

Durham Tech Advising Syllabus

Advising Services Mission

The mission of academic advising at Durham Tech is to cultivate a student-centered community that fosters collaborative partnerships, provides guidance, and develops self-advocacy to support student success.

Student Learning Outcomes

By actively participating in academic advising, students will learn to:

- Use a Plan of Study and review their program's course requirements
- Plan and register for classes using Self-Service
- Monitor their progress to graduation using Self-Service
- Identify how their Durham Tech program connects to future university transfer and career goals
- Access and utilize campus support resources
- Proactively schedule advising meetings and plan for registration in a timely manner
- Develop personalized education plans to achieve their goals

Student and Advisor Responsibilities

Academic advising at Durham Tech reflects a collaborative partnership between students and advisors wherein both share responsibilities, including:

Student Responsibilities

- Actively participate in advising meetings, including asking questions and taking notes
- Communicate education and career goals
- Communicate changes and challenges
- Learn how to use Self-Service for course planning, registration, and program progress monitoring
- Contact your advisor in a timely manner to schedule advising meetings, at minimum every fall and spring
- Adhere to college policies and procedures
- Consistently monitor and utilize student email
- Access and utilize campus support resources
- Maintain mutual respect in all advising communications and interactions

Advisor Responsibilities

- Collaborate with students in advising meetings, proactively share information and resources
- Help students align future goals to their program of study, adjusting as needed
- Encourage and guide students through goal attainment
- Help students utilize Self-Service for course planning, registration, and monitoring progress
- Respond to student inquiries in a timely manner
- Help students understand college policies and procedures
- Help student identify and access campus resources
- Maintain documentation of advising meetings
- Maintain mutual respect in all advising communications and interactions



Advising Calendar

January <ul style="list-style-type: none">○ Spring Term A 8-week and 16-week courses begin○ Review schedule adjustment dates and finalize course schedule○ Review course information—syllabus, Canvas, and entry assignments	July <ul style="list-style-type: none">○ Monitor progress in courses○ Connect with campus resources as needed
February <ul style="list-style-type: none">○ Monitor progress in courses○ Connect with campus resources as needed○ Spring graduates—check dates and apply for graduation before deadline	August <ul style="list-style-type: none">○ Fall Term A 8-week and 16-week courses begin○ Review schedule adjustment dates and finalize course schedule○ Review course information—syllabus, Canvas, and entry assignments○ New students—Great Start Day
March <ul style="list-style-type: none">○ Spring Term B 8-week classes begin○ Check Self-Service for advisor information—contact your advisor to prepare for summer and fall registration	September <ul style="list-style-type: none">○ Monitor progress in courses○ Connect with campus resources as needed
April <ul style="list-style-type: none">○ Summer and fall registration begin○ Monitor student email for priority registration date○ Graduates—Cap and Gown Fair	October <ul style="list-style-type: none">○ Fall Term B 8-week courses begin○ Check Self-Service for advisor information—contact your advisor to prepare for summer and fall registration○ Fall graduates—check dates and apply for graduation before deadline
May <ul style="list-style-type: none">○ Summer classes begin○ Review schedule adjustment dates and finalize course schedule○ Review course information—syllabus, Canvas, and entry assignments○ Graduates—Commencement	November <ul style="list-style-type: none">○ Spring registration begins○ Monitor student email for priority registration date
June <ul style="list-style-type: none">○ Monitor progress in courses○ Connect with campus resources as needed	December <ul style="list-style-type: none">○ Winter Break