

## ACADEMIC ADVISING SYLLABUS 2021-2022

Academic Advising Center  
Office Hours: 7:30 a.m.-5 p.m.

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

### **I. ST. CLOUD TECHNICAL & COMMUNITY COLLEGE'S (SCTCC) MISSION:**

We provide the education, training, and support necessary for equitable participation in our society, economy, and democracy.

### **II. ACADEMIC ADVISING CENTER AT SCTCC:**

The Academic Advising Center (AAC) at St. Cloud Technical & Community College (SCTCC) 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 and advisor in the AAC.

### **III. STUDENT LEARNING OUTCOMES:**

As a result of engaging with the AAC, students will be able to:

1. Demonstrate knowledge of student success resources including but not limited to the Mary Stangler Center for Academic Success (CAS), Desire 2 Learn (D2L), and Starfish.
2. Identify their interests, abilities, and values.
3. Complete goal setting.
4. Create an academic plan based on their interests and goals, with the help of their advisor.
5. Utilize eServices to interpret their Degree Audit Report (DARs).
6. Utilize eServices to search and register for appropriate classes.
7. Identify the mission of advising at SCTCC and how it relates to the college mission.

### **IV. ACADEMIC ADVISING APPOINTMENTS**

#### **Drop-in Advising (15-20 minutes)**

Drop-in advising is focused on immediate needs (e.g. registration) and for issues that can be addressed within 15-20 minutes.

Drop-in advising hours are from **8:30 a.m.-1:45 p.m. Monday through Friday**. Hours may vary depending on staffing availability. Extended hours occur two (2) weeks prior to registration.

Reasons you might use drop-in advising 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 from **8:30 a.m.-4 p.m. 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/career exploration
- Appeal questions
- Academic performance concerns

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

## V. EXPECTATIONS

<b>Expectations of Advisee</b>
<ul style="list-style-type: none"><li>• Show respect for others and their individuality.</li><li>• Meet with your advisor at least once each semester.</li><li>• Check your SCTCC email account regularly.</li><li>• Read and respond to action items from instructors and advisors in Starfish.</li><li>• Take responsibility for your choices and actions.</li><li>• Clarify personal goals with your advisor and provide accurate information regarding your interests and abilities.</li><li>• Research college policies and procedures and major/degree requirements.</li><li>• Be prepared for your meetings by viewing and printing your DARs and bringing any questions you may have.</li><li>• Utilize campus resources.</li><li>• Complete all assignments or recommendations from your advisor.</li></ul>

<b>Expectations of Advisor</b>
<ul style="list-style-type: none"><li>• Respect your individuality and the choices you make.</li><li>• Meet with you at least once each semester.</li><li>• Check email on a regular basis and respond to you in a timely manner.</li><li>• Use Starfish to communicate with you.</li><li>• Assist you with decision-making.</li><li>• Assist you with setting goals and creating an academic plan.</li><li>• Be knowledgeable about campus resources, university policies and procedures, and major/degree requirements.</li><li>• Prepare for meetings. Gather relevant information and resources.</li><li>• Provide you with appropriate referrals of campus resources.</li><li>• Follow through on actions promised to you.</li></ul>

## VI. ESERVICES GUIDE

### **How to view your Degree Audit Report (DARs) in uAchieve:**

1. Visit [www.sctcc.edu](http://www.sctcc.edu)
2. Under “**Quick Links**” select “**eServices.**”
3. Log in with your StarID and password.
4. Select “**Academic Records**” (from the left side navigation).
5. Select “**Degree Audit**” (from the left side navigation).
6. Select “**Request a Degree Audit.**”
7. Login to uAchieve with your Star ID and password.
8. The very first time you login, you will need to click “**Request Audit.**” It will populate with your declared major(s).
9. Select “**Run Declared Programs.**”
10. Select “**View Audit.**”

### **How to Register for Classes:**

1. Visit [www.sctcc.edu](http://www.sctcc.edu).
2. Under “**Quick Links**” select “**eServices.**”
3. Log in with your StarID and password.
4. Click on “**Courses& 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. Press “**Search.**” The “**Search Results**” page will appear, where you can add courses to your wish list so that you can register for them or get on the wait list (in the event that the desired course is full). You can click on the course title for more information.
7. Add a course to your wish list by clicking the “**Add**” icon.
  - a. **Adding a course to your wish list does not ensure your seat in the course.**
  - b. If a course is full, you might be able to add your name to the waitlist by clicking the “**Waitlist**” icon.
8. Once you have added your courses, select “**Review My Plan**” (from the left side navigation).
9. Check the box next to each course you wish to register for and click “**Select Course(s) to proceed to Register.**”
10. Enter your access code and StarID password (access code is only entered once a semester).
  - a. If you get an error message when trying to register, see an advisor for help.
  - b. When successful, your courses will display under the “**View/Modify Schedule**” tab (from the left side navigation).
  - c. To print your schedule for your reference, click the “**Printable Schedule**” link in the top right corner of your schedule.

### **How to Drop/Withdraw from a Course:**

1. Visit [www.sctcc.edu](http://www.sctcc.edu).
2. Under “**Quick Links**” select “**eServices.**”
3. Log in with your StarID and password.
4. Select “**Courses & Registration**” (from the left side navigation).

5. Click on the “**View/Modify Schedule**” (from the left side navigation).
  - a. The courses you are registered for will be listed.
  - b. 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. Click the icon to drop/withdraw from the course.
7. Enter your StarID password, then click submit. A message will pop up at the top of the page to indicate that you have successfully dropped/withdrawn. 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 any class with an academic advisor (to review your completion rate and requirements to remain in Good Academic Standing at SCTCC).**

View our [How-To Videos](#) on registering for or dropping/withdrawing from a course.

## **VII. IMPORTANT DATES**

To find a full list of important academic dates, visit the [Academic Calendar](#). To find a list of events at SCTCC, visit the [Event Calendar](#). To find study and tutoring information, visit the [CAS webpage](#).

## **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 Accessibility Services and provide appropriate documentation of their disability. Accommodations are provided on an individualized, as-needed basis, determined through the appropriate documentation. Please contact Tricia Simon, Interim Accessibility Services Coordinator, at 320-208-5064, 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 Accessibility Services at 320-308-5064 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, and/or status with regard to public assistance or membership in a local commission.

**The AAC 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.**

## **X. STATEMENT OF ACADEMIC INTEGRITY**

Academic integrity is highly valued at St. Cloud Technical & 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 & Community College’s Academic Integrity Policy S3.28 is considered a disciplinary offense and will be subject to the policies of this instructor, entrance into the Academic Integrity 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 Academic Integrity process and access the Academic Integrity Appeal Form at <https://www.sctcc.edu/academic-integrity>.



## ST. CLOUD TECHNICAL & COMMUNITY COLLEGE STUDENT SUPPORT DEPARTMENTS QUICK REFERENCE HELPING STUDENTS NAVIGATE THEIR PATH TO SUCCESS

### ACADEMIC ADVISING CENTER

Academic planning, career exploration, transfer options. Advisors for the AA, MnTC, Pre-Health, Business programs.

Location: Northway 1-312

Phone: (320) 308-5741

Email: [advising@sctcc.edu](mailto:advising@sctcc.edu)

Web: [sctcc.edu/advising](http://sctcc.edu/advising)

### ACCESSIBILITY SERVICES

Support services and accommodations for students with disabilities.

Location: Northway 1-460

Phone: (320) 308-5096 / (320) 308-5757

Email: [acc@sctcc.edu](mailto:acc@sctcc.edu)

Web: [sctcc.edu/disability-services](http://sctcc.edu/disability-services)

### ADMISSIONS

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

Location: Northway Lobby

Phone: (320) 308-5089

Email: [enroll@sctcc.edu](mailto:enroll@sctcc.edu)

Web: [sctcc.edu/admissions](http://sctcc.edu/admissions)

### BOOKSTORE

Books, supplies, snacks, apparel.

Location: Northway 1-204

Phone: (320) 308-5028

Email: [bookstore@sctcc.edu](mailto:bookstore@sctcc.edu)

Web: [sctcc.edu/bookstore](http://sctcc.edu/bookstore)

### CAMPUS LIFE & CYCLONES ATHLETICS

Activities, organizations, student government, athletics.

Location: Heartland Lower Level

Phone: (320) 308-5922

Email: [skeeley@sctcc.edu](mailto:skeeley@sctcc.edu)

Web: [sctcc.edu/campus-life](http://sctcc.edu/campus-life)

### CAREER SERVICES

Career exploration, job search resources, resume tips, practice interviewing.

Location: Northway 1-448

Phone: (320) 308-5926

Email: [careerservices@sctcc.edu](mailto:careerservices@sctcc.edu)

Web: [sctcc.edu/career-services](http://sctcc.edu/career-services)

### FINANCIAL SERVICES

Pay bills, financial aid assistance, work study openings.

Location: Northway Lobby

Phone: (320) 308-5961

Email: [financialaid@sctcc.edu](mailto:financialaid@sctcc.edu)

Web: [sctcc.edu/financial-aid](http://sctcc.edu/financial-aid)

### IT STUDENT HELPDESK

Computer, email, and other tech support.

Location: Northway 1-405

Phone: (320) 308-6445

Email: [helpdesk@sctcc.edu](mailto:helpdesk@sctcc.edu)

Web: [sctcc.edu/student-help-desk](http://sctcc.edu/student-help-desk)

### LIBRARY

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

Location: Heartland Main Level

Email: [library@sctcc.edu](mailto:library@sctcc.edu)

Phone: (320) 308-5141

Web: [sctcc.edu/library](http://sctcc.edu/library)

### MARY STANGLER CENTER FOR ACADEMIC SUCCESS (CAS)

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

Location: Northway 1-112

Phone: (320) 308-5920

Email: [cas@sctcc.edu](mailto:cas@sctcc.edu)

Web: [sctcc.edu/cas](http://sctcc.edu/cas)

### MENTAL HEALTH SERVICES

Connect with a Mental Health Professional.

Location: Northway 1-401

Phone: (320) 308-5006

Email: [wellness@sctcc.edu](mailto:wellness@sctcc.edu)

Web: [sctcc.edu/wellness](http://sctcc.edu/wellness)

### RECORDS & REGISTRATION

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

Location: Northway Lobby

Phone: (320) 308-5075

Email: [registration@sctcc.edu](mailto:registration@sctcc.edu)

Web: [sctcc.edu/records](http://sctcc.edu/records)

### SUCCESS SKILLS PROGRAM

Workshops on reading strategies, goal setting, stress reduction, test taking.

Location: Northway 1-112

Phone: (320) 308-5920

Email: [kplante@sctcc.edu](mailto:kplante@sctcc.edu)

Web: [sctcc.edu/success-skills](http://sctcc.edu/success-skills)

### TRIO STUDENT SUPPORT SERVICES

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

Location: Northway 1-131A

Phone: (320) 308-6490

Email: [trioss@sctcc.edu](mailto:trioss@sctcc.edu)

Web: [sctcc.edu/trio](http://sctcc.edu/trio)

### VETERANS SERVICES

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

Location: Northway 1-328

Phone: (320) 493-8153

Email: [jonah.maddox@state.mn.us](mailto:jonah.maddox@state.mn.us)

Web: [sctcc.edu/veterans-services](http://sctcc.edu/veterans-services)

### WELLNESS RESOURCE SERVICES

Connect with resources for personal concerns.

Location: Northway 1-401

Phone: (320) 308-5096

Email: [wellness@sctcc.edu](mailto:wellness@sctcc.edu)

Web: [sctcc.edu/wellness](http://sctcc.edu/wellness)

