## 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 Involvement activities
- Review and apply for scholarships with the Foundation Office
- Inquire about registration policies such as add, drop, exchange, etc.
- Use and understand Starfish and my.NWTC account
- Manage and use student email account

### Mid-Semester
- Need help? Learning coaches 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 Involvement activities

### Month before Semester ends
- Register for next semester on scheduled date
- Attend Student Involvement activities
- Prepare for final exams
- Textbook Buyback
- Graduation Ceremony

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### 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. _______________________

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Your academic degree progress is available to you within your my.NWTC

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NWTC does not discriminate on the basis of age, race, color, disability, sex, national origin, or other protected status.
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

- 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
- Be courteous and plan ahead (schedule appointments early and cancel or reschedule only if necessary)
- Use advising tools, such as Starfish, my.NWTC, and NWTC websites, to gather information and track your academic progress
- Utilize my.NWTC degree audit to track and monitor program completion by selecting “enroll in my program classes.”
- Check your my.NWTC email account regularly as this will be a primary means of contact

EXPECTED STUDENT LEARNING OUTCOMES

Through the academic advising experience at NWTC, students will make effective decisions by applying the following core abilities:

- Work collaboratively with their advisor and utilize them for success
- Develop and achieve a successful educational plan
- Apply NWTC technology to register for classes toward the completion of their educational plan
- Use the Starfish platform to monitor class success
- Utilize resources and services on campus to achieve academic, personal, and career goals
- Model responsible behaviors valued as positive skills in the workforce.

EXPECTATION OF ADVISORS

- Help students clarify their educational and career goals
- Assist students in scheduling, transfer of credit, and understanding college policies and procedures
- Provide a respectful, confidential, and supportive atmosphere
- Refer students to other campus and community resources

GREEN BAY ADVISING STUDENT CENTER

Student Center, 2nd Floor, SC240

APPOINTMENTS

- Appointments can be scheduled for 30 minutes or 1 hour
  Monday – Thursday
  8:00a.m. - 7:00pm
  Friday 8:00a.m. - 5:00pm
  Saturday 8:00a.m. - 11:00am
  (Summer hours may vary)

Walk-ins

- First-come, first-served basis
  (maximum 15 minutes)
- Basic questions only
- Limited time

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

Advisors are available at other NWTC campuses and regional learning centers:

Marinette

For hours or to schedule an appointment please call: (715) 735-9361 or (800) 422-NWTC, ext. 9361

Sturgeon Bay

For hours or to schedule an appointment please call: (920) 746-4900 or (800) 422-NWTC, ext. 4900

Regional Learning Centers:

Advising is regularly offered in regional centers, by video conference and online. Please call (800) 422-NWTC for the phone number of the Regional Learning Center nearest you.

Here’s what students are saying about the NWTC Advising Team

“My advisor helped me with the transferring credits from other schools and in understanding the workload in each semester.”

“My advisor helped me gather information on my career. It also helped me understand which classes to take before others, as well as how financial aid eligibility works.”

“The Academic Advisor I have is very helpful and actually tells me when current events and deadlines are coming up, helping me out tremendously.”

Quotes taken from 2013 Spring Advising Student Survey

www.nwtc.edu/advising