Advising Checklist

- Check transcripts and/or test scores in faculty/employee account. Ask if they have any college level transfer credit that has not been received.

- Have student change password. If the student has applied 90 days prior their account may be expired. Call helpdesk (x6537). May also need to close out web browser if student has changed password successfully and cannot get logged into their account.

- Check major to make sure that is what the student is still following and that will lead to the student’s career ambitions. Make sure student knows the difference between AAS (2 yr degree that does not transfer) and a transfer program. Print out degree plan for student to take with them.

- If student has a maximum hour limit call admissions (x6568) and get chicken pox 2 hold post-dated (only if entering first semester). Give student immunization form to be filled out and returned or faxed (fax # at bottom of form)

- Select courses that will work with the students’ personal schedule and that pertains to the students major. If student is undecided then try to pick out General Education classes that will work for any major. Explain pros and cons for having a schedule all on the same days.

- Print schedule for the student. Week at a Glance and/or Detailed Schedule

- Give fee sheet that has deadline for confirming attendance and paying fees.

- Show the student how to go through their account to confirm attendance.

- Show the student how to look up their financial aid award on MyPellissippi

- Register student for New Student Orientation through the check in queue. Make sure TN Achieves students register for the specific Achieves NSO that they are required to attend.