


Academic Advisor Resource

Continuing Advisees or initial session after Central Advising “Handoff”

	<u>Checklist</u>
	Prepare for appointment by reviewing student’s Student Planning (degree audit) to identify advancement toward graduation.
	Discuss the roles and responsibilities of advising (advisee and advisor) relationships with the student.
	Provide the student with information about your division and their major program.
	Discuss how (and why) the student selected their major and career path. Ask the student to identify: <ul style="list-style-type: none">• the skills they possess that will help them reach their goal(s);• the challenges they may face in reaching their goal(s); and• a backup plan, in the event they are unable to reach their goal(s).
	Discuss academic progress, particularly any poor grades earned and repeats needed. If necessary, Progress/Timeline in Student Planning will need to be revised to reflect adjustments to progress.
	Ask the student if they are using campus resources effectively. Refer advisee to services that will support academic success. A list of resources can be found here: https://www.lcsc.edu/advising/advising-services/advising-tips-for-students
	Encourage advisee to plan courses for future semesters, if not yet complete. Review Sequential Plan (online college catalog), with the student.
	When appropriate, release the student to register for classes (Advisement Complete) once you have discussed and chosen appropriate courses. Remind the student to check for notifications in WarriorWeb to confirm they have no holds prohibiting registration.
	If advisee expresses a need to drop a class or withdraw from a semester, guide them through the process in WarriorWeb or on paper drop/add form. Encourage the student to check with Student Accounts and/or the Financial Aid Office to determine potential implications.
	If needed, assist advisee with the financial aid satisfactory academic progress reinstatement process. Procedure is found under current academic year Faculty/Staff here: https://www.lcsc.edu/financial-aid/financial-aid-forms



Times to contact advisees each semester and messages to provide

August or early September – Welcome back and invitation to visit with you. Include office hours and contact information.

Early October – It’s time to begin thinking about plans for next semester. Invite advisees to contact you for pre-advising. Priority Spring Registration is right around the corner!

After mid-terms (October) are posted – Remember to check your mid-term grades (if enrolled in 0-299 courses). Specific communication to students who had poor grades at mid-term: Drop deadline is coming soon, invite to meet with you if they need to withdraw from course(s).

October/November - Graduating? Be sure to submit your grad app by Dec 1 for May graduation.

Mid-November – If you haven’t yet met with me, don’t wait, classes are filling!

December – Grades will be posted on _____. I will be leaving campus for winter break on _____. If you need to meet before I leave, please let me know.

January or early February – Welcome back to campus and invitation to visit with you. Include office hours and contact information.

Early March – It’s time to begin thinking about plans for next semester. Invite advisees to contact you for pre-advising. Priority Fall Registration is right around the corner!

March/April – Graduating? Be sure to submit your grad app by May 1 for December graduation.

After mid-terms (March) are posted – Remember to check your mid-term grades (if enrolled in 0-299 courses). Specific communication to students who had poor grades at mid-term: Drop deadline is coming soon, invite to meet with you if they need to withdraw from course(s).

Mid-April – If you haven’t yet met with me, don’t wait, classes are filling!

May – Grades will be posted on _____. I will be leaving campus for summer break on _____. If you need to meet before I leave, please let me know.