


Academic Advisor Resource

Initial Session – “New” (returning or transfer advisee)

	<u>Checklist</u>
	Discuss the roles and responsibilities of the advising (advisee and advisor) relationship with the student.
	Provide the student with information about your division and their major program.
	Provide the student with their major sequential plan (online college catalog). Discuss how this plan will be used during current and subsequent advising sessions.
	In Student Planning, review the student’s Test Scores, Unofficial Transcript, and Transfer Summary. Explain how these relate to placement in core (and all) courses. Request TRER changes, if needed.
	Discuss Student Planning software and how Progress (degree audit) is used to monitor pace and Plan and Schedule to register for classes and plan courses for future semesters. Request course substitutions when applicable.
	Using Student Planning and student-provided unofficial transcripts, advise the student into courses for the upcoming semester. Provide information about pre-requisites as well how this semester will work into future semesters.
	Provide the student with information about required application processes into their major, if required.
	Confirm that assigned advisors (major, minor) are correct. If changes are needed, provide the student with a Program Information Form (PIF). Ask the student to complete the form. Collect, sign, and return to division office for Division Chair signature and processing. https://www.lcsc.edu/registrar/student-information/student-resources
	Ask the student if they are aware of campus resources. 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
	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
	Release (Advisement Complete) student to register.