**Advising Checklist**

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|  | **Verify the student’s contact information in SIS** |
| This is done by using the Bio/Demo Tab within Student Inquiry. Check the address and phone number to ensure both are correct and current. If this is not the case, then the division secretary will need to be alerted to have the contact information changed. | |

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|  | **Verify the student’s program of study in SIS** |
| This is done by using the Prg/Pln/Dg Tab within Student Inquiry. The student’s current program should be at the top of the list and shown as active. If this is not the case, then the division secretary will need to be alerted to have the program of study changed. Remember that financial aid will not pay for any classes outside of a student’s current active program of study.  If the student is unsure of which program is best for them, encourage them to meet with a counselor.  If the student is incorrectly listed as active in several programs, make sure to alert the division secretary. | |

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|  | **Verify the student’s program advisor in SIS** |
| This is done by using the Adv/StdGrp Tab within Student Inquiry. The student’s current advisor should be shown at the top of the page. If the advisor assignment does not seem accurate given the student’s active program of study, then the division secretary will need to be alerted to have the student reassigned to an appropriate advisor. | |

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|  | **Determine what courses have already been completed by the student in SIS** |
| This is done by using a combination of the Enrollment, Crse Xfer, and Other Xfer Tabs within Student Inquiry. You may find it useful to have blank copies of program worksheets on hand so that you can make notes about what has been taken and what is still needed for program completion. This is extremely helpful in the event that you do not have the student’s folder in hand. | |

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|  | **Determine the developmental course needs of the student in SIS** |
| This is done by using the Adv/StdGrp Tab within Student Inquiry. Remember that each program of study requires different levels developmental math and developmental English. Consult the Developmental Requirements by Program Handout for more information. | |

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|  | **Build the student a schedule using Class Search feature in SIS** |
| Find the student courses that meet their program and scheduling needs.  Record the selected courses on the Schedule Planning Sheet and Advisement Form.  Remember that it is important for student’s take developmental courses and SDV 100 during their first semester. Since developmental courses serve as prerequisites for many courses, delaying developmental coursework could extend program completion.  Be careful to avoid putting students in SVHED courses unless they intend on taking courses at the Southern Virginia Higher Education Center. | |

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|  | **Enroll the student in classes using the Quick Enroll feature in SIS** |
| If all courses show as **success**, then you are done with enrollment.  If a course shows the **messages** alert, click on the messages link and discuss the message with the student. The **messages** alert will not prevent student enrollment in the course and you should not have to change the schedule as a result.  If a course shows **errors** alert,click on the errors link and identify the source of the error. The **errors** alert blocks enrollment in that course and the schedule will most likely have to be changed as a result. | |

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|  | **Print two copies of the student’s schedule** |
| This is done by using the Study Link hyperlink at the bottom of the Quick Enroll Screen.  One copy will be given to the student. The other copy will be signed by the advisor and placed in the student’s folder. | |

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|  | **Instruct the student to make tuition payment arrangements** |
| Tuition payment dates and back out dates are emailed to students and faculty. You may find it beneficial to print these emails for reference during advising sessions. Students are also alerted to these dates in Navigate.  If the student wants to know about his/her financial aid status or scholarship award, you can check for him/her by using the Student Services Center in SIS. If they are shown as pending are not posted, then the student should contact the Financial Aid office or the Scholarship office. STEM and Tobacco scholarships do not post since they are classified as third party contract award.  If the student is paying out of pocket, then he/she will need to contact the Business Office to make payment arrangements. | |

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|  | **Instruct the student to get all books and supplies prior to the first day of class** |
| If the student is planning to use scholarship and/or financial aid award to pay for books and supplies, then they must purchase their books and supplies from the DCC Bookstore. They will need a printed copy of their schedule and verification that their scholarship and/or financial aid award has been posted.  If the student is planning to pay for books and supplies out of pocket, then they are welcome to purchase their books and supplies for any source. They are not required to buy from the DCC Bookstore but may find it easier to do so. | |

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|  | **Encourage the student to apply for scholarships** |
| The scholarship application and other scholarship resources can be found on the DCC Website under the Alumni/Foundation Tab. | |

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|  | **Remind new students to attend a DCC ROCKS session** |
| All new students are required to attend a DCC ROCKS session. During the DCC ROCKS session the student will receive information that will help ease some of the pain points that new students encounter during their first semester.  During a DCC ROCKS event, students can expect to receive the following: Campus Tours, myDCC Workshops, Financial Aid Information, Scholarship Information, Advising Appointments, Class Registration, Student IDs, and Parking Passes. | |

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|  | **Remind the student to check Navigate for other important information** |
| The student will use the same login information to access Navigate that they use to access myDCC. Navigate will keep the student aware of various important actions and dates.  Students will learn about the primary features of Navigate during the DCC ROCKS events. | |