

Continuing Student Advising Checklist

Monroe Community College cares about providing students with the resources needed to succeed and excel. Advising should engage the student in an interactive discussion using open-ended questions that encourage the student to tell their story and, in doing so, help the student clarify their goals and outline a plan of action for meeting those goals. It is important that currently enrolled students meet with their assigned advisor to establish a relationship. As the assigned advisor gets to know the student better, advisement specific to the student's needs and life circumstances can be provided.

1. Begin the Advising Session

- Greet the student by name.
- Use an open-ended question to begin the conversation.

Helpful Questions

- I am so glad you came to see me. What can I help you with today?
- We have about __ minutes for this session. What are some items you'd like to make sure we discuss today?

2. Reaffirm Pathway and Career Goals

- Log in to Degree Works.
- Review the information on the student's Degree Works heading.
- Confirm that the pathway and program listed in Degree Works is correct and in agreement with their career goals. If the student would like assistance changing their pathway, refer them to the online major change form in Banner or to the Advisement Center if they need in person assistance. Encourage student to utilize Career Coach www.monroecc.edu/go/careercoach.

Helpful Questions

- Last time we met you talked about hoping to use your degree to pursue a career in ____. Is that still your plan?
- What have you learned about this pathway choice so far?
- Do you have any concerns about your pathway choice?
- Has anything changed this semester that might affect your pathway choice?
- Can you tell me what grade you think you are receiving in each of your courses?

3. Review Academic Plan

- Discuss the student's graduation, transfer, and career plans.
- Use Degree Works to review the student's semester-by-semester course template.
- Ensure the student understands their academic standing.
- Advise the student as to which courses to register for in the upcoming semester.

Helpful Questions

- What did you find most challenging about your courses last semester? Was anything going on outside of classes that presented a challenge to focusing on your coursework?
- What were some strategies that you used to manage your workload last semester?
- How is everything going so far this semester, compared to last semester?
- Has anything changed in your life that we need to consider in planning your education program, such as a job or family responsibilities?

4. Review Resources and Co-curricular Opportunities

- ❑ Review resources that are available to the student including academic, food, financial, and learning resources.
- ❑ Direct the student toward co-curricular opportunities that will nurture and support academic and career goals.

Helpful Questions

- Are you aware of the resources available to you in these areas?
- Do you know about the activities you can join connected to your pathway?

5. Conclude the Advisement Session and Review Next Steps

- ❑ When referring to resources, departments or events, provide the student with the name of a contact if possible.
- ❑ Summarize any follow-ups or to-dos that the student must complete and make sure they are well understood. Have the student repeat next steps for clarity.
- ❑ Check for any holds or if advisement key is needed.
- ❑ ***Make sure the student knows they need to register for their advised courses.*** Encourage the student to use Schedule Planner.
- ❑ Enter the session's notes in Degree Works. Be sure to use appropriate codes, including 111 *Program/Pathway* When finished click "Save Note". Lastly, click on "Run New Audit."

Helpful Questions

- Do you understand everything we've gone over today? Are you clear on your next steps?
- Have I answered all of your questions?
- We have __ minutes left. What is the most pressing item that we can resolve?
- Is there anything else I can do to assist you?

Questions about advising?

- Review the resources and advising tools available on myMCC under the Professional Development tab.
- Contact your School Specialist.
- For specific questions about advising procedures, contact Advisement and Transfer Services at the Brighton Campus (x2400) or the Downtown Student Engagement Center (x6002) .
- Feedback regarding this checklist can be directed to Sally Dingee (sdingee@monroecc.edu) or Gary Johnson (gjohnson1@monroecc.edu).