

**Advising Checklist**

Advisors Name: \_\_\_\_\_

Date: \_\_\_\_\_

This checklist is to facilitate the advising process. Please ask your advisee these questions to ensure they are placed in the appropriate classes. Check off or make notes besides the questions so you have a record.

1. Is the student:
  - a. 1<sup>st</sup> time
  - b. Transfer
  - c. Returning  Go to Page 3
  
2. Has the student taken the ACT, COMPASS, or ASSET test?  
Yes  No  Scheduled to take: \_\_\_\_\_ (if No, the student needs to take the test and return after the results have been posted)  
  
Test Scores: Math \_\_\_\_\_ Writing \_\_\_\_\_ Reading \_\_\_\_\_  
  
Science \_\_\_\_\_
  
3. What degree is the student seeking? \_\_\_\_\_
  - a. If they are seeking the Associate of Arts, do they have the Associate of Arts checklist? Yes  No  (if not, print them off a copy of the checklist)
  
4. If the student is unsure of what degree they are wanting, refer them to the Student Success Center to take the Kuder/Discovery assessment.
  
5. Has the student taken concurrent classes at their high school? Yes  No   
  
If so, what courses? Check the student transcript.
  
6. Have they attended another college? Yes  No 
  - a. If so, do they have their transcripts? (They may already be at the Registrar's Office or in transit.)
    - i. If the student's transcripts are posted in myOzarka, review them.
  
7. Will the student be transferring to a 4-year college after completing his/her degree here?  
Yes  No

- a. If so, do they know where they want to go and what major?

Where? \_\_\_\_\_ What major? \_\_\_\_\_

Tell them they have time to decide, but as soon as they know, consult with that school and see what requirements they will have.

- 8. Which Ozarka College campus would the student like to attend?

\_\_\_\_\_

- 9. Are there days or times the student cannot attend, or are there preferred times?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 10. Does the student want to take any distance education courses?

- a. Compressed video

- b. Internet (Online)

If so, they need to take the online course readiness assessment at:

[http://www.ozarka.edu/disted/student\\_assessment.cfm](http://www.ozarka.edu/disted/student_assessment.cfm)

After taking these self-assessments, have them think **HARD** about the results. If they score within the recommended area, they have a better chance to successfully complete the course, if not, they may want to brush up on their skills first or take a more traditional course.

- 11. Does the student have a schedule already developed? Yes  No

- a. Review the schedule to ensure they are enrolled in the proper classes

- b. If they don't have one, work with the student to develop one

- 12. Do any courses have prerequisites or co-requisites? Yes  No

What are they?

\_\_\_\_\_  
\_\_\_\_\_

- 13. Do any courses or programs the student wants to take require a special application process?

\_\_\_\_\_

- 14. Are they ready to pay for classes? Yes  No

- a. If no, ask what the circumstances are and send the student to the appropriate office \_\_\_\_\_

- b. If yes, print off their schedule, billing statement, and any other form they will require to complete the enrollment process
15. Books: Please tell them where and when they can pick up their books.
16. If the student wants to drop or add a course, they must come and see you
17. Remind students that they are responsible for reading the catalog and figuring out what GPA they need to keep any financial aid or scholarships they have.

### **Returning Student Checklist**

1. Update biographical data
2. Is the student still pursuing the same program? Yes  No 
  - a. If Yes, go to Step 7
  - b. If No, go to Step 3
3. What program does the student want to pursue?  
\_\_\_\_\_  
\_\_\_\_\_
4. If the program is in another area besides yours, refer them to Student Services to get a new advisor assigned and to fill out a change of major form.
5. Do any courses or programs the student wants to take require a special application process?  
\_\_\_\_\_
6. Review ACT, COMPASS, and ASSET test scores to determine eligibility for courses.
7. Remind students that they are responsible for reading the catalog and figuring out what GPA they need to keep any financial aid or scholarships they have.
8. Does the student have a schedule already developed? Yes  No 
  - a. Review the schedule to ensure they are enrolled in the proper classes
  - b. If they don't have one, work with the student to develop one
9. Do any courses have prerequisites or co-requisites? Yes  No 

What are they?

\_\_\_\_\_  
\_\_\_\_\_

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

Student ID # \_\_\_\_\_

10. Is the student ready to pay for classes? Yes  No
- a. If no, ask what the circumstances are and send the student to the appropriate office \_\_\_\_\_
  - b. If yes, print off their schedule, billing statement, and any other form they will require to complete the enrollment process
11. Books: Please tell them where and when they can pick up their books.
12. If the student wants to drop or add a course, they must come and see you