

INITIAL ADVISEMENT SESSION RECORD – FALL 2010

Student Name: _____ Student ID#: _____

Degree Program Code: _____ Initial Advisor: _____
****If 5GS, please note which sequence****

Initial Course Placements: MATH: _____

*Consult Accuplacer Individual
Score Report for additional
details, if needed.*

ENGL: _____

RDNG: _____

FALL 2010 Course Selection:

Notes:

- Goal Exploration and Program Plans** – Refer to New Student Planning Guide Part I. **If student did not attend PEO, please ensure student gets a guide.**
 - What are your goals?
 - How does attending TC3 fit into those goals?
 - Ensure student is in correct program for stated goals. Change Degree Program Code at top of page if necessary.
 - Ask student if they noted any potential obstacles that they are concerned may interfere with their academic success. Refer to college resources, as appropriate.

- Transfer Plans** – Does the student plan to transfer? Don't just ask, discuss. If student has a particular college(s) and/or major in mind for the future, please note that here.

- Status of Financial Aid Application** – reminder to complete FAFSA if not done

___ In Process ___ Completed ___ Gave Student Application ___ Is Not Applying

Important: Do not allow a student to repeat a course without reviewing TAP implications. Be sure to ascertain whether student has attended another college previously and received TAP. Consult "Important Information about Maintaining Your Financial Aid Eligibility."

- **Additional Information**
 - Athletics (Student athletes have specific course schedule needs.)
 - Drop/Add Timing/Deadlines and making changes officially.
 - Reminder: Certificate of residence (not until within 60 days of semester)
 - Financial – money needed for expenses; Financial Aid arrives late in semester
 - Textbooks
 - Daycare

- **Assessment/Testing Results and Course Recommendations**
 - Use both Accuplacer results and previous transcripts. **Be sure to check whether student has any college credits through concurrent enrollment or previous college history.**
 - Be sure all course selections are consistent with current Basic Skills requirements, pre-requisites, and co-requisites.
 - Recommend Honors College to appropriate students.
 - If student tests into developmental coursework, or coursework below the “first semester” program coursework, be sure to discuss long-range planning – time frame for completion of degree (i.e., **not a “two-year” degree**)

- **Scheduling**
 - Work out schedule, complete registration form with section numbers.
 - Be sure to give student a copy of the degree program sheet and explain how to keep track of coursework.
 - Make any relevant notes on the “Advisor Folder Tracking Sheet”
 - Complete appropriate paperwork (e.g., form for students in developmental courses)

- **Relationship of Advisor and Advisee – Should see Program Advisor ASAP in semester to:**
 - Discuss program requirements, preliminary long-range plan toward educational objectives.
 - Discuss first semester courses.
 - Discuss academic rules and regulations.
 - Discuss other resources and extra-curricular opportunities at the college.
 - **Point out information about advisor/advisee responsibilities in New Student Planning Guide Part I**

- **Orientation Information** – Make sure student gets “Save the Dates” magnet. Move-in for NEW resident students is August 23. Information about Orientation activities will be updated on the web as it is available. Encourage ALL students to attend orientation.

- **Other Information**
 - Ensure student received a copy of “New Student Planning Guide Part II”
 - Direct students to the “Next Steps” section of the guide
 - Ask students whether they have used their myTC3 and myMAIL accounts. If a student did not attend PEO, make sure they get their letter with myTC3 account information!

Initial Advisor: _____

Date: _____