

Incoming Student Advising Checklist

Pre-meeting Preparation:

- Look up student information
- Check advisee list to ensure access, message Registrar if access is needed
- Review placement results in Notepad
- Examine transcripts (world language, college in the high school, IB, AP)

Engagement with Student:

- If the student brings a guest, sign FERPA release
- Major(s) of interest
- Academic Strengths and Weaknesses
- Work and Family Obligations
- Explanation of College Schedule
- Explanation of transcript placements
- Homework time expectations
- Transportation (driver's license, vehicle access)
- Technology (laptop, internet access)
- Textbooks (costs, virtual bookstore location)

Registration for Classes:

- Complete registration following major interest and placement results guidelines
- Add NSO to courses
- Assist in ordering college transcripts if College in the High School transcript if courses not appearing in degree audit

Placement Test Options:

- Math Placement
- English Placement

New Student Orientation (NSO):

- Explain NSO, provide reminder handout with date

Financial Aid:

- Review award letter, loan options, refer to FA with questions
- Check missing documents
- Encourage seeking outside scholarships to cover gap or increase refunds

Communication:

- Send copy of schedule and program guide(s) to personal email
- Explain that email/MyHeritage will be activated after registration
Login Information

- Review information available under Students tab
- Provide contact information and remind them to return if help is needed