

Academic Advising



Student Information

- ☐ Discuss student's education and career goal:
 - ☐ Certificate, AS degree, BS degree, transfer, etc.
 - ☐ Interested field of study, plans after graduation, etc.
- ☐ Program/Degree interested in: If the student is interested in a different program, complete the degree change form and notify the correct advisor.
 - ☐ Discuss courses required for degree.
- ☐ Ask the student if he or she has completed the Academic Success Plan with the Student Activities and Retention Coordinator. If not
- ☐ Ask the student if they live on campus or off campus, do they have reliable transportation if they're off campus; do they have anybody in their household they need to care for; if they're taking online courses, do they have reliable internet and a computer; is there anything else we should know to help them be successful as a student?

Advisor Information

Name: _____

Phone: _____

Email: _____

Date: _____

Course Scheduling

- ☐ Review student's transcripts
- ☐ Discuss placement test scores, if applicable
- ☐ Explain co/pre-requisites
- ☐ Review the graduation pathway and course sequence on the degree homepage on the UTTC website.
- ☐ Plan, schedule & register courses in MyUTTC
- ☐ Remind students that if the student chooses to take a course outside of their program, Financial Aid will have to be notified.

Additional Information

- ☐ Discuss the importance of grade point averages (GPA), probation and suspension
- ☐ Explain Add/Drop and Withdrawal dates
- ☐ Explain the Attendance Policy – excused and not excused absences
- ☐ Explain the Thunder Alerts and the importance of levels 1 - 3
- ☐ Discuss transfer programs or articulation agreements, if applicable
- ☐ Explain jobs available in field with degree attainment
- ☐ Show student the UTTC website (www.uttcc.edu) and how to find:
 - ☐ Catalog
 - ☐ Book lists for courses
 - ☐ Academic Calendar
 - ☐ Student Records section in MyUTTC (grades, transcripts, billing)

Handouts Provided to Student

- ☐ Copy of this checklist with advisor contact information
- ☐ Copy of class schedule; Advisor should keep a copy in the student file.
- ☐ Degree audit sheet or copy of program from catalog; Advisor should keep a copy in the student file.