



Academic Coaching Syllabus



Academic Coaching and Transfer Center- ACT Now!

Location: Student Services Center, Room 301

Phone: (845) 431-8600

Email: ACT@sunydutchess.edu

*Business Hours (*Please check the website for Walk-in Hours*): Mondays, Wednesdays, Thursdays: 8:30am-5:00pm; Tuesdays: 8:30am-7:00pm; Fridays: 8:30am-4:30pm*

The Academic Coaching and Transfer Center (ACT Center) provides students with support for academic success, including advisement and transfer planning. Academic coaches teach students the skills necessary to choose a major and design an achievable degree plan.

Student Responsibilities:

- Check MyDCC email regularly.
- Schedule appointments with an academic coach in the ACT Center to follow up when receiving feedback from faculty through Starfish and to stay on track for degree completion.
- Maintain a professional relationship with the academic coach by arriving on time for appointments, being prepared, or rescheduling your appointment if you cannot attend.
- Keep track of your educational plan and time-line through Degree Works.
- Learn the web registration process to independently create your own class schedule for the semester after meeting with an academic coach.
- Reach out for assistance, if having difficulty through the semester.
- Plan ahead! Work with the ACT Center when transferring and to discuss general career information.
- Communicate honestly about issues affecting your educational goals and academic performance. We are here to help!

Academic Coach Responsibilities:

- Teaching students how to use advisement support tools (Degree Works and Starfish).
- Foster two-way communication with students.
- Collaborate with students to develop, and then maintain, the students' educational plans.
- Explain major specific coursework and degree/graduation requirements.
- Reach out to instructors regarding feedback on students' progress.
- Teach students the importance of knowing college policies and deadlines.
- Assist students with transitioning to college expectations by informing students of the college process and available resources.
- Guide and assist students with identifying their personal, academic, and professional goals.
- Promote and encourage students to be responsible for their own success by teaching them the necessary skills for navigating college.

ACT Now! Important Things to Know as a College Student

How to Access and Utilize Degree Works

1. Log onto your MyDCC
2. Click on "Registration" on the top left of the page.
3. Click on "Degree Works Evaluation" on the left side under "Plan your Schedule."

Once logged in:

If you set up a degree plan, you can see it by clicking "Plan." See your progress toward completing your degree.

Estimate your GPA by clicking on "GPA Calc."

Compare your credits to different majors using the "What If" feature.

Use the "Look Ahead" option to see how your planned classes fit within your major.

College Terms

Curriculum:

The list of courses needed to complete a degree program.

Degree Audit:

A review of student's academic progress and unfulfilled degree requirements.

Matriculation:

To be seeking a degree, and to be enrolled in a specific program of study.

Pre-Requisite:

A specific course that is required to complete before taking another course at the next level.

Registered:

To be signed up for classes.

Web Registered:

To sign up for classes online through MyDCC.

Withdrawal:

Withdrawing from a class results in a "W" on the transcript and has no effect on a student's grade point average, but could affect financial aid.

Tips for Success

- Meet with an academic coach every semester.

- Dedicate 2 hours of study time for every 1 hour you're in class.

- Make use of the resources on campus, like tutoring and career services.

- Read the syllabus for each of your courses.

- Go to your instructors' office hours to discuss course questions.

- Get involved on campus by joining a club or athletic team!

- Access student support tools such as Degree Works and Starfish to review degree completion and communicate with Academic Coaches and faculty.

Campus Resources

Academic Services and Testing Tutoring

Hudson Hall, Room 315
Phone: 845-431-8090

Accommodative Services

Student Services Center
Room 104
Phone: 845-431-8055

Career Services

Student Services Center
Room 305
Phone: 845-790-3750

Library

Hudson Hall, Third Floor
Phone: 845-431-8630

Math and Science Center

Washington Hall
Room 224
Phone: 845-431-8538

Personal Counseling

Student Services Center
Room 303
Phone: 845-431-8693

Writing Center

Hudson Hall, Room 503
Phone: 845-431-8095

Transfer Terms

Articulation Agreement:

A partnership between two or more colleges documenting transfer policies for an academic program or degree.

Course Equivalencies:

A list of courses that are transferable among different colleges.

General Education

Requirements:

The foundation of undergraduate degrees (English, math, arts, social sciences, humanities)

Phi Theta Kappa:

The world's largest honor society for two year colleges.

SUNY Seamless:

A policy benefitting transfer students within SUNY with an associate's degree.

Transfer Finder on Degree Works:

Compares program requirements for SUNY colleges.

How to schedule your own appointment with an Academic Coach

1. Log onto your MyDCC
2. Click on the "Starfish Home" link on the right side of the "Student" tab.
3. If you have never logged in before, then click the "schedule meeting." If you have logged in before, click on "Success Network" on the left side of the screen.
4. Scroll through the contacts and locate the role "Advisor," or "General Advisor."
5. Click on "Schedule an Appointment" under your academic coach's name.
6. Make an appointment by choosing an opening labeled "+ Sign Up". You can also attend their walk-in hours.
7. If the available hours don't work, email the academic coach or speak to the staff in the ACT Center.