

RCC STUDENT ADVISEE CHECK LIST

NOTES

My Advisor's Name: _____

My Advisor's Office Building: _____

Phone Number: _____

E-mail: _____

My program of study: _____

My catalog of record (per RCC's Datatel system) is:

STUDENT RESPONSIBILITIES

___ **Send all transcripts to RCC of coursework completed at other institutions.** Transfer students please note, your transcripts are evaluated for your intended major when you first applied to RCC. *If you change your major, you may have other credits in your transcript applicable to your new degree program that did not "fit" in your initial program. It is your responsibility to check into this possibility.*

___ Check Major Curriculum Sheet (from catalog), **determine which catalog year you are tracking and stick to it.** If you do not know your catalog year, ask your advisor or ask the Registrar. **Use a pencil. Indicate completed courses with a small check mark. Place an "R" beside current registration. Note future registrations by RF, RS or RSU for upcoming term. As courses are completed, erase the "R" and replace with a check mark. See sample attached.**

___ Pre-registration Course Form Completed

___ Learn How to Enter Courses Online (Students with 10 or more hours completed at RCC)

___ Check CampusCruiser E-mail regularly

___ Check to see if your mailing address and contact information is up to date. (Make any corrections through the business office)

___ Clear Financial Hold

___ Ask Advisor to lift Advising Hold so that you can register in WebAdvisor

___ Review student information on WebAdvisor, Blackboard, CampusCruiser Websites

___ Keep up with all records

___ Review financial and financial aid accounts (for updates/errors)

___ Drop/Add Procedure (understand consequences with financial aid)