

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 Career Opportunities and Vocational Exploration Career Center (COVE), and your advisor and to gather 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 review the Transfer Agreements on the Registrar website for pre-approved GE courses at selected California Community Colleges. If your intended school is not listed obtain or download a "Pre-Approval GE" form for evaluation and approval of the course by the Records Office.
- Get involved outside of the classroom to gain transferable skills and broaden your experience.
- Submit at least one draft of a paper to the Writers Corner for input.
- Obtain information on off-campus program opportunities and plan your academic schedule accordingly.

SOPHOMORES

- Choose a major and/or minor and fill out a major/minor declaration form.
- Schedule time to work with your advisor and map out a schedule of classes needed for completion of your degree (preferably prior to the registration period).
- Pursue information regarding off-campus programs if interested.
- Double check your Program Evaluation and notify the Student Records office of any discrepancies.

JUNIORS

- Complete an "Application for Degree" (available on WebAdvisor) 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 ensure you are on track to complete 124 units
- Fill out applications for the GRE, GMAT, MCAT, LSAT or other exams if needed for graduate school.
- Check out the COVE or the department of your major 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" to make sure you are on schedule to graduate.
- Visit the COVE to talk about career opportunities and begin your job search.
- Attend workshops through the COVE on resume writing, interviewing and the job search process.