



## Navigator Checklist

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

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

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

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

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

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

✓	Discussion Points	Advisor Notes
	<ul style="list-style-type: none"> <li>Student has applied to TCL and all admissions documents have been submitted</li> </ul>	
	<ul style="list-style-type: none"> <li>Confirm that transfer, military, AP Exam, or CLEP credits have been applied</li> </ul>	
	<ul style="list-style-type: none"> <li>Moved to student?</li> </ul>	
	<ul style="list-style-type: none"> <li>Does student need placement testing? Confirm that developmental courses have been completed</li> </ul>	
	Discuss student background; discuss education and career goals <ul style="list-style-type: none"> <li>Career Coach, educational experience, topics of interest, work, hobbies, etc.</li> </ul>	
	<ul style="list-style-type: none"> <li>Confirm that student is in the correct program</li> <li>If not, send Change of Academic Major Form and refer to new advisor</li> </ul>	
	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: work full-time, family/personal obligations, commute, current GPA</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>	
	Has education financing been determined? <ul style="list-style-type: none"> <li>FAFSA, payment plans, loans, private scholarships, etc.</li> </ul>	
	Next Steps/Reminders/Deadlines <ul style="list-style-type: none"> <li>Check TCL email daily</li> <li>Get a parking decal/Student ID</li> <li>Financial Aid Deadline ___/___</li> <li>Registration Deadline ___/___</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: Navigators may refer to the Advising Manual for more detailed information on each topic on this checklist.