ADVISING FOCUS AREA EXPECTATIONS

	RESOURCES

SILVER EXPECTATIONS	
Create a welcoming environment by introducing yourself, explaining your role at the college, and encouraging the student to share his/her background and goals.	**Appreciative Advising: Disarm**
Ask the student if they have a job/children/other outside responsibilities. Do they have any challenges managing it all?	**Appreciative Advising: Discover**
Confirm student's career goal and that it aligns with the academic program s/he is currently enrolled at SCC.	**PEAK & Career Center** **AVISO**
Verify that a student's major is listed correctly in Datatel/Colleague. If not, help student complete a Change of Major form during the advising session.	**Datatel Mnemonics** **Forms** **Advising Webpage**
Verify the student's contact information (address, phone number) is correct. If not, help student complete a Change of Address form during the advising session.	**DATATEL Mnemonics** **Forms**
Verify that all transcripts are in st-IASU. Inform student if transcripts are missing.	**Datatel Mnemonics**
Review student course progress in STAC, TRCL or AVISO.	**Student's Datatel Account** **AVISO**
Share important dates - Advising Day, Registration Dates, Last "W" date by session.	**Academic Calendar** **Advising Webpage**
Review student test scores in AVISO or XDNS if needed.	**Student's Datatel Account** **AVISO** **Self Service** **Placement Test Guidelines**
Ask if the student has considered how s/he will be paying for college - refer to FA. Provide payment deadline information.	**SCC Financial Aid** **Financial Aid Calendar** **Tuition Payment Plan** **Community Resource List**
Use AVISO Finances tab to inform student of SAP status. If not satisfactory, refer to FA.	**AVISO** **Student's Datatel Account** **SAP & Finanical Aid**
Record basic advising notes in AVISO.	**AVISO** **Self Service** **Department Notes**
If the student is registering for online classes, ensure that s/he knows how to login to Moodle. Check to see if class time has been included in his/her daily schedule to support success in an online learning environment.	**Appreciative Advising** **Advising Webpage** **E-Learning Resources**

GOLD EXPECTATIONS: ALL THE EXPECTATIONS OF SILVER PLUS…	
Update student's academic plan during the advising session and print a copy for the student or send one via email.	**Department Notes** **Student's Datatel Account** **Advising Webpage** **Self Service**
Check to see if the student has multiple majors. Are they needed? What can be removed?	**Student's Datatel Account**
For students registering for their last semester, complete the Commencement Application using OnBase during the advising session rather than having them return later.	**Student's Datatel Account** **Advising Resources** **OnBase**
Rather than referring student to Enrollment Services, assist student with the change of program or information form (s)	**Forms** **Advising Webpage**
Record detailed advising notes in AVISO.	**Self Service** **AVISO**
Encourage students to return if they run into roadblocks.	**Appreicative Advising**

PLATINUM EXPECTATIONS: ALL THE EXPECTATION SOF SILVER AND GOLD PLUS…	
Provide coaching regarding a student's career plan and steps s/he should take now to prepare and/or utilize the services of the Career Center.	**Appreciative Advising** **Advising Webpage** **PEAK & Career Center** **Community Resource List** **Self Service**
Partner with students to develop a plan for accomplishing their goals.	**PEAK & Career Center** **Appreciative Advising** **Community Resource List**
Brainstorm with students potential challenges that may occur and possible solutions.	**Appreciative Advising** **Community Resource List**
Provide appropriate campus and community resources to ensure success in achieving goals.	**Appreciative Advising** **Community Resources**
Close the advising session by making an appointment and plan for the next session.	**Appreciative Advising**
For transient students and those registering for their last semester at SCC, assist them in completing a Curriculum Transcript Enrollment Verification form so the home or receiving institution, or a potential employer will have needed documentation.	**Appreciative Advising** **Advising Webpage** **Forms**

NOTES: (1) OnBase, Datatel & Self Service are not live links. They are included as reminders of where instructors and students can look for more information.