

# ADVISING CHECKLIST

## FIRST YEAR STUDENTS

- Meet with assigned advisor and discuss your academic and vocational future.
- Access your Program Evaluation (General Education Requirements) via Waypoint. Go over this with your academic advisor.
- Notify the Student Records Office of any discrepancies on your Program Evaluation.
- If you have chosen a major and/or minor, consult the college catalog and learn the requirements. Discuss any questions with your advisor.
- If you are undecided for your major consult the college catalog, the Career Resource Center and your advisor to gather information to aid in your decision.
- Know what tutoring services are available in your courses if needed.
- If you are thinking of taking summer courses elsewhere review the Transfer Agreements on the Registrar's Transfer Credits webpage for pre-approved GE courses at selected California Community Colleges. If your intended school is not listed, submit an online Transfer Credit Pre-Approval Form (available on the Transfer Credits webpage) for evaluation and approval of the course.
- Get involved outside of the classroom to gain transferable skills and broaden your experience.
- Submit at least one draft of a paper to the Writers' Corner for input.
- Obtain information on off-campus program opportunities and plan your academic schedule accordingly.

## SOPHOMORES

- Choose a major and/or minor and fill out a Major/Minor Declaration Form.
- Schedule time to work with your advisor and map out a schedule of classes needed for completion of your degree (preferably prior to the registration period).
- Pursue information regarding off-campus programs if interested.
- Double check your Program Evaluation and notify the Student Records office of any discrepancies.

## JUNIORS

- Complete an "Application for Degree" (available on Waypoint) with your advisor and turn in to the Student Records office.
- Review your program/graduation requirements/academic progress with your advisor and/or the Student Records Office to ensure you are on track to complete 124 units
- Fill out applications for the GRE, GMAT, MCAT, LSAT or other exams if needed for graduate school.
- Check out the Career Resource Center or the department of your major for internship opportunities.

## SENIORS

- Take the GRE, GMAT, MCAT, LSAT or other exams if needed for graduate school.
- Fill out graduate school applications.
- Review your "Application for Degree" to make sure you are on schedule to graduate.
- Visit the Career Resource Center to talk about career opportunities and begin your job search.
- Attend workshops through the Career Resource Center on resumé writing, interviewing and the job search process.