

# Incoming (New, Transfer, Readmitted) Student Advising Checklist

Monroe Community College cares about providing students with the resources needed to succeed and excel. For incoming students, advisement forms the foundation for a successful college experience. Advising should engage the student in an interactive discussion using open-ended questions that encourages the student to tell their story and, in doing so, helps the student clarify their goals and outline a plan of action for meeting those goals.

## 1. Begin the Advising Session

- Confirm acceptance by admissions.
- Check that placement testing has been completed or waived.
- Welcome student to MCC.
- Begin session and help student to relax by asking open-ended questions

### Helpful Questions

- I'm glad you are here, what made you choose MCC?
- Welcome to MCC, tell me a little bit about yourself.
- I am here to help you select courses and answer any questions you might have about MCC. Are there specific things on your mind that I can help you with today?

## 2. Confirm Pathway and Career Goals

- Log in to Degree Works.
- Review information on student's audit.
- Confirm that the pathway and program listed in Degree Works is correct.
- Review student's career goal and ensure pathway selection is appropriate.  
Encourage student to utilize Career Coach  
[www.monroecc.edu/go/careercoach](http://www.monroecc.edu/go/careercoach)

### Helpful Questions

- What is your career goal?
- Have you thought about your transfer plans?
- What kind of careers can you see yourself doing with this degree?
- I see your pathway is \_\_\_\_\_. What can you tell me about that choice?

## 3. Create Academic Plan

- Using Degree Works, review the student's semester-by-semester template. Provide overview of full academic plan.
- Explain starting point based on placement and pathway choice. Show needed coursework.
- Ask about any transfer credit including AP, IB, credit by exam, and credit from other institutions. Remind student to send any official transcripts if needed.
- Check any pre-requisite coursework and enter needed overrides.
- Advise first semester courses. Consider full-time vs. part-time student, online learning, learning communities, and/or flex-pace and accelerated learning options.
- Review the time commitment it takes to be successful in college.

### Helpful Questions

- Are there any special situations to consider in planning your educational program such as a job or family responsibilities?
- Are you planning to work while taking classes? How many hours per week? Is your job flexible?
- What subject areas have you completed areas? Which ones challenged you?
- Do you feel ready for college?
- Do you need assistance with study skills?
- Who is supporting you in your education?

#### 4. Review Resources and Co-curricular Opportunities

- Review resources that are available to the student including academic, food, financial, and learning resources.
- Make sure the student signs up for Orientation.
- Share the opportunity available to live on campus in our residence halls.
- Direct the student toward co-curricular opportunities that will nurture and support academic and career goals.

##### Helpful Questions

- Are you aware of the resources available to you in these areas?
- Do you know about the activities you can join connected to your pathway?
- How do you plan to spend your time outside of the classroom?

#### 5. Conclude the Advisement Session and Review Next Steps

- Explain that the student will be assigned a faculty advisor with pathway expertise during their first semester.
- When referring to resources, departments or events, provide the student with the name of a contact if possible.
- Summarize any follow-ups or to-dos that the student must complete and make sure they are well understood. Have the student repeat next steps for clarity.
- Check for any holds or if advisement key is needed.
- Make sure the student knows they need to register for their advised courses.*** Direct the student to use Schedule Planner.
- Enter the session's notes in Degree Works. Be sure to use appropriate codes, including 111 \*Program/Pathway\* When finished click "Save Note". Lastly, click on "Run New Audit."

##### Helpful Questions

- Do you understand everything we've gone over today? Are you clear on your next steps?
- Have I answered all of your questions?
- We have \_\_ minutes left. What is the most pressing item that we can resolve?
- Is there anything else I can do to assist you?

### Questions about advising?

- Review the resources and advising tools available on myMCC under the Professional Development tab.
- Contact the person assigned to your school on the Student Success Network in the area you have a question about.
- For specific questions about advising procedures, contact Advisement and Transfer Services at the Brighton Campus (x2400) or the Downtown Student Engagement Center (x6002) .
- Feedback regarding this checklist can be directed to Sally Dingee (sdingee@monroecc.edu) or Gary Johnson (gjohnson1@monroecc.edu).