

Advising Checklist for New Students

- Welcome new student and introduce yourself.
 - *Identify the student's assigned advisor if you are not that person.*
- Discuss career plans, interests, and/or transfer plans.
- Share curriculum brochures, catalog, and advising sheets, as appropriate.
- View advisee data (*Directions available under the Advising link for employees*).
 - View placement scores by accessing Transfer Credit Report.
 - View Degree Progress Report.
 - Share this report with students and discuss how the student can track his progress toward degree completion.
- Discuss placement results with student. If the student needs developmental courses, discuss the benefits of these courses for the student's success in college.
Be encouraging. ☺
- Help the student plan a schedule of courses. This discussion should include work obligations, study habits, web course demands (if student requests web), transfer plans, all of these issues as they relate to the schedule of courses. The advising sheets for A&S are available on the "O" drive. You may wish to print a copy for the student and suggest that he/she keep it to show to the assigned advisor later.
- **Schedule the student for SDV 100. *New VCCS policy requires SDV enrollment during the first 15 credits.* Explain the content and benefits of the course.**
- Remember these options for students:
 - PLTL MTH 3-02 and 03 – Fall Semester 2009
 - Fast Track MTH 2-F1 and 3-F1—Summer Semester 2009
- Promote services for students:
 - GAIN tutoring and seminars
 - Math Lab
 - Student Services
 - Cultural events and clubs
 - Career counseling
 - Transfer agreements and assistance
- Make sure the student has a schedule developed by the end of the advising session.
During FOX sessions, experienced students will be available to help new students enter their classes into PeopleSoft. Computer rooms will be available for this purpose and will be announced by Student Services. You can, of course, help the student learn to enter courses if time permits.