

Advisor Checklist

Date: _____

Student Name:		SID:	
Email:		Phone:	
Program/Plan:		Placement:	ENGL MATH

Questions to Ask	Yes	No
Is the student's contact information correct?		
Does the student have holds on registration? Refer them to appropriate departments.		
Does the student have an Academic Early Alert? <i>NavBar>Menu>Curriculum Management>Student Alert>Review Student Alert.</i>		
Does the student have an active program/plan stack that they confirm is correct?		
Does the student need Math or English placement?		
Has the student completed the appropriate Math and English courses for their path?		
Have they completed FYE 101?		
Does the student have a plan to pay for classes? Please include in notes.		
Check the Financial Aid Status screen and verify the following items have been completed:		
<input type="checkbox"/> FAFSA/WASFA <input type="checkbox"/> FA Information Form <input type="checkbox"/> Verification Worksheet (if necessary) <i>Make sure to refer the student appropriately to complete all necessary steps for aid to be processed in a timely manner.</i>		
Does the student plan to attend during summer? This will affect financial aid.		
Has the student completed resource screening?		
Will the student need an Enrollment Change form (switching full-time/part-time status)? <i>REMIND STUDENT: Making class changes will affect their financial aid and take time to recalculate and update.</i>		
Does the student have prior credit? (AP, College in the HS, CTE, transfer credit, etc.)		
If the student has transferred in, have they sent their official transcript AND submitted a transcript evaluation request?		
Did you run an Academic Requirement or What-If report to review degree requirements?		
Is the student within 20 credits of degree completion? <i>If yes, refer student to graduation application.</i>		
Have you released the Enrollment Block and entered Advising Notes for this session?		

NOTES

Q1	Q2	Q3	Q4
Q5	Q6	Q7	Q8
Q9	Q10	Q11	Q12