

ADVISING CHECKLIST

FIRST YEAR STUDENTS

- Meet with assigned advisor and discuss your academic and vocational future.
- Access your Program Evaluation (General Education Requirements) via WebAdvisor. Go over this with your academic advisor.
- Notify the Student Records Office of any discrepancies on your Program Evaluation.
- If you have chosen a major and/or minor, consult the college catalog and learn the requirements. Discuss any questions with your advisor.
- If you are undecided for your major, consult the college catalog, the Office of Life Planning, your advisor and other resources to gain information to aid in your decision.
- Know what tutoring services are available in your courses if needed.
- If you are thinking of taking summer courses elsewhere, in the spring before the summer review the Transfer Agreements on the Registrar Web site for pre-approved GE courses at selected California Community Colleges. You may need to download a "Pre-Approval GE" form from the Registrar's Web site.
- Get involved outside of the classroom to learn transferable skills and broaden your experience.
- Bring at least one draft of a paper to the Writers Corner for input.
- Seek information on off campus programs so you may plan your academic schedules accordingly.

SOPHOMORES

- Choose a major and/or minor and fill out a major/minor declaration form.
- Schedule a longer advising time to work with your advisor to write out a schedule of classes needed for graduation (do outside of the registration period).
- Gain information regarding off campus programs if interested.
- Double check your Program Evaluation and notify the Student Records office of any discrepancies.

JUNIORS

- Fill out an "Application for Degree" received from the Student Records office with your advisor and turn in to the Student Records office.
- Review your program/graduation requirements/academic progress with your advisor and/or the Student Records Office to make sure 124 units are going to be met.
- Fill out applications and take the GRE, GMAT, MCAT, LSAT or other exams if needed for graduate school.
- Check out the Internship office or major department for internship opportunities.

SENIORS

- Take the GRE, GMAT, MCAT, LSAT or other exams if needed for graduate school.
- Fill out graduate school applications.
- Review your "Application for Degree" sheet to make sure you are on schedule to graduate.
- Visit the Office of Life Planning to begin your job search.
- Attend workshops through the Office of Life Planning on resume writing, interviewing and the job search process.