applicable.
- Request grade replacements and substitutions if needed.

Before my final semester I will:

- Conduct a graduation audit with my advisor and know how to apply for graduation.
- Review my account balances and discuss implications if needed.
- Be aware of career services.
- Understand options for continued education.

Find key dates for registration, term start, campus closures, and graduation on the [Academic Calendar \(mstc.edu/academic-calendar\)](https://mstc.edu/academic-calendar).

To make an appointment, call 888-575-6782. For additional information, visit [Academic Advising \(mstc.edu/advising\)](https://mstc.edu/advising).

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