



Student Checklist

Student Name: _____

Student ID: _____ TCL Email _____

Navigator Name: _____

Navigator Email: _____

Navigator Office Location: _____

Navigator Phone: _____

Faculty Advisor Name: _____

Faculty Advisor Email: _____

Faculty Advisor Office Location: _____

Faculty Advisor Phone: _____

✓	Discussion Points	Student Notes
	<p>Prior to my first semester, I will</p> <ul style="list-style-type: none"> • Attend New Student Orientation • Access my TCL e-mail account, TCL Navigate account and Blackboard account • Become knowledgeable about campus policies, procedures, deadlines and resources • Meet with my Navigator to discuss my goals and determine recommended courses • Ask questions during my advising session about anything that is not clear • Confirm I am in the correct major • Be open and willing to consider advice provided • Accept responsibility for decisions made • Register for courses using Navigate • Obtain my Student ID and Parking Decal • Complete FAFSA; check Self Service to determine that FAFSA is complete • Determine how to pay my bill and contact my Navigator for help with financial aid and other payment options • Contact the Disability Services Office if accommodations are needed 	
	<p>Each semester, I will</p> <ul style="list-style-type: none"> • Schedule and keep advising appointments • Access Academic Planning in Navigate to determine my status toward my degree/diploma/certificate • Review the Course Schedule and come to my advising appointment prepared with some ideas of courses to take and days/times that would fit my time schedule • Review and discuss my academic plan/goals with my Navigator/advisor prior to registering for classes • Follow-up that my financial aid is accurate • Determine how to pay my bill and contact my Navigator for help with financial aid and other payment options • Review my address, phone number and program of study in Navigate and make any necessary updates • Inform my navigator/faculty advisor when something disrupts my ability to attend classes or interferes with my academic performance • Contact the Disability Services Office if accommodations are needed 	
	<p>Ongoing, I will</p> <ul style="list-style-type: none"> • Check my TCL e-mail daily • Meet with my Navigator to explore career options if I change my mind about career options • Contact the Disability Services Office if accommodations are needed 	
	<p>Before my final semester, I will</p> <ul style="list-style-type: none"> • Register for my final semester classes • Submit a graduation application by the deadline 	
	<p>Next Steps/Reminders/Deadlines</p> <ul style="list-style-type: none"> • Check TCL email daily 	



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	<ul style="list-style-type: none">• Get a parking decal/Student ID• Financial Aid Deadline ___/___• Registration Deadline ___/___• Tuition Payment Deadline ___/___• Textbooks ___/___• Class Start Date ___/___• Swap and Drop Dates ___/___ through ___/___	
	Questions I have for my Navigator/Faculty Advisor	