

11.2024

Advising Checklist: New START (NS) student (about 40 minutes)

Before your meeting, quickly check the student in **Orange Connect** to see if there are any relevant advising notes. Then, go to the **Advising Student Profile** in Banner and double check program information, test scores, holds and transcript to view any high school or transfer credit. Take note of PIN# (1-2 minutes).

***Additional NS resources and handouts: <https://sunyorange.edu/advising/myso/>

1. Introduce yourself and, if in Zoom, ask for the student's phone number in case of connection issues. Let the student know that you will call back if needed (1 min.).
2. Ask if the student has any questions or needs clarification about the NS workshop (1-3 minutes).
3. Confirm (1-4 minutes):
 - a. Program of study: Career or Transfer track: AAS vs AS/ AA
 - b. Ask if student has any relevant BOCES, college background, etc. information for advising.
 - c. Ask student to explain rationale for major and preliminary career goals.
 - d. Explain any Holds.
4. Ask for the **Before you Meet with an Advisor** form or a plan in **Plan Ahead** to determine if the student started a draft schedule (3 min):
 - a. Ask if there are any scheduling limitations or preference, **transportation challenges**, etc.
 - b. Ask how many classes the student would like to take (full or part time).
 - c. Review program requirements and have the student list their 1st semester classes. Refer to Degree Works, Advising Worksheet or the College Catalog as needed.
 - d. Discuss English and Math placement.
5. Use the **Before Your Meet with an Advisor** form or scheduling worksheets or **Plan Ahead** to pick up where the student left off discussing available sections, times, class formats. Review the final draft with student when done. (5 minutes)
6. Guide student through online registration (8 minutes).
7. Go to the **My Schedule** portlet (**Student Academics**) to review the final class schedule; campus map provided on follow up email (2 min.).
8. Briefly explain "**View my Class Textbooks**" located in the same portlet as above; **Brightspace** and refer to Accessibility Services, Chromebook program, etc. as appropriate (2 min.)
9. Invite Student Services Central staff to join the student to discuss payment, billing, etc.
10. Enter advising notes in Orange Connect; fill out **Advising SLO information and Change of Program Prerequisite** (if appropriate) in the **Speednotes** tab before closing your visit.