Advising Process for New Students

Student's Name: ____________________ Power Campus ID: ____________ Date: ______________

- ☐ Make sure that the student signs in with the Advising Center Office.
- ☐ Take completed information sheet from student and place in his or her folder.
- ☐ Bring up student's academic record on *Power Campus.*
- ☐ Determine for which semester the student has been admitted.
- ☐ Check to see if student has ACT scores (note that student who have not taken ACT are automatically enrolled in *Transitions*).
- ☐ Check student's transcript (hint: some FTF will have transcripts because they've taken Early Start courses.
- ☐ Check *Stop List* tab and determine if there are holds on student's account.
- ☐ Determine in which curriculum the student is enrolled and that curriculum code and degree code match in Power Campus (hint: if they don't match, the Advisor field will not be populated).
- ☐ Review curricular requirements with student.
- ☐ Help student make a trial schedule. Make sure that a copy of the trial schedule is placed in student's folder.
- ☐ Login to *Self-Service* and authorize student to register for classes.
- ☐ Help student retrieve LSUA username and password. This should be done in the advisor's office.
- ☐ Have student logon on to my.LSUA and provide brief overview of most important electronic resources (e-mail, Self-Service, and Net-Partner).
- ☐ Make sure that student receives copy of Self-Service instruction sheet.
- ☐ Make sure that student is aware of the importance of regularly checking e-mail account.
- ☐ Make sure that student is aware of tuition and fee amounts, payment methods, payment deadlines.
- ☐ Make sure that student has copy of catalog and handbook.
- ☐ Make student aware of need to get ID card and to register vehicle.
- ☐ Make sure that student has attended or is scheduled to attend an orientation session.
- ☐ Make sure that student completes *Initial Visit Survey* online before he or she leaves your office.

Advisor's Signature (signing certifies that the steps listed above have been completed): ____