

Green Bay Campus Office:

Student Center, 2nd Floor, SC240

Hours	Monday – Thursday	8:00a.m. - 7:00pm
	Friday	8:00a.m. - 5:00pm
	Saturday	8:00a.m. - 11:00am

(summer hours may vary)

“Good advising may be the single most underestimated characteristic of a successful college experience.”

Richard Light

Appointments are preferred by the advising staff. You are more than welcome to “walk-in” to meet with your academic advisor; however, he/she may be unavailable to meet with you at that time and there may be a significant wait during peak periods.

For appointments please call: (920) 498-5444 or (800) 422-NWTC x5444

NWTC ACADEMIC ADVISING MISSION STATEMENT

Academic Advising is a pro-active, ongoing process designed to foster relationships campus-wide, while empowering students to achieve their goals. In partnership with advisors, students will make informed decisions to develop educational plans and maximize their potential as students and community members.

EXPECTATIONS OF STUDENTS	EXPECTATIONS OF ADVISORS
<ul style="list-style-type: none"> ✓ Schedule regular appointments and/or contacts during each semester ✓ Come to appointments prepared with questions and/or topics to discuss ✓ Accept responsibility for your decisions and actions ✓ Be open to developing and clarifying your personal values and goals ✓ Research college programs, policies, procedures, and opportunities as appropriate ✓ Keep a record of your academic progress and goals ✓ Be courteous & plan ahead (schedule appointments early and cancel or reschedule only if necessary) ✓ Use advising tools, such as my.NWTC, degree audit, college websites, and the course catalog to gather information and track your academic progress ✓ Check your my.NWTC email account regularly as this will be a primary means of contact 	<ul style="list-style-type: none"> ✓ Maintain confidentiality according to established standards (FERPA) ✓ Provide personal contact with students after matriculation ✓ Refer a student to a counselor when it is appropriate (personal problems, crisis situations, etc.) ✓ Refer advisees to other campus or community resources as needed ✓ Guide advisees toward satisfactory academic progress ✓ Strengthen advising skills through professional development opportunities ✓ Help students clarify their life and career goals ✓ Provide a respectful, supportive atmosphere ✓ Maintain varied office hours to provide adequate access for students ✓ Assist advisees in scheduling, transfer of credit, and understanding degree audit ✓ Understand NWTC degree requirements, admissions requirements, course/program curricula, graduation requirements, college policies and procedures, and effectively communicate these to students

EXPECTED STUDENT LEARNING OUTCOMES

Through the academic advising experience at NWTC, students will make effective decisions concerning their degree and career goals. Students will also:

- ✓ Know their advisor and utilize them for success
- ✓ Navigate and utilize My.NWTC
- ✓ Register for classes online
- ✓ Develop an educational plan for successful achievement of career goals
- ✓ Utilize degree audit to select appropriate courses for the fulfillment of their educational plan
- ✓ Appreciate general education requirements
- ✓ Utilize resources and services on campus to assist in the achievement of academic, personal, and career goals
- ✓ Make use of referrals to campus resources as needed
- ✓ Graduate in a timely manner based on their educational plan

STUDENT ADVISING CALENDAR

WHY DO STUDENTS LEAVE COLLEGE?

- ✓ Academic boredom
- ✓ Academic under-preparedness
- ✓ Uncertainty about major/career
- ✓ Transition/adjustment difficulties
- ✓ Personal reasons
- ✓ Failure to connect with the institution

“Academic advising is the only structured activity on the campus in which all students have the opportunity for ongoing, one-to-one interaction with a concerned representative of the institution.”

Wes Habley, ACT

Helpful Planning Timeline

Beginning of Semester

- ✓ Make an appointment to meet your Academic Advisor to discuss Academic, career, and class options
- ✓ Investigate Student Success Development Series/Workshops
- ✓ Attend Student Life activities
- ✓ Review and apply for scholarships with the Foundation Office
- ✓ Inquire about registration policies such as add, drop, exchange, etc.
- ✓ Use and understand my.NWTC account
- ✓ Manage and use student email account
- ✓ Petition to graduate if you have completed program requirements

Mid-Semester

- ✓ Need help? Tutors are available for assistance
- ✓ Prepare for mid-term exams
- ✓ Make an appointment with your Academic Advisor to prepare for next semester registration
- ✓ Know the different modes of instruction
- ✓ Identify your best learning style
- ✓ Attend Student Life Activities

Advising poses “challenges and forces students to think about the relationship of their academic work to their personal lives.”

Richard Light, 2001

Month before Semester ends

- ✓ Register for next semester on scheduled date
- ✓ Attend Student Life Activities
- ✓ Prepare for Final Exams
- ✓ Textbook Buyback
- ✓ Graduation Ceremony

“Intrusive advising” is based upon the philosophy that we should not wait for students to get into trouble before reaching out to them.”

Dr. Robert Glennon

First Semester

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Second Semester

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Summer Semester

1. _____
2. _____

Third Semester

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Fourth Semester

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____



ASSISTANCE FOR STUDENTS WITH SPECIAL NEEDS OR DISABILITIES

Northeast Wisconsin Technical College is dedicated to providing equal opportunity and access for every student. It is important that, if you feel you need accommodations for a learning or physical disability, you make your advisor aware of these accommodations. In some cases, your advisor may refer you to the Special Needs Office for assistance. The staff of the Special Needs Office provides a broad range of supportive services in an effort to ensure that the individual needs of each student are met. In addition, the staff functions as advocates for students with disabilities on the NWTC campus. Through active involvement with all areas of the College, the office is able to monitor conditions relevant to students with disabilities and to provide help with decisions affecting their quality of life.