

NORTHWOOD TECHNICAL COLLEGE  
OCCUPATIONAL THERAPY ASSISTANT  
STUDENT POLICIES

## ACADEMIC ADVISING POLICY

### Academic Advising Defined

Academic advising is a systematic process based on a close advisor student relationship that is intended to aid students in developing and achieving their personal educational and career goals. It both stimulates and supports students in their quest for an enriched quality of life and focuses on helping them identify life goals and acquiring skills and attitudes that promote their intellectual and personal development. Advising assists students to make full use of campus and community resources in the process.

“Developmental Academic Advising”

Winston, Mile, Ender, Grites & Associates, 1984

The advising program at Northwood Tech is an important part of your college experience. Each semester you will have one or more meetings with your advisor, and you can always telephone, email, or stop in when you have questions or problems. You are assigned an Academic Advisor based on your campus location. The list below indicates rooms available for private advising at each campus.

- |                |                       |                       |
|----------------|-----------------------|-----------------------|
| • Becky Mika   | Ashland students      | Room 118B             |
| • Anna Polzin  | Rice Lake students    | Room 255A             |
| • Kristin Roll | New Richmond students | Faculty Advising Area |

Your first semester meeting will occur by the third week of the semester. Second and third semester meetings will occur near midterm (8 week). Since you will be off campus for Fieldwork in fourth semester, your advisor will be in contact via email near 8 weeks. Please contact your Advisor at any time with concerns or questions.

### *Academic Advisor Roles/Responsibilities*

- Review learners' career goals and program choice
- Review academic progress and grades
- Discuss classes, options for classes, and program schedule
- Monitor progress toward graduation
- Make referrals to Student Services (i.e., early alert referrals)
- Provide information about the college policies and procedures in the Student Handbook
- Identify when learners are experiencing academic or personal difficulties and refer these learners to a counselor
- Assist learners with registration, including course selection and sequencing
- Serve as the primary contact for program learners needing assistance
- Discuss withdrawals/course changes and assist learners with progress

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***Learner Roles/Responsibilities***

- Make and keep appointments
- Prepare for advising sessions by bringing the following: Unofficial transcript, program checklist, current grades, and questions/concerns
- Keep track of personal academic progress and grades
- Attend and participate in class
- Take responsibility and ownership for decisions
- Assess information using student portal, college email, Blackboard, Northwood Tech website, and the Student Handbook
- Become involved in campus and community events
- Follow through on referrals to other services