



## Faculty Advisor Checklist

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

Semester: \_\_\_\_\_

Phone: \_\_\_\_\_

TCL Email: \_\_\_\_\_

Alternate Email: \_\_\_\_\_

✓	Discussion Points	Advisor Notes
	Confirm student is in the correct program of study <ul style="list-style-type: none"> <li>• If not, provide student with information on how to change their major</li> <li>• Refer student to new advisor; student should check with new advisor to determine if a placement test is needed</li> </ul>	
	First-time meeting <ul style="list-style-type: none"> <li>• Establish a rapport with the student; ask about educational background, credentials, topics of interest, long-term goals, type of work experience, interests outside of school and work, community involvement, etc.</li> <li>• Verify student has access to TCL Email, Blackboard and Self Service (Navigate)</li> </ul>	
	Does the student plan to transfer to a four-year college? If yes, where?	
	Review program requirements and student progress in Self Service (Navigate) <ul style="list-style-type: none"> <li>• Include information about infrequently offered courses so the student does not miss taking a course that will not be offered for a while</li> <li>• Does the student have a particular focus or area of interest within the program of study?</li> <li>• Provide a realistic length of program completion and commitment it will take to complete the program</li> </ul>	
	Discuss Class Load <ul style="list-style-type: none"> <li>• Does the student want to be part-time or full-time? Considerations:               <ol style="list-style-type: none"> <li>a. Work full-time?</li> <li>b. Family/personal obligations?</li> <li>c. Commute?</li> <li>d. Current GPA?</li> </ol> </li> </ul>	
	Create Class Schedule <ul style="list-style-type: none"> <li>• If student wants in class, at which campus?</li> <li>• If student wants online, discuss student's preparedness for independent learning</li> <li>• Assist student in creating a semester-by-semester plan</li> <li>• Assist student in registering for courses in Self Service (Navigate)</li> <li>• Review TCL Attendance Policy</li> <li>• Review how to drop classes if necessary</li> <li>• Confirm the student has Internet access and/or a laptop; refer to the TCL library as needed</li> </ul>	
	Next Steps/Reminders <ul style="list-style-type: none"> <li>• Check TCL email daily</li> <li>• Get a parking decal</li> <li>• Tuition Payment Deadline ___/___</li> <li>• Textbooks ___/___</li> <li>• Class Start Date ___/___</li> <li>• Swap and Drop Dates ___/___ through ___/___</li> </ul>	
	Introduce TCL support services as needed	

Note: Faculty Advisors may refer to the Advising Manual for more detailed information on each topic on this checklist.