

Northcentral Technical College

Academic Advising Syllabus

Advising Contact Information

Advisor Information

NTC offers both traditional and virtual college courses. The main difference between Virtual College (VC) and traditional courses is that with Virtual College, you set the schedule with flexible dates within a semester. All learners have dedicated advisors to assist you through your educational journey.

[Find Your Advisor](https://www.ntc.edu/current-students/academic-advising/meet-your-advisor)

<https://www.ntc.edu/current-students/academic-advising/meet-your-advisor>

[Advisor Walk-ins](https://www.ntc.edu/sites/default/files/pdf/current-students/academic-advising/Advisor%20Walk-in%20Schedule%202016-17%20.pdf)

Traditional Advising Contacts

<https://www.ntc.edu/sites/default/files/pdf/current-students/academic-advising/Advisor%20Walk-in%20Schedule%202016-17%20.pdf>

Appointment Phone

715.803.1797

Office Locations

Student Services – Wausau Campus

Virtual College Advising Contacts

Virtual College Appt Line

715.803.1373

Virtual College Office

D155 – Wausau Campus

Please feel free to email or phone your advisor using the contact information in the [Find Your Advisor](https://www.ntc.edu/current-students/academic-advising/meet-your-advisor): <https://www.ntc.edu/current-students/academic-advising/meet-your-advisor> link. Advisors will respond to your message within *48 hours*. When leaving a phone message, please speak slowly, include your name, student ID number, return number and reason for calling. All emails should include your full name, student ID number, and professional message.

NTC Advising Mission and Philosophy

Our mission in academic advising is to build partnerships and develop interpersonal relationships that guide, advocate, and empower NTC learners to achieve their full potential for success in diverse environments.

Our philosophy of advising is based on the following beliefs:

- Academic advising plays a key role in your understanding of the collegiate environment. Students are often unaware of the demands and expectations of college and therefore need to learn the culture of higher education.
- Academic advising is not an isolated event but an ongoing communication between you and your advisor in which mutual trust and respect must be established.
- Academic advisors recognize and accept that all students are unique and enter the learning process at varying points, learn at different rates and through a variety of methods. To that extent, your advisor will work closely with you to identify and make your educational experience one that fits your needs, goals and plans.
- At the heart of all academic advising is the development of an educational plan that will enhance your intellectual and personal growth, including the selection of appropriate classes to satisfy degree requirements in an efficient and effective manner. While your advisor will help you to define your educational goals, the primary responsibility for decision-making rests with YOU, the student.

Academic Advising Student Learning Outcomes

Through the advising experience at NTC:

- Students will demonstrate the ability to make effective decisions concerning their educational goals.
- Students will demonstrate the ability to make effective decisions concerning their career goals.
- Students will develop an educational plan for successfully achieving their goals.
- Students will review their Academic Advisement report in MyNTC.
- Students will utilize MyNTC to enroll into classes in alignment with their academic plan.
- Students will utilize the resources and services on campus to assist them in achieving their academic, personal and career goals (such as Academic Advising, Financial Aid, Disability, Veterans, Transfer, Placement, Counseling, Academic Resource Center, Student Life, Library, and IT HelpDesk)
- Students will take advantage of referrals to campus resources as needed.
- Students will fulfill all contractual stipulations for academic probation when appropriate.
- Students will utilize the Academic Repeat Policy when appropriate.
- Students will describe the impact that withdrawing from classes has on their educational plan.
- Students will evaluate the impact that withdrawing from classes has on personal finance and financial aid.

Preparing for Your Advising Appointments

Make an appointment with your academic advisor by calling **715.803.1797 (VC call 715.803.1373)**. Appointments can be in-person, by phone, or virtual; indicate your preference when making the appointment.

Please cancel if you cannot make your appointment and reschedule. If you are more than 15 minutes late for your appointment, you may need to reschedule.

Write down any questions that you have. During the appointment, be prepared to discuss:

- your educational interests and goals;
- your educational plan, including course selection; and
- concerns or questions related to school.

To review your academic requirements and consider classes for the upcoming semester log into [MyNTC](https://my.ntc.edu/):
<https://my.ntc.edu/>

- Click the **Student Center** tile
- Click **Academic Planning**
- Click **Academic Requirements**
- Use the **Expand All** option to view all terms of all programs on your plan

Advisor/Learner Roles and Responsibilities

Your advisor will...

- help you understand the meaning and relevance of the college experience.
- assist you in developing and achieving realistic academic and career goals based on your interests, abilities, values, and needs.
- interpret college policies, procedures, and requirements.
- refer you to appropriate resources, including the Academic Resource Center, counseling, disability services, financial and community resources, etc.
- address your academic questions and concerns.
- adhere to the highest principles of ethical behavior.
- respond to academic questions using your NTC e-mail account.
- guide you in your selection of courses.

As an adult learner, you will...

- take responsibility for your educational experience.
- learn how to access, use and check your NTC Office 365 email often.
- become familiar with campus resources.
- maintain contact with your advisor throughout the semester.
- come to each advising appointment prepared to ask questions and discuss concerns. Bring all advising-related materials, your advising syllabus, completed forms, etc.
- assess your interests, abilities, values, and needs and to discuss these with your advisor.
- clarify your educational, career and personal goals.
- use MyNTC to access your Advisement report and other resources to become knowledgeable of academic requirements, financial aid awards, grades, etc.
- know important dates and deadlines (registration, drop/add, final exams, etc.).
- discuss your selection of courses with your advisor.
- accept responsibility for your decisions and actions (or inactions) which affect your educational progress and goals.

Advising Competencies

Competencies are what learners will be able to do as a result of the learning experience. The following are competencies that your advisor and you will work together to gain as you progress through your academic program. Please review them periodically to assess your understanding. If at any time you have questions or concerns, please contact your advisor to help plan your next step.

INCOMING

- _____ Complete the [Student Checklist](https://www.ntc.edu/sites/default/files/pdf/current-students/academic-advising/Student%20Checklist%206-23-17.pdf): <https://www.ntc.edu/sites/default/files/pdf/current-students/academic-advising/Student%20Checklist%206-23-17.pdf>
- _____ Know who your [advisor](#) is and how to contact him/her: <https://www.ntc.edu/current-students/academic-advising/meet-your-advisor>.
- _____ Get familiar with the courses in your program; create an education plan with Academic Advisor; be aware of pre-reqs, internships, field placements, and clinical requirements.
- _____ Log into [MyNTC](https://my.ntc.edu/): <https://my.ntc.edu/> and become familiar with its features including Academic Planning, Enroll/drop/search classes, View Class Schedule, Account Inquiry, View Financial Aid, Request Book Voucher, and View My Grades. Download the NTC app from App Store or Google Play; search “Northcentral Technical College”.
- _____ Log into [NTC Student Email](https://www.ntc.edu/email/): <https://www.ntc.edu/email/>, and set up your signature w/ Student ID, program, and preferred phone number. You can get your NTC email set up on your phone by completing the [Mobile Agreement Form](https://www.ntc.edu/forms/output/forms/mobile_agreement/page0.php): https://www.ntc.edu/forms/output/forms/mobile_agreement/page0.php
- _____ Go to the [Blackboard](https://elearn.ntc.edu/) log in page: <https://elearn.ntc.edu/>. Review tutorials and demo course before classes start. Download the Blackboard app from App Store or Google Play.
- _____ Become familiar with engagement opportunities through [Student Life](https://www.ntc.edu/studentlifeblog/about-studentlife): <https://www.ntc.edu/studentlifeblog/about-studentlife>.
- _____ Become familiar with services for [current students](https://www.ntc.edu/current-students): <https://www.ntc.edu/current-students>, on NTC web site: Academic Resources (Academic Resource Center, Academic Advising, Campus Bookstore, Guidelines & Procedures, Graduation Planning, Transfer to a 4-Year College); Support Services (Counseling Resources, Disability Services, Diversity Services, Veterans Services, IT Help Desk, Job Placement); Life on Campus (Student Life, Events Calendar); Paying for College (Financial Aid, Scholarships, Account Balances & Payments); Important Dates; Jobs & Career Resources; Campus Security.
- _____ Learn about/take care of financial aid responsibilities: refer to the [Financial Aid Checklist](https://www.ntc.edu/financial-aid/checklist.html): <https://www.ntc.edu/financial-aid/checklist.html>, file the [FAFSA](https://fafsa.ed.gov/): <https://fafsa.ed.gov/> on time, and enroll into [SALT](https://www.ntc.edu/paying-for-college/financial-aid/financial-literacy): <https://www.ntc.edu/paying-for-college/financial-aid/financial-literacy>.

- _____ Navigate the NTC Bookstore site to [create your textbook list and purchase](#):
<http://campusstore.ntc.edu/>.
- _____ Know where to find information on [Student Academic Procedures, Student Behavior Guidelines, and General Information](#): <https://www.ntc.edu/current-students/guidelines-procedures>.
- _____ Set up your profile and upload a resume with [Wisconsin TechConnect](#):
<https://www.wisconsintechconnect.com/>.
- _____ Consider taking College Success courses that cover Study Skills, Financial Aid Essentials, Intro to Blackboard and MyNTC, and Financial Literacy.
- _____ Consider taking [Career Decisions](#) class to discover/assess skills, values, talents, strengths and weaknesses; your own personal learning style; and explore academic, career, and personal interests to become a more successful student: <https://www.ntc.edu/current-students/career-counseling/career-decisions>.
- _____ Manage your time successfully so that you are able to complete assignments and still manage personal responsibilities (including coming to understand sometimes you cannot do it all).
- _____ Learn to ask for help when you need it rather than attempting to deal with overwhelming situations alone.

CONTINUING

- _____ Meet with [Academic Advisor](#): <https://www.ntc.edu/current-students/academic-advising/meet-your-advisor>, to review your education plan.
- _____ Log into [MyNTC](#): <https://my.ntc.edu/> and evaluate Academic Requirements and check for holds.
- _____ Discuss credit load and resources with your instructors and your advisor to ensure your success.
- _____ Work with your advisor to solidify your major and appropriate certificates/technical diplomas.
- _____ Apply for [NTC Foundation Scholarships](#): <https://www.ntc.edu/paying-for-college/scholarships/foundation>, and explore [external scholarship sources](#):
<https://www.ntc.edu/scholarships-outside>, as well.
- _____ Get involved in [Student Life](#): campus groups and activities for positive networking opportunities.
- _____ Hone [soft skills](#): <https://www.ntc.edu/studentlifeblog/soft-skills/>, through Student Life to refine communication, friendliness, ethical behavior, and social characteristics employers are seeking in graduates.
- _____ Shape social media presence as a professional in your field of study.
- _____ Research multiple career options within your field of study to determine best fit.
- _____ Explore resources on [NTC Placement web pages](#): <https://www.ntc.edu/current-students/jobs>, especially: Wisconsin Tech Connect, Job Search Booklet, Informational Interviews & Job Shadowing, Employment Resources, Job Search Resources, and Placement Events.
- _____ Develop a cover letter and resume by attending [Walk-in Hours with Placement Services](#):
<https://www.ntc.edu/placement-pages/job-search-workshop>.
- _____ Update your profile and upload a resume with [Wisconsin TechConnect](#):
<https://www.wisconsintechconnect.com/>.
- _____ Explore resources on [NTC Transfer web pages](#): <https://www.ntc.edu/transfer>, especially: Transfer Guides, Transfer Events, Things to Consider when Transferring, General Education NTC to UW Universities, Frequently Asked Questions, and Transfer Events.
- _____ Meet with [Transfer Specialist](#): <https://www.ntc.edu/transfer>, if you plan to pursue a 4-year Bachelor degree after graduating from NTC or submit the [NTC Transfer Information Request Form](#):
https://www.ntc.edu/forms/output/forms/transfer_information/page0.php.
- _____ Plan for [internship, clinical, or practicums](#): <https://www.ntc.edu/current-students/jobs/work-based-learning-experiences>, as required by your program.
- _____ Gain information on educational planning, financial fundamentals, and other courses in [SALT](#):
<https://www.saltmoney.org/courses>.
- _____ Continue to be proactive for your education: read NTC student email on a regular basis, meet with instructors during office hours, adhere to important dates and deadlines (add/drop dates, registration, and financial aid dates), and check in with academic advisor as needed.

CLOSE TO COMPLETION

- _____ Meet with [Academic Advisor](https://www.ntc.edu/current-students/academic-advising/meet-your-advisor): <https://www.ntc.edu/current-students/academic-advising/meet-your-advisor>, to review your education plan and do an unofficial graduation check.
- _____ Log into [MyNTC](https://my.ntc.edu/): <https://my.ntc.edu/> and evaluate Academic Requirements, update personal email and mailing address, check for holds, Apply for Graduation, and request Official Transcripts if needed.
- _____ Develop academic, career, personal goals – it's a lifelong skill! Create short and long term SMART goals.
- _____ Assess your social media presence as a professional in your field of study.
- _____ Research [employment options](https://www.ntc.edu/placement-pages/for-students/employment-resources.html): <https://www.ntc.edu/placement-pages/for-students/employment-resources.html>, to identify multiple career options within your field of study.
- _____ Continue building your [job readiness skills](https://www.ntc.edu/current-students/jobs): <https://www.ntc.edu/current-students/jobs>. Prepare to market yourself to potential employers by articulating your skills and knowledge acquired through your program.
- _____ Sign up for [mock interviews](https://www.ntc.edu/placement-pages/for-students/mock-interviews-job-fairs): <https://www.ntc.edu/placement-pages/for-students/mock-interviews-job-fairs>.
- _____ Update resume and cover letter and post to [Wisconsin TechConnect](https://www.wisconsintechconnect.com/): <https://www.wisconsintechconnect.com/>
- _____ Understand how to request a reference for employment from an instructor using the [Student Reference Form](https://www.ntc.edu/sites/default/files/pdf/placement/Student%20Reference%20Form%20%281%29.pdf): <https://www.ntc.edu/sites/default/files/pdf/placement/Student%20Reference%20Form%20%281%29.pdf>.
- _____ Finalize requirements for [transfer](https://www.ntc.edu/sites/default/files/pdf/transfer/docs/Things%20to%20Consider%20When%20Transferring.pdf) to 4-year institutions: <https://www.ntc.edu/sites/default/files/pdf/transfer/docs/Things%20to%20Consider%20When%20Transferring.pdf>.
- _____ Attend [Transfer and Job Fairs](https://www.ntc.edu/placement-pages/for-students/mock-interviews-job-fairs): <https://www.ntc.edu/placement-pages/for-students/mock-interviews-job-fairs>, to network with professionals in your field of study.
- _____ Discuss with faculty any licensing or certification exams that may be required for employment.
- _____ Ensure your portfolio is complete, if required by program.
- _____ Continue networking with peers, faculty, and in the community.
- _____ If you took out Student Loans, review options for loan repayment from [NTC Financial Aid – Loans](https://www.ntc.edu/financial-aid/loans): <https://www.ntc.edu/financial-aid/loans>. Also, complete Exit Loan Counseling in your last semester of classes.
- _____ Gain information on budgeting and money management through courses in [SALT](https://www.saltmoney.org/courses): <https://www.saltmoney.org/courses>.
- _____ Anticipate receiving/completing the Graduate Follow-Up Survey after graduation.
- _____ Familiarize with [NTC Alumni Association](https://www.ntc.edu/alumni) and services provided; <https://www.ntc.edu/alumni>.

Select NTC Student Guidelines and Procedures

No Show/Drop/Cease to Attend

Students who do not attend the first session of class or who do not complete the first assignment in Blackboard/Canvas by the deadline will be considered a "No Show" and will be removed from the course. Please note students who are considered a "No Show" are still responsible for the course tuition and fees. If you wish to drop this course once it is underway, you may withdraw within the first 80% of the course. Please follow the information under the [NTC Student Guidelines and Procedures](https://www.ntc.edu/current-students/guidelines-procedures): <https://www.ntc.edu/current-students/guidelines-procedures>, to officially withdraw from the course or to view course refund/withdrawal policies. If you cease to attend and do not "officially" withdraw from this course before it is 80% complete you may receive an "F" for this course.

Campus Safety & Security

The Campus Security Department is dedicated to providing a safe and secure learning environment for NTC students, employees and visitors. Recently, a number of armed intruder events have occurred in schools and

colleges across the country. Northcentral Technical College wants faculty, staff and students to be prepared should such an event occur here. When on campus and in your personal life please be aware of your surroundings and report any suspicious or strange behavior to Campus Security or your local police. Remember – See Something, Say Something!

Feel free to add the following contact information to your cell phone:

Campus Security Department Location: Room C157 at the Wausau Campus

Phone: 715.803.1111 (or ext. 1111) or Cell 715.581.6010

Text: 715.581.6010, send the message and the location of the incident

Email: security@ntc.edu

Title IX

Northcentral Technical College prohibits all forms of discrimination, harassment, intimidation, and coercion on campus and at College related activities and functions. NTC is required to investigate all allegations regarding sex discrimination and sexual misconduct under Title IX of the Education Amendments of 1972.

Sexual misconduct incorporates a wide range of behaviors including sexual assault (which includes rape and any kind of nonconsensual sexual contact), sexual harassment, intimate partner violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing another person.

Note that by law, all NTC staff are mandated to report any potential Title IX violations (sexual misconduct) for investigation. The only individual on campus who can confidentially hold a potential Title IX violation are the staff through Peaceful Solutions, our contracted vendor for counseling services. Peaceful Solutions can be reached at 715-803-1797.

Students should report any potential Title IX violations (sexual misconduct) for investigation. Students can report potential Title IX violations by completing a [Maxient](#) report:
<https://cm.maxient.com/reportingform.php?NorthcentralTC>, calling the NTC Title IX Coordinator at 715-803-1057, or visiting or calling NTC Security at 715-803-1111.

Please review all of the [NTC Student Guidelines and Procedures](#) found on the NTC website:

<http://www.ntc.edu/current-students/guidelines-procedure>

Academic Support

The Academic Resource Center (ARC) provides academic support that is specifically designed to assist students who are currently enrolled in a post-secondary class at Northcentral Technical College. Professional and peer tutors provide support for all instructional areas in a variety of formats including in person and live virtual sessions.

NTC's district-wide College Prep Centers offer a wide variety of academic services. Whether you are just beginning your college journey, returning to school after many years, finishing up your high school credential, or seeking academic self-improvement, the College Prep Center instructors and staff are here to help you succeed.

Please visit the following sites to learn more about these services.

[Academic Resource Center](#): <http://www.ntc.edu/current-students/academic-resource-center>

[College Prep Center](#): <http://www.ntc.edu/future-students/college-prep-center>

Academic Accommodations

NTC is committed to providing reasonable accommodations that allow students with disabilities to fully participate in the technical college environment. If you are a student with a documented disability and believe you could benefit from academic accommodations, please contact Disability Services at 715.803.1469 or visit [Disability Services](#): <http://www.ntc.edu/disability-services>.

NTC Student E-Mail

Email is NTC's official communication tool with students. Please check your [NTC Office 365 email](#): <https://www.ntc.edu/email/>. All college and course communication will be through NTC student email. Please use professional communication at all times. View the [Core Rules of Netiquette](#) developed by Virginia Shea: <http://www.albion.com/netiquette/corerules.html>.

Help Desk Information

NTC has a Help Desk to provide technical support. Requests for help may include login and password problems, course software use, software technical problems, and browser questions. If you have questions or need assistance when you are working on your course, you can contact the NTC Student Help Desk by calling 715-803-1160 or 1-888-682-7144 ext. 1160. You can also submit a help ticket online at [Helpdesk](#):

<http://www.ntc.edu/helpdesk>. Please provide the following information: name of course, your student ID number, what you were trying to do, any error messages you may have received, and how to contact you.

Please review all of the NTC resources and services for current students on the [NTC website](#):

<https://www.ntc.edu/current-students>

Soft Skills

Soft Skills are broad outcomes or skills that every graduate of an NTC program is expected to achieve. These skills go beyond the context of a specific course or program and are the skills employers tell us they expect employees to have. For you to meet these demands, NTC has identified seven Soft Skills that are important to every area of learning. Advisors work with students to develop all the Soft Skills. These Soft Skills are:

- Act Responsibly
- Communicate Effectively
- Demonstrate Integrity
- Develop Global Awareness
- Think Critically and Creatively
- Work Cooperatively
- Work Productively