

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.

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**To make an appointment, call 888.575.6782.
For additional information, visit mstc.edu/advising.**



mstc.edu • 888.575.6782 • TTY: 711

Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies:
Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715.422.5325 • AAEO@mstc.edu. 3/2025



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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.

Academic Calendar

2025

- Summer 2025 Semester • June 2 - July 31
- College In-Service (campuses are closed) • August 11
- Fall 2025 Semester Begins • August 25
- Scholarship Application Opens • August 18
- Labor Day (no classes) • September 1
- Spring 2026 Service Member Priority Registration • TBD
- Spring 2026 Registration Opens • TBD
- Scholarship Application Closes • October 10
- Fall Recess • November 24 - 28
- Classes Resume • December 1
- Graduation • December 13
- Fall 2025 Semester Ends • December 17
- Winter Recess • December 22 - January 1

2026

- Winterim 2026 Term • January 5 - 23
- College In-Service (campuses are closed) • January 19
- Spring 2026 Semester Begins • January 26
- Scholarship Application Opens • January 26
- Scholarship Application Closes • March 13
- Spring Recess • March 23 - 27
- Classes Resume • March 30
- Summer and Fall 2026 Service Member Priority Registration • TBD
- Summer and Fall 2026 Registration Opens • TBD
- Holiday Closure • April 3
- Graduation • May 16
- Spring 2026 Semester Ends • May 19
- Summer 2026 Semester • TBD