**Advisement Checklist**

**NEW STUDENT**

**(Please format to look like a checklist that can be checked off, if possible)**

**Freshmen**

1. **Understand Enrollment Checklist**
	* Students will do the following:
		+ Respond to their Admission Offer in the Future Tiger Portal (Admissions CRM)
		+ Register for Orientation in the Future Tiger Portal
		+ Submit Housing Application (if living on campus)
		+ Review Advisement and Registration Information
			- Freshmen are advised in the Office of Student Success (OSS) and categorized as follows:
				1. First-time (recent high school graduates or adult learners who have not attended college)

First-time students earned college credit through dual enrollment completion are assigned a primary-role advisor in the OSS. If they enter with 30+ credit hours, the OSS will serve as their advisement contact upon entry and collaborate with the academic department to confirm courses needed for the first term. The student will transition to their Chair or faculty advisor before registration opens for the next term.

* + - * 1. Continuing/readmitted (students who are returning to TSU after completing at least 1 semester and have earned 0-29 credit hours)
				2. Transfers (students who are transferring from another institution with 0-29 credit hours)
			* First Time Freshmen, visit: <https://www.tnstate.edu/studentsuccess/ftf.aspx>
			* Returning/Continuing and Readmits, visit <https://www.tnstate.edu/studentsuccess/fysy.aspx>
			* Transfers visit: <https://www.tnstate.edu/studentsuccess/transfers.aspx>
1. **Engage Students Before and at Orientation**
	* Students and their families are excited to meet their advisor and learn next steps after thy are admitted. Welcome students and share the following:
		+ OSS Advisor List and how/when to connect with advisor
		+ General Education requirements and CPoS
		+ Course placement and registration instructions
		+ Major selection, pathways (i.e. Degree In Three), and previous coursework
		+ Freshmen Advisement (A6) Hold process
		+ Schedule review and adjustment process
		+ Academic Catalog and Calendar
2. **Prepare Students for Day 1 and Beyond**
	* Advising is mandatory for all freshmen, and occurs during the following timeframes:
		+ Pre-Registration Advising
			- Fall Term (September and October)
			- Spring Term (February and March)
	* When meeting with a student, assume they do not know academic language or much of the information you want to share.
		+ Explain the advising process and structure at TSU.
		+ What are the student’s goals?
			- Ask the student to share their PAW Plan. The PAW Plan will be uploaded by the advisor in EAB.
			- Ask the student about their transition to college and course progression.
		+ Discuss major student declared.
			- Is it still valid? If not, the advisor will initiate a Change of Major Form using dynamic forms in myTSU and inform new advisor.
			- Share experiential major maps
				1. <https://www.tnstate.edu/qep/EMMs.aspx>
		+ Review student’s academic program requirements using the academic catalog and Degree Works.
		+ Define/explain the following when appropriate:
			- Program requires 120 credit hours and minimum 2.0 GPA to graduate
			- Some programs have additional admission requirements (i.e. pre-professional programs like Dental Hygiene)
			- Courses with minimum grade requirements
			- Course sequencing and concept of pre-requisites and co-requisites
				1. Review transcripts and previous course work completed
			- Difference between electives and general education flexibility including major-specific requirements
				1. Show students the list and share any restrictions
			- Courses recommended for the following term
				1. Determine Placement

Review math placement flowchart

Review placement guidelines

<https://www.tnstate.edu/asc/placement_guidelines.aspx>

Review test scores again in SOATEST and AdmissionPros to share if student is eligible for credit by examination and/or requires learning support for a specific course

* + - * 1. Mini-semester options
				2. Permission to take a course at another institution
				3. Participant-specific requirements (i.e. Honors, Band, etc.)
				4. Share advisement form and welcome student comments regarding agreement/disagreement/questions.
			* Major change process and impact on Financial Aid
				1. Remind student about CPoS and academic standing
				2. Loss of financial aid when not meeting SAP or earning required course credits at the end of term
			* Course withdrawal impact on Financial Aid
				1. The student is responsible for maintain aid and discounts, and advisors are responsible for understanding basic requirements. Yes—they should connect with Financial Aid and their scholarship/discount representative before withdrawing from a course.
				2. Merit Scholarships <https://www.tnstate.edu/oims/index.aspx>
				3. 250-Mile Radius Discount <https://www.tnstate.edu/bursar/radius.aspx>
				4. Scholar Rate and Scholar Rate+ <https://www.tnstate.edu/bursar/Scholar%20Rates%20Updated%20October2023.pdf>
			* Important dates/deadlines
				1. Regular and late registration
				2. Course withdrawal and university withdrawal deadline
				3. Midterms/Final Exams and when grades post
		- Make appropriate referral when necessary and share referral information on advisement form.
		- Tell student to save (if digital) or keep in a folder (if printed).
		- Document throughout the meeting and record final notes in EAB-Navigate. It is important to upload any documents shared or relevant to the meeting.

**Transfers with 30+ Hours**

1. **Understand Enrollment Checklist**
	* Students will do the following:
		+ Respond to their Admission Offer in the Future Tiger Portal (Admissions CRM)
		+ Register for Orientation in the Future Tiger Portal
		+ Submit Housing Application (if living on campus)
		+ Review Advisement and Registration Information
			- Students are advised by the Chair and/or designated faculty in their academic program.
			- Transfers visit: <https://www.tnstate.edu/studentsuccess/transfers.aspx>
			- Departmental Contacts: <https://www.tnstate.edu/studentsuccess/advisors.aspx>
2. **Engage Students Before and at Orientation**
	* Students are eager to connect with their advisor and register. Welcome students and share the following:
		+ Faculty/Departmental Advisor and how/when to connect
		+ Outstanding General Education requirements
		+ Curriculum/Graduation Checklist with all course requirements
		+ Transfer Department (A7) Hold process
		+ Academic Catalog and Calendar
		+ Previous Coursework
3. **Prepare Students for Day 1 and Beyond**
	* Advising is not mandatory in all academic areas after a student starts the term. However, advising should be encouraged and occur during the following timeframes:
		+ Pre-Registration Advising
			- Fall Term (September and October)
			- Spring Term (February and March)
	* When meeting with a student, meetings should focus on student goals and opportunities.
		+ Explain the advising process and structure at TSU.
		+ What are the student’s goals?
			- Ask the student about their transition to college and course progression.
		+ Discuss major student declared.
			- Is it still valid? If not, the advisor will initiate a Change of Major Form using dynamic forms in myTSU and inform new advisor.
			- Share experiential major maps
				1. <https://www.tnstate.edu/qep/EMMs.aspx>
		+ Review student’s academic program requirements using the academic catalog and Degree Works.
		+ Define/explain the following when appropriate:
			- Program requirements, including credits, admission standards, and GPA needed to graduate
			- Courses with minimum grade requirements
			- Course sequencing and determining electives
				1. Show students the list and share any restrictions
				2. Review transcripts and previous coursework completed
			- Courses recommended for the following term
				1. Determine Placement

Review math placement flowchart

Review placement guidelines

<https://www.tnstate.edu/asc/placement_guidelines.aspx>

Review test scores again in SOATEST to share if student is eligible for credit by examination (scores are listed in the academic catalog) and/or requires learning support for a specific course

* + - * 1. Mini-semester options
				2. Permission to take a course at another institution
				3. Participant-specific requirements (i.e. Honors, Band, etc.)
				4. Share advisement form/curriculum sheet/graduation checklist and welcome student comments regarding agreement/disagreement/questions.
			* Major change process and impact on Financial Aid
				1. Remind student about CPoS and academic standing
				2. Loss of financial aid when not meeting SAP or earning required course credits at the end of term
			* Course withdrawal impact on Financial Aid
				1. The student is responsible for maintain aid and discounts, and advisors are responsible for understanding basic requirements. Yes—they should connect with Financial Aid and their scholarship/discount representative before withdrawing from a course.
				2. Merit Scholarships <https://www.tnstate.edu/oims/index.aspx>
				3. 250-Mile Radius Discount <https://www.tnstate.edu/bursar/radius.aspx>
				4. Scholar Rate and Scholar Rate+ <https://www.tnstate.edu/bursar/Scholar%20Rates%20Updated%20October2023.pdf>
			* Important dates/deadlines
				1. Regular and late registration
				2. Course withdrawal and university withdrawal deadline
				3. Midterms/Final Exams and when grades post
		- Make appropriate referral when necessary and share referral information on advisement form.
		- Tell student to save (if digital) or keep in a folder (if printed).
		- Document throughout the meeting and record final notes in EAB-Navigate. It is important to upload any documents shared or relevant to the meeting.

**Transients**

1. **Enrollment and Advisement Process**
	* Students will do the following:
		+ Respond to their Admission Offer in the Future Tiger Portal (Admissions CRM)
		+ Review Advisement and Registration Information
			- <https://www.tnstate.edu/studentsuccess/transfers.aspx>
			- Transient students are non-degree seeking students who may have a freshman advisement (A6) hold when accepted to TSU.
				1. OSS lifts the A6 hold

Students are not assigned an advisor by major. Instead, they email the Office of Student Success (OSS) to get the hold lifted.

* + - * 1. Chair/Faculty Advisor reviews and permits override or inform student if they are unable to take desired course

Departmental Contacts: <https://www.tnstate.edu/studentsuccess/advisors.aspx>

* + - * 1. The student registers for the course discussed with the departmental advising contact (Chair or faculty).

**Resources:**

Academic Information (i.e. grade appeal, excessive absences) is listed in the Undergraduate Catalog in the University Academic Information section: <https://catalog.tnstate.edu/content.php?catoid=14&navoid=744>

Information to support advisor reviews regarding placement (i.e. credit by examination) can also be found in the Undergraduate Catalog in the University Admission Policies & Regulations section:

<https://catalog.tnstate.edu/content.php?catoid=14&navoid=758&hl=collegeboard&returnto=search>

Advising for graduate students occurs in the in the program associated with the Graduate School, and the graduate calendar is accessible here: <https://catalog.tnstate.edu/index.php?catoid=13>