

# Academic, Career and Transfer Center

## Online Advisement Zoom Guide

### **ZOOM MEETING APPLICATION**



1. Log in to **MyDCC**
2. Click the **Student** tab and **Student Home**
3. Click on **DCC Email Access** envelope icon
4. Open the **Zoom meeting invitation** email
5. Follow the invitation instructions – the preferred option is to open the meeting in your browser. The Zoom application may also be downloaded, if you choose this option please do so before your scheduled advising meeting.

**Please keep in mind the following tips for *'Zoom Etiquette'* when meeting with an academic coach for an advising session.**

### **Do's**

- Find a clean, quiet space and dress appropriately.
- Let all household members know when and where you will be in class, and ask them not to disturb you.
- If you are meeting with an academic coach to register for courses, make sure you log in to Zoom through a computer or tablet. You cannot use your phone to register for classes.
- Make sure your full name shows up appropriately.
- Be aware of your background, lighting, and noise.
- Use an appropriate zoom background if you wish, but please nothing that is distracting.
- Turn off/silence cell phone and notifications.
- Be on time for your advising session. The ACT Center is meeting with hundreds of students a day. If you are late, you may have to reschedule the appointment or attend walk-ins since we must attend to other students.
- Pay attention! Maintain eye contact with the speaker on the screen.
- Be prepared. Review your DegreeWorks and think about which classes you would like to take BEFORE the advising session.

### **Don'ts**

- Enter a zoom that you weren't invited to.
- Enter under a different name.
- Take screenshots, cell phone pictures, or otherwise record the meeting, without express permission to do so.
- Walk around during the advising session.
- Drive while attending the advising session through Zoom.
- Have conversations with household members off camera.
- Engage in texting, social media, work from other classes, or other distractions during the advising session.

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***If you have any questions or concerns on how to access the ACT Center Advising Zoom meeting - feel free to contact your academic coach directly by email or you may also email us at [act@sunydutchedu](mailto:act@sunydutchedu)***

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