

mid-state technical college 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 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, 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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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

2022

Summer 2022 Semester • June 1 – July 27
College In-Service (Campuses are closed) • August 10
Faculty In-service • August 15
First Semester Begins (Fall Semester) • August 22
Labor Day (no classes) • September 5
Scholarship Application Opens • September 19
Spring 2023 Service Member Priority Registration • October 6
Spring 2023 Registration Opens • October 7
Scholarship Application Closes • October 14
Fall Recess • November 21-25
Classes Resume • November 28
End of First Semester • December 14
Graduation • Date TBD
Winter Recess • December 15 - January 22

2023

Winterim 2023 Term • January 3 – 19
Faculty In-Service • January 18
Second Semester Begins (Spring Semester) • January 23
College In-service (Campuses are closed) • February 23
Summer 2023 Service Member Priority Registration • March 9
Summer 2023 Registration Opens • March 10
Spring Recess • March 20-24
Classes Resume • March 27
Fall 2023 Service Member Priority Registration • April 13
Fall 2023 Registration Opens • April 14
Scholarship Application Opens • April 17
End of Second Semester • May 18
Graduation • Date TBD
Scholarship Application Closes • May 26
Summer 2023 Semester • June 1 – July 26

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

