**Advisement Checklist**

**RETURNING/CONTINUING STUDENT**

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

**Continuing/Returning Freshmen**

1. **Understand Enrollment Checklist if Readmitted**
   * Students will do the following:
     + Respond to their Admission Offer in the Future Tiger Portal (Admissions CRM)
     + Submit Housing Application (if living on campus)
     + Review Advisement and Registration Information
       - Returning/Continuing and Readmits, visit <https://www.tnstate.edu/studentsuccess/fysy.aspx>
2. **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, identify if they are on track and /or need a major change.
     + Explain the advising process and structure at TSU.
     + What are the student’s goals? If applicable, have their goals changed since they completed the PAW Plan?
     + Discuss major student declared.
       - Is it still valid?
       - Is it a pre-professional program and is the student on track? If not, the advisor will discuss options and initiate a Change of Major Form using dynamic forms in myTSU and inform new advisor.
       - Share experiential major maps and experiential learning opportunities
         1. <https://www.tnstate.edu/qep/EMMs.aspx>
     + How are they progressing in their program?
       - Review academic standing
         1. Students not in good academic standing should incorporate tutoring and other appropriate resources and support in their goals
         2. Review student’s academic program requirements using the academic catalog and Degree Works.
     + Define/explain the following when appropriate:
       - SAP and Graduation requirements, including financial and academic suspension differences
       - Courses with minimum grade requirements
       - Course sequencing, including pre-requisite, and co-requisite requirements
         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. Share advisement form and welcome student comments regarding their 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 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.

**Continuing Students with 30+ Hours**

1. **Understand Enrollment Checklist if Readmitted**
   * 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.
       - 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 and experiential learning opportunities
         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 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. 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.

**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>