Welcome – engagement

___How is current program progressing?

___Change of major?
    ___If student is returning from a stop out of one year or more, the student must adhere to the newest version of the program. Check webpage for newest version.

___Pull up transcript in DATATEL – STAC will show all work – be aware of grades in far right column.

___Go to Image Now and open last checksheet.

___Open catalog to description of the program

___Is student still working through the developmental course sequence?

___Check Image Now for scanned flow chart

___Developmental courses still required?
    ___Update scanned Development course flow chart or pull a new one if none scanned.
    ___Give copy to student when done.
    ___Circle or check courses student has completed.

___CHECK TRANSCRIPT FOR PREVIOUS COURSEWORK.
    BE AWARE OF GRADES, INCLUDING MINIMUM GRADE REQUIRED IN DEVELOPMENTAL SEQUENCE

___Review definition of and explain significance of General Education courses.

___Complete registration form. Check for pre-requisites.

___Indicate in white space on the registration form any interactions that should be recorded for future reference:
    --student comments on schedule
    --problems or disagreements over scheduling, etc.

___Any questions on program and course selections?
__PULL ROADMAP – where is student on Roadmap

__Does student need referrals to any services? If so – write out referral on written referral sheet -- contact person, location, phone number, etc.

__Print your name and date on the checksheet

__Copy checksheet or save updated version in Perceptive Content. Remember to put your name and date updated. Copy developmental course flow chart if appropriate; written referrals, and other instructions.

__Staple flow chart (if appropriate), list of electives, and written instructions or referrals to checksheet and give to student. Tell them to keep forms in the red folder and bring to next advising session. Explain importance of record keeping.

__Walk student to front of advising area and point way to staff who will process forms. Shake hands, “good luck,” “don’t hesitate to stop back if you have any questions.”

__Return to your station and make any additional notes (using written instructions form that you think may be important at a later date.

__Place originals of documents in box for scanning