

St. Cloud Technical and Community College Advising Syllabus

Academic Advising Center
 Office Hours: By appointment or scheduled drop-ins
 E-mail: advising@sctcc.edu

Office Number: 1-312
 Phone: 320-308-5741

I. SCTCC's MISSION:

St. Cloud Technical & Community College prepares students for life-long learning by providing career, technical and transferable education.

II. ACADEMIC ADVISING CENTER AT SCTCC:

The Academic Advising Center at St. Cloud Technical and Community College is committed to providing a safe and respectful environment that fosters learning, decision making, and educational ownership. Advisors partner with students to develop an educational plan compatible with the students' interests, abilities, and career goals. Some students will be assigned a faculty advisor from their major and other students will be assigned to the Academic Advising Center.

III. STUDENT LEARNING OUTCOMES:

1. Students will demonstrate knowledge of student success resources including but not limited to the Mary Stangler Center for Academic Success (CAS), the Academic Advising Center, D2L, and Starfish.
2. Students will identify their interests, abilities, and values.
3. Students will complete goal setting.
4. Students will create an academic plan based on their interests and goals, with the help of their advisor.
5. Students will utilize SCTCC e-services to interpret their Degree Audit Report (DARs).
6. Students will utilize e-services to search and register for appropriate classes.
7. Students will be able to identify the mission of advising at SCTCC and how it relates to the college mission.

IV. ACADEMIC ADVISING APPOINTMENTS

Drop-in Advising (10 Minutes)

Drop-in Advising is focused on immediate needs (e.g. registration) and for issues that can be addressed in less than 10 minutes.

Drop-in Advising Hours are from **9:00 – 1:45 Monday through Friday**. Hours may vary depending on staffing availability. Extended hours 2 weeks prior to registration.

Reasons you might use Drop-in Advising might include:

- Questions about assessment scores and classes.
- Scheduling for next semester or current semester – must already have access code, please bring a copy of your DARS.
- Initial questions about add/drop/withdrawal – please bring a copy of your transcript

Students with specific questions may be asked to return for a scheduled appointment or referred to a faculty advisor.

Scheduled Appointments (30 Minutes)

Some situations will require a longer appointment where your advisor can prepare the information necessary to answer your needs.

Appointments are available
8:00 am – 5:00 pm Monday through Friday
Appointments should be scheduled at least 24 hours in advance.

Reasons for scheduled appointments include but are not limited to:

- Long-term education plans
- Personal issues
- Transfer planning
- Major exploration
- Appeal questions
- Academic performance concerns

Students who are late may have their appointment given to another student.

V. EXPECTATIONS

Expectations of Advisee

- Show respect for others and their individuality.
- Meet with your advisor at least once each semester.
- Check your SCTCC email account regularly.
- Read and respond to action items from instructors and advisors in Starfish.
- Take responsibility for your choices and actions.
- Clarify personal goals with your advisor and provide accurate information regarding your interests and abilities.
- Research college policies and procedures and major/degree requirements.
- Be prepared for your meetings by viewing and printing your Degree Audit Report (DARS) and bringing any questions you may have.
- Utilize campus resources.
- Complete all assignments or recommendations from your advisor.

Expectations of Advisor

- Respect your individuality and the choices you make.
- Meet with you at least once each semester.
- Check email on a regular basis and respond to you in a timely manner.
- Use Starfish to communicate with you.
- Assist you with decision-making.
- Assist you with setting goals and creating an academic plan.
- Be knowledgeable about campus resources, university policies and procedures and major/degree requirements.
- Prepare for meetings. Gather relevant information and resources.
- Provide you with appropriate referrals of campus resources.
- Follow through on actions promised to you.

VI. ESERVICES GUIDE

How to view your Degree Audit Report (DAR) in UAchieve

1. Go to sctcc.edu click on **eServices** link
2. Log in to eServices using their StarID and password.
3. Select **Academic Records** (from the left side navigation).
4. Select **Degree Audit Portal** (from the left side navigation).
5. Select **Click here to access Degree Audit Self Service**
6. Login to UAchieve with your Star ID and password.
7. The very first time you login, you will need to click **Request Audit**. It will populate with your declared major(s).
8. Select **Run Declared Programs**.
9. Select **View Audit**.

How to register for classes

1. Visit www.sctcc.edu
2. Under "**Quick Links**" Select **eSERVICES**
3. Log in with your Star Id and password
4. Click on "**Courses and Registration**" on the left.
5. Click "**Search for a Course**".
6. Search for courses at SCTCC by choosing the "Subject" from the drop down menu and entering the "Course Number" if you know it. Make sure that you have selected the correct semester.
 - The Search Results & Plan page shows your search results, as well as courses on your Wish List, Wait List, and Registered list.
7. Click on the Course Title for more information.
8. Add a course to your wish list by clicking the "Add" icon.

Adding a course to your wish list does not ensure your seat in the course.

- If a course is full, you might be able to add your name to the waitlist by clicking the "Waitlist" icon.
9. Once you have selected your courses, click the *Continue to Review My Plan* link, under the plan menu bar.
 10. Check the box next to each course you wish to register for and click Select Course(s) to proceed to Register.
 11. Enter the Access Code and enter your password (access code is only entered once a semester).
 - If you get an error message when trying to register, please see an advisor for help.
 - When successful, your courses are under the View/Modify Schedule tab on the left.
 - To print your schedule for your reference, click the Printable Schedule link the top right corner of your schedule.

VI. ESERVICES GUIDE con't.

How to Drop/Withdraw a course

1. Visit www.sctcc.edu
2. Under "**Quick Links**" Select **eSERVICES**
3. Log in with your Star Id and password
4. Click on *Courses and Registration* tab.
5. Click the *View/Modify Schedule* tab from the menu on the left.

The courses you are registered for will be listed.

You can view the Last Dates to Drop/Withdraw from each individual course by hovering over the icon.

The Drop Date is the last day you can drop the course and not receive a grade of "W" or be charged for the course.

The Withdraw Date is the last day you can withdraw from the course to receive a "W".

6. To drop/withdraw from the course click the icon.

7. Enter your eServices password, then click submit.

A message will pop up at the top of the page, the course will no longer appear in your schedule after you refresh the page.

It is highly recommended that you discuss your plans to withdraw from a class(s) with an academic advisor (to review your completion rate and requirements to remain in Good Academic Standing at SCTCC).

VII. IMPORTANT DATES

To find a full list of important academic dates, visit www.sctcc.edu/academic-calendar.

To find a list of events at SCTCC, visit the Event Calendar: <http://www.sctcc.edu/event-calendar>

To find Study and Tutoring information, visit the Center for Academic Success (CAS) : <http://www.sctcc.edu/cas>

VIII. STATEMENT OF ACCOMMODATIONS:

St. Cloud Technical & Community College is committed to providing students with disabilities reasonable accommodations to participate in all services, programs, and activities. Students requiring accommodations must first register with Disability Services and provide appropriate documentation of their disability. Accommodations are provided on an individualized, as-needed basis, determined through the appropriate documentation. Please contact Disability Services at 320-308-5090, to develop your Accommodations Plan. The accommodations authorized in your Accommodations Plan should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively so it is essential to discuss your needs at the beginning of the semester. This syllabus is available in alternate formats upon request by contacting Disability Services at 320-308-5090 or 1-800-222-1009. TTY users may call MN Relay Service at 711 to contact the college.

IX. STATEMENT OF DIVERSITY:

This college is committed to creating a positive, supportive environment that welcomes diversity of opinions and ideas for students. There will be no tolerance of race discrimination/harassment, sexual discrimination/harassment, or discrimination/harassment based on age, disability, color, creed, national origin, religion, sexual orientation, marital status, status with regard to public assistance or membership in a local commission.

The Academic Advising Center is a Safe Space where anyone can go for support. Please refer to the Student Handbook for the complete list of Student Rights, Responsibilities, and Procedures
<http://www.sctcc.edu/sites/default/files/documents/studentHandbook.pdf>.

X. COURSE POLICIES/PRACTICES:

Academic integrity is highly valued at St. Cloud Technical and Community College and throughout higher education. Maintaining academic integrity is the responsibility of every member of the college community: faculty, staff, administrators and students. Academic integrity requires students to refrain from engaging in or tolerating acts including, but not limited to, submitting false academic records, cheating, plagiarizing, altering, forging, or misusing a college academic record; acquiring or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonest grades, honors, or awards.

Any violation of the St. Cloud Technical and Community College's academic integrity policy S3.28 is considered a disciplinary offense and will be subject to the policies of this instructor and can be submitted to the Director of Campus Life for review, entrance into a violation database, and possible disciplinary action as outlined in the academic integrity procedure S3.28.1. Students accused of academic dishonesty may appeal the decision. Students may review The complaint/grievance policy S3.24 and procedure

- 3.24.1 <http://sctcc.edu/sites/default/files/policies/S3.24%20Complaint%20Grievance.pdf>

XI. CAMPUS RESOURCES

ACADEMIC ADVISING CENTER (AAC)

Academic planning, career/major exploration, transfer options and general student concerns. Advisors for the AA, MnTC, Pre-Health & Business Management programs.

Location: Northway Bldg. Room 1-312
Phone: 320-308-5741

Email: advising@sctcc.edu

Web: www.sctcc.edu/advising

ADMISSIONS

New and prospective students, Accuplacer testing, change of major.

Location: Northway Bldg. Lobby

Phone: (320) 308-5089

Web: www.sctcc.edu/admissions

THE BOOK STORE

Books, supplies, snacks, apparel.

Phone: 320-308-5028

Web: www.sctcc.edu/bookstop

CAMPUS LIFE

Activities, organizations, student government, and athletics

Location: Heartland Bldg. Lower Level

Web: www.sctcc.edu/campus-life

CAREER SERVICES

Job search resources and tools, resume tips, practice interviewing.

Location: Northway Bldg. Room 1-448

Phone: (320)308-5926

Web: <https://www.sctcc.edu/career-services>

STUDENT SUPPORT MANAGER

Assist students in overcoming specific barriers in academic and career goals, and personal life. Assess & approve disability plan.

Location: Northway Bldg. Room 1-401

Phone: (320) 308-5089 schedule appt.

Melanie Matthews

Email: Melanie.Matthews@sctcc.edu

Web:

<https://www.sctcc.edu/student-support>

DISABILITY / ACCESSIBILITY SERVICES

Support services and accommodations for students with disabilities.

Location: Northway Bldg. Room 1-460

Phone: (320) 308-5757

1 (800)222-1009

TTY users: MN Relay at 711 to contact the college.

Email: acc@sctcc.edu

Web: www.sctcc.edu/disability-services

FINANCIAL SERVICES

Pay bills, financial aid assistance, work study openings.

Location: Northway Bldg. Lobby

Phone: (320) 308-5961

Web: www.sctcc.edu/financial-aid

IT HELPDESK

Computer and tech support including

- SCTCC email set up
- Email to phone
- Assistance with SCTCC app

Location: Northway Bldg. Rm 1-405

Phone: (320)308-5961

Web: www.sctcc.edu/student-help-desk

LIBRARY

Reference and research assistance, print and electronic books, audiovisual materials, electronic databases, computers and printers.

Location: Heartland Bldg. Main Level

Phone: (320) 308-5141

Web: www.sctcc.edu/library

MARY STANGLER CENTER FOR ACADEMIC SUCCESS (CAS)

Studying and tutoring assistance through individual, group, and online methods.

Location: Northway Bldg. Room 1-112

Phone: (320)308-5920

Web: www.sctcc.edu/cas

RECORDS & REGISTRATION

Transcripts, transfer of credits, Degree Audit Reports, registration assistance, application for graduation.

Location: Northway Bldg. Lobby

Phone: (320)308-5075

Email: registration@sctcc.edu

Web: www.sctcc.edu/records

SUCCESS SKILLS PROGRAM

Coaching, Workshops on Reading Strategies, Goal Setting, Stress Reduction, Test Taking Skills, and Critical Thinking.

Location:

Northway Bldg. Room 1-112

Phone:

(320)308-5920

(320) 308-5983

Web: www.sctcc.edu/success-skills

TRIO STUDENT SUPPORT SERVICES

Support for first-generation and income-eligible students and students with disabilities.

Location: Northway Bldg. Room 1-401

Phone: (320)308-0977

Web: www.sctcc.edu/trio

VETERANS' SERVICES

Assistance and resources for veterans, service members, and their families.

Location: Northway Bldg. Rm 1-323B

Phone: (320) 493-8153

Email: jonah.maddox@state.mn.us

Web: www.sctcc.edu/veterans-services

VETERANS CERTIFYING OFFICIAL

Contact Financial Services Director, Anita Baugh.

Location: Northway Bldg. Rm 1-401

Phone: (320) 308-5936

Email: abaugh@sctcc.edu

STUDENT VETERANS ORGANIZATION (SVO)

If you are interested in becoming a member, contact the faculty advisor.

Faculty Advisor: Brian Volkmuth

Phone: (320)308-5670

Email: bvolkmuth@sctcc.edu

Find more student resources at www.sctcc.edu/orientation-info