

Academic Advising Check List



Step 1: Make An Academic Advising Appointment:

- Your Academic Advisors Name: _____
- Office Location: _____

Step 2: Prepare for Advising:

- Check for Holds on your Account
- CCC Check List
- Department/Major Check List
- Transfer Credit
- AP/IB Credit
- Foreign Language Waiver
- Catalog

Step 3: Complete Additional Information

- Classes you enjoyed this semester:
 - _____
 - _____
- Classes in which you struggled this semester:
 - _____
 - _____
- Major (s) you are considering: _____
- Minor (s) you are considering: _____
- Extra-Curricular activities (including work) that you will be involved in next semester:

- Study abroad plans that you have for the future: _____
- Other concerns: _____

Step 4: Current Semester Grades

Course	Mid Term Grade

Step 4: Make a Tentative Schedule

Class	Days	Time	Reason (CCC, Elective, Major Requirement, etc)

Tips:

- Make sure you understand the reason for every class you register for
- Make sure you have a list of alternative classes to register for
- If you register for a class that you did not discuss with your academic advisor, make sure you make them aware of changes to your Registration Advisement Worksheet
- Start an Advising Folder (advisement form, transfer credit approval, emails, etc)
- Be aware of the academic deadlines (i.e. add, drop and withdraw from a class)