

## Advising Checklist

### First Time Students

- \_\_\_\_\_ Discuss educational and career goals. Does the student intend to transfer to a four-year school? If so, does he/she plan to obtain a degree from TCL first or just take some classes prior to transfer? What career/occupation is the student seeking?
- \_\_\_\_\_ Confirm if student is in the correct program for their intended educational and career goals. If the student should be advised by a different advisor, refer the student to the new Advisor (if needed, contact the Administrative Assistant in the Division housing the new major to determine the correct advisor). After confirming the correct major for the student, the new Advisor should forward a change of major form to Student Records.
- \_\_\_\_\_ Run a Program Evaluation (EVAL) and review the student's academic information to date:
- **Placement Test Results** – Program Evaluation will show developmental courses that the student tested out of as well as any remaining developmental courses.
  - **Transfer Credit** - Any transfer credit that has been evaluated will be posted on the Program Evaluation with the notation TR. If the student has transferred from another college, but no transfer credits appears on the Program Evaluation, check STRK to see if there are any notes posted regarding the transcript evaluation.
  - **Advanced Placement (AP) Exam or CLEP exams-** AP and CLEP credit will appear with the notation E (exempted). If the student has taken AP or CLEP exams but no credits appear on Program Evaluation, check STRK for notes.
  - **Military Credit** – credit that have been awarded and which satisfies a program requirement will appear on Program Evaluation with a notation of E (exempted).  
**NOTE** – Actual Placement Test scores can be found on TSUM. Also, developmental courses that the student tested out of can also be found on STAC.
- \_\_\_\_\_ Discuss suggested courses. Consider student's work schedule and family commitments when determining a course load. If online courses are being considered, discuss student's preparedness for independent learning. Review program courses that are offered infrequently so student does not miss taking a course that will not be offered for a while.
- \_\_\_\_\_ Advise student how to obtain a Program Evaluation in WebAdvisor. Encourage student to review their program requirements prior to your next advising session so they will be prepared for the meeting.
- \_\_\_\_\_ Make student aware of any campus resources/services that may be needed.
- \_\_\_\_\_ Instruct students on the college attendance policy and the potential to be withdrawn if they do not attend.
- \_\_\_\_\_ Have student make note of recommended courses and course formats. Refer student to Building 2 on the Beaufort Campus or New River Student Services office for assistance with Smart Registration, Student ID, Parking Decal, and a copy of their schedule and bill.
- \_\_\_\_\_ Enter an advising note into STRK. (Refer to Use of Academic Advising Notes: Purposes and Guidelines).

## Continuing Students

\_\_\_\_\_ Discuss educational and career goals. Have the students' plans changed since your last meeting? Confirm that the current major still matches the students' goals. If the student should be advised by a different advisor, refer the student to the new Advisor (if needed, contact the Administrative Assistant in the Division housing the new major to determine the correct advisor). After confirming the correct major for the student, the new Advisor should forward a change of major form to Student Records.

\_\_\_\_\_ Run a Program Evaluation (EVAL) and review academic progress:

- Are they completing courses?
- How is their GPA? If their GPA is less than a 2.0 they are likely on Academic Probation – check the PERC screen to confirm any Probation Status. Students who are on Probation should be referred to Janice Lyle for advising and registration. Students on Probation who attend New River should be referred to XXXX (working on identifying a resource person)
- Do they have any remaining developmental courses to complete? Remember that students have 3 calendar years to complete a developmental sequence and enter the first college level course in the discipline. Students who started developmental courses over 3 years ago and have not yet completed the sequence must re-test.

**NOTE** – Actual Placement Test scores can be found on TSUM. Also, developmental courses that the student tested out of can also be found on STAC.

\_\_\_\_\_ Discuss suggested courses. Consider student's work schedule and family commitments when determining a course load. If online courses are being considered, discuss student's preparedness for independent learning. Review program courses that are offered infrequently so student does not miss taking a course that will not be offered for a while.

\_\_\_\_\_ Have student make note of recommended courses and course formats. If needed, refer student to Building 2 on the Beaufort Campus or the New River Student Services Office for assistance with Smart Registration and a copy of his/her schedule and bill.

\_\_\_\_\_ Make sure the student knows how to obtain a Program Evaluation in WebAdvisor. Encourage the student to review program requirements prior to the next advising session in order to be prepared for the next meeting.

\_\_\_\_\_ Make student aware of any campus resources/services that may be needed.

\_\_\_\_\_ If the student is in the last semester, advise him/her to apply for graduation by the deadline (students must apply to graduate even if they do not plan to participate in the graduation ceremony). Applications are available on the TCL website>current students>graduation.

\_\_\_\_\_ Students planning to transfer to a 4-year college may benefit from a referral to the Career and Transfer Counselor (Melanie Gallion) for assistance with transfer plans.

\_\_\_\_\_ Enter an advising note into STRK. (Refer to *Use of Academic Advising Notes: Purposes and Guidelines*).