

ADVISOR CHECKLIST

Student Name:		Student ID:	
Intended Program/Pathway:			Term:

**Locations and links to various guides available on page 2.*

- Has the Student Activated their WarriorLink account? (Students CANNOT sign up for classes without this!)¹
- Go to the Advisor Center.²
- Pull up your student. If they are not in your My Advisees list. Scroll down to the "View data for other students" button. Click on "View Student Details". This will take you to the Student Center.²
- Take note of Holds.³ Holds that impact enrollment:
 - Enrollment Block – Advising Hold.
 - Balance Owing
 - Vaccination Campus Requirements
- Verify Student Contact Information list at bottom of Student Center screen.²
- Verify Student Program/Plan Stack under the Academics Tab.² If it is incorrect, PLEASE fill out the [Program Change form](#) on the Advising Tools tab of the Advisor Packet.
- Run an Academic Requirements report.⁴
- Create an Education Plan for remaining courses for degree.⁵
- Open the Quarterly Registration Form from the Advising Tools tab in the Advisor Packet.⁶
- Fill the Quarterly Registration Form with information from the Class Search.⁷
(<https://www.wvcc.edu/class-search/>)
- Fill out the Quarterly Registration Form.⁶
 - Print out to give to student -OR-
 - Save a copy and email to student -OR-
 - Save a copy and attach it to an Advisor Note
- BE SURE TO RELEASE THE ADVISING HOLD!³

OTHER ITEMS TO CHECK:

- Is the student completing a degree Spring or Summer 2022?
 - Have they applied?
 - If not, send them this link and have them fill it out⁹:
<https://forms.office.com/r/n1pA5LZTUu>
- Students need to fill out Financial Aid! Be sure they have completed the FAFSA or WASFA for the 2022-23 Academic Year. <https://www.wvcc.edu/financial-aid/apply-here/>
- Please note the Financial Aid Portal is still live! Students can check their status here:
<https://www.wvcc.edu/financial-aid/financial-aid-portal/>
- BE SURE STUDENTS FILL OUT THE [FORM FOR SUMMER AID!](#)

NOTES:

- 1- Student Activation Guide: Advisor Packet > Guides, Trainings, and Crosswalks > Student Activation Guide
- 2- Advisor Center Guide: Advisor Packet > Guides, Trainings, Crosswalks > Advisor Center
- 3- Review & Manage Holds: Advisor Packet > Guides, Trainings, and Crosswalks > Review and Manage Holds
- 4- Academic Requirements (aka Academic Advisement Requirements-AAR. Formerly Degree Audit): Advisor Packet > Guides, Trainings, and Crosswalks > AAR Walkthrough
- 5- Education Planning Template: Advisor Packet > Advisor Tools > Education Planning Template
- 6- Quarterly Registration Form: Advisor Packet > Advisor Tools > Quarterly Registration Form
- 7- Class Search: Advisor Packet > Guides, Trainings, and Crosswalks > Tips on Class Search
- 8- Advisor Notes Guide: Advisor Packet > Guides, Trainings, Crosswalks > Advisor Notes
- 9- Also available at the Advisor Packet > Quarterly Updates > Application for Degree :
<https://forms.office.com/r/n1pA5LZTUu> STUDENTS MUST LOG IN AND FILL THIS OUT!!!