Academic Advising

What: Milwaukee Area Technical College recognizes academic advising to be a critical component to the success of its students. Through advising, students are provided assistance in developing and implementing a plan to reach their educational and professional goals. Advising is a continual and interactive process in which Faculty Advisors provide information, guidance, and support so that advisees have the knowledge needed to make the best possible decisions concerning their academic program, their academic success, and their future.

Who: All students who have been admitted to a degree or diploma program are assigned a Faculty Advisor shortly after the start of their first semester. All full-time Faculty are assigned advisees. Advisors list are updated after the start of each semester and can be obtained on INFOline. Advisor names appear on student records including the Program Plan.

Usually, your advisees should be students in your own division or program. The number of students assigned to any one faculty member will vary depending on the full-time faculty/student ratio in each program. Faculty Advisors work with all continuing students, except those on academic probation. Students on academic probation are assigned to Counselors for advising. Students who do not have an assigned advisor, or who have been inaccurately assigned, should be referred to their academic division office for advisor assignment.

When: Faculty advising should be a year-long process, although there are times of concentrated “advising” as well. To fully engage the students in the advising process, a Faculty Advisor should be proactive by initiating contact with students and aggressively bringing Support Services and information to them. Although academic advising is a two-way street and the student should take some responsibility for it, initial contact usually must come from the Faculty Advisor. Simply put, you must make first move and constantly be in touch with your advisees throughout the year.

Advising Weeks
Each semester “Advising Weeks” are scheduled during which Faculty Advisors are encouraged to meet with their advisees to plan for the next term. Normally, these meetings can occur during office hours or during class, but additional time may be required.

Proactive Advising during the Semester
If you wait until Advising Weeks to make your first contact with the advisees on your list, it may be too late! With proactive advising, you should be contacting your advisees throughout the semester through phone calls or e-mail. You should contact all your advisees during the first two weeks of classes to see if they have begun classes. Check in with them again during Mid-term to see if any Academic Support Services are needed. Follow up a week or two before Advising Weeks to schedule appointments during Advising Weeks. Finally, try to contact your advisees during the final weeks of the semester to check that they have followed through with registration for the next semester and are completing
their courses. The number and duration of conversations, e-mails, and/or meetings you have with an advisee per semester bears directly on the student’s satisfaction with advising, his or her program, and the institution.

**How:**

**Faculty Advisors**

Faculty Advising is a developmental process in which advisor and advisee enter a dynamic relationship, respectful of the student’s concerns. It helps students achieve their educational, career, and personal goals through the use of the full range of institutional and community resources. Advising is a decision-making and problem-solving process by which students have the opportunity to maximize their educational potential through advisor, you should be able to answer questions about the college’s procedures, resources and requirements as well as course prerequisites and course sequencing. As a Faculty Advisor you are not expected to be a Counselor. However, you should become familiar with campus resources and be able to make referrals as appropriate.

**Classroom Faculty**

All classroom faculty, whether full time or part-time, are encouraged to support advising at MATC in the following ways:

- Connect students in your classroom to Student Web E-mail and INFOOnline
- Make announcements about advising activities
- Encourage students to contact their Faculty Advisor
- Develop classroom activities that link students to each other, to their program and to MATC
- Refer students who may be experiencing academic difficulties, personal problems that interfere with academic success, or attendance problems to appropriate campus and or community resources
- Maintain office hours and encourage students to contact you during office hours to discuss performance in the classroom and any issues that may be interfering with academic success

**Online Advising Resources**

Faculty have web access to their advisee lists, including registration status and contact information, through the option “Advisees” on INFOOnline. Program Plans, test scores, and transcripts can be found under “My Advisees” on INFOOnline.

A ready reference to answer your advising questions is available at [http://eMACT.matc.edu](http://eMACT.matc.edu); select “Departments” and then “Advising” from the list of departments.