Office of Advising, Career & Transfer

What is Academic Advising?

An educational process that, by intention and design, facilitates a students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (National Academic Advising Association, 2006).

Our Advising Philosophy

Academic advising is the process in which you work with an Advisor to set goals for your academic life. It is a collaborative process. Ultimately, you – the student – are responsible for your educational experience. The ACT Advisors will not “prescribe” answers or solutions for you but will guide and encourage you to find your own way and seek out academic areas in which you will enjoy and flourish. You are in charge of reaching those goals, and we will challenge you to excel. We are here to assist and guide you!

Advising, Career & Transfer Mission

We engage and prepare Mount Wachusett Community College students for academic excellence and professional success. Our accessible and diverse services allow us to foster the holistic development of our advisees. Through collaborative teaching and learning, we motivate our students to challenge themselves to build lifelong skills: critical thinking, self-advocacy, self-reliance, integrity, professionalism and personal responsibility.

Who is my advisor?

Although the team in the office of Advising, Career & Transfer is happy to meet with any student at any time, some students may officially be assigned an advisor outside of the ACT. Your advisor may be a faculty member or an advisor from one of our specialized teams. These advising teams often provide more in-depth support, which can further aid students in their academic success. You can look up your advisor in WebConnect.

Advising Responsibilities

The goals of the Office of Advising, Career & Transfer are to:

- Instill the life skills of critical thinking, self-advocacy, self-reliance, integrity, professionalism, and personal responsibility.
- Clarify educational, professional, and life goals and learn decision-making skills.
- Assist students with academic program planning, course selection, and registration.
- Review and monitor student academic progress.
- Help students to understand academic policies, procedures, and requirements.
- Inform students of campus resources, support services, and educational opportunities.
- Understand, respect, and respond to individual student advising needs.
- Help students understand the College’s educational mission.

mwcc.edu/advising | advisor@mwcc.mass.edu | 978-630-9109
Join Handshake Today! Visit: mwcc.joinhandshake.com
Academic Calendar

You should review and make note of important dates each semester you attend MWCC. Our Academic Calendars for each semester are planned well in advance and are always available for viewing and download from our website: mwcc.edu/academics/academic-calendar/

Advisee Expectations:

- Check your MWCC email daily!
- Accept responsibility for your decisions and actions.
- Meet with your advisor at least once each semester.
- Arrive at your meetings prepared (courses looked up, forms filled out, etc).
- Let us know if you are going to be late. Students who arrive 15 minutes late may be asked to re-schedule.
- Silence your cell phone during advising appointments. No texting please!
- Be proactive in seeking out help and fathering resources. iconnect.mwcc.edu
- Read your program evaluation on DegreeWorks.
- Know and observe the following deadlines: Add/Drop, Registration, and Course Withdrawal
- Check the Academic Calendar at mwcc.edu/academics/academic-calendar
- Know the requirements for staying in good academic standing
- Learn about FERPA - Student Records Privacy https://studentprivacy.ed.gov

Advisor Commitment:

- Help you clarify your educational, career, and if applicable transfer goals.
- Create a schedule of courses each semester that align with your educational & career goals.
- Cultivate essential life skills needed to be successful in critical thinking, self-advocacy, self-reliance, honesty, integrity, professionalism & personal responsibility.
- Assist students with the assessment of strengths and weaknesses, and help students explore the ramifications of decisions for future occupational goals.
- Help students to learn policies & regulations which may influence your academic program.
- Support students in making decisions at different stages of their academic careers.
- Providing guidance so that students understand the decisions made now may limit possible alternatives later in your academic studies or career.

Additional Support Resources Available to Current Students:

THrive Center:
mwcc.edu/academics/thrive-center/

Disability Services:
mwcc.edu/current-students/disability-services/

Student Financial Services:
mwcc.edu/current-students/accounts/

Student Support Services:
mwcc.edu/current-students/

Is there academic support available?

Yes! The Academic Support Center's Learning Consultants offer academic support and tutoring services free to all MWCC students. Support is available by appointment, in person and online. Visit: mwcc.edu/academics/advising/library-academic-support-center/
Key Considerations for Academic Success:

- Go to, and be on time for class every day. And don't be afraid to speak to your professors!
- For each course, successful students should study an average of 6-9 hours per week. A 14-credit semester will likely require an average of 42 hours of study time per week. Don't be intimidated, plan ahead & break it down into pieces!
- Obtain academic assistance early. Meet with your Advisor, seek out support from a Learning Consultant or from the Writing Center in the Academic Success Center.
- Understand the impact of dropping classes - both academically and financially. Sometimes dropping or withdrawing from a class could set you back a whole year in your program! Check with your Advisor and Student Financial Services first!
- Learn how to balance school with the rest of your life. Plan enough study time to do well in your classes!

Student Communication Responsibilities:

- It is your responsibility to check your MWCC email often, preferably every day while classes are in session and a few times a week during non-school periods.
- Using your MWCC email is the only way to make official requests from the College’s offices. Our offices can only respond to (and take action from) requests from your MWCC email. So, please keep this in mind as you correspond with us.
- View important email instructions at mwcc.edu/about-mwcc/offices/its/students/email/

Other Ways to Maximize Communication for Academic Success:

- Look up your course schedule in iConnect.
- Online Classes begin on the first day of the term, unless the date on the course is different.
- If a semester begins on a Wednesday, but your class meets on campus on Thursdays, you would not come to campus until Thursday.
- Most instructors use Blackboard. Their deadline to post to BB is the end of the first day of that class. Each semester, log into BB as soon as possible & review the syllabus-especially for online classes.
- Some online classes may have specific meeting times, where the instructor will meet with the entire class at the same day and time online, while some classes meet on campus and have either online learning and/or online meeting times. Make sure to log into Online courses the first week of class!
- Look up all your classes on the course listing & review the notes section for special requirements and additional schedule information.

Registration Information to Keep in Mind:

- Registration for the next semester usually takes place in late October/early November and late March/early April.
- Register early! The earlier you register for courses, the more likely you are to get into your preferred sections!
- Follow up with Student Financial Services after you register. It is important to make sure your bill is paid as soon as possible.
- If you have a lot going on in a given semester, consider taking courses part-time!
- Know the difference between synchronous and asynchronous online courses: Before registering for a course, you should note the course’s method of instruction (found in the course listings).
- There are two types of online courses:
  
  WEB ‘OnlineMeet’ (aka synchronous) -There will be specific meeting days/times for this online course.
  WEB ‘NoMeet’ (aka asynchronous) -There will NOT be specific meeting days/times for this online course.
Adding, Dropping & Withdrawing from Courses:

Adding/Dropping
Students can add and drop courses using iConnect/WebConnect through the last day of add/drop noted on the academic calendar. Students can also add or drop a course by emailing ACT (advisor@mwcc.mass.edu) or your advisor. All requests must be received before the deadline.

Withdrawing
If you decide to drop or withdraw from a course, don’t ask your instructor to do it for you. Instructors only report students who have never attended and those who stop attending. This does not confer any refund of charges and students who stop attending receive a grade of “F”. In contrast a student who drops a class during the drop period specified on the academic calendar receives a 100% refund, and withdrawals in the short period after add/drop as indicated on the academic calendar, have a 50% refund of charges. You are financially responsible for your charges at the college, not your instructor. So make sure to withdraw from a course yourself!

   Note: Students receiving financial aid or veteran’s benefits should contact their advisor to learn of the potential financial penalties before withdrawing from any course.

Adding a Course
Courses can be added any time on or before the date listed on the Academic Calendar as “Last Day to add classes and drop classes with 100% refund.”

Dropping a Course
This term applies to the complete removal of a course from a student’s permanent record. This can be done through student’s WebConnect account or by contacting the Advising Center on or before the “Last Day to add classes and drop classes with 100% refund.” Dropped courses will not appear on the student’s transcript. If a student notifies the Advising Center after this date, the course will be considered a withdrawal, and will remain on the student’s permanent record with a grade of “W”. The date students request the withdrawal will determine whether there is any payment refund.

Never Attending (NA status)
In the week after add/drop, instructors must report students who have never attended (never participated for online classes) per regulations of the Department of Higher Education. Students who never attend will be dropped from the class and charged 50% of the cost of the class. Students who change plans and decide not to take a class, should drop the course during the add/drop period on the academic calendar in order to not be charged for the course. The course will not appear on a student’s transcript. Financial aid may be reduced to reflect the reduction in active credit hours.

If you are registered for an online course, whether it is Synchronous or Asynchronous, please make sure to log into the course ASAP. Even if there is no specified meeting time for your class, you need to log into the class within a few days of its start, so you don’t receive NA status, which means ‘Never Attended’. If you are designated NA status, you will be dropped from your courses. At that point, although an advisor can try to get you reinstated to the class, there is no guarantee of entry back into the course.

Stopping Out
Instructors are also required to report students who stop attending at any point prior to the last day to withdraw, as noted on the academic calendar. It is the students’ responsibility to communicate with faculty regarding all absences/missed assignments. Students who are reported as “stopping out” will earn a grade of “F” and be charged 100% of the cost of the course. Financial aid may be reduced to reflect the reduction in active credit hours.

Course Withdrawal
Students CANNOT withdraw on WebConnect. In order to be considered as withdrawn from a course, a student must withdraw through the Advising Center (or their assigned advisor) on or before the date listed on the Academic Calendar as “Last Day to Withdraw.” If these requirements are met, the student will receive an automatic grade of W. There is a 50% refund period for withdrawals listed on the academic calendar. All withdrawals after the 50% period have no payment refund – students will pay the full price of the course.

Please note that dropping, never attending, stopping out & withdrawing from courses may affect your financial aid award/eligibility.