

How to Prepare for Academic Advisement

To get the most out of an advising session, please come prepared with your needs defined and questions written down. The following checklist will help you prepare for the advisement session by helping you see what you have or have not done, and what you might still need to do or know.

Are you planning to transfer to another institution? Yes No

If yes, have you met with a transfer counselor? Yes No

Have you selected an academic program? Yes No

If no, have you met with a career counselor? Yes No

Once you have answered these questions, complete the check list so that you are prepared to meet with an academic advisor.

The checklist includes items relevant for students seeking general academic advising; who want to apply to limited admittance programs, and /or who want to transfer to another institution. Please complete the entire checklist so that you are completely prepared for your academic advisement session.

Place a  mark beside the statements that indicate what you have done or what you know. The unchecked items will tell you what you might need to do and what you might ask about. Bring this checklist, your CCAC student ID card, and any questions that you have written down to the advising session.

1. have scheduled an advisement session early in the advisement period
2. have a copy of my placement test scores and know what the scores mean
3. have selected an academic program which fits my transfer and/or career goals
4. have a copy of my current CCAC and other college academic transcripts
5. am familiar with my academic program, course requirements and academic policies.
6. have reviewed my transcripts and Graduation Checksheet for my academic program
7. have checked my grade point average and know how to calculate it
8. have a written tentative schedule of classes and times
9. know how my education is being funded, and policies or requirements which affect the funding
10. have a current academic calendar and know where to find another one
11. have used CCAC Central e-Services and college website for information and resources
12. have information about locations of buildings, classrooms, and facilities
13. have scheduled a meeting with job placement and career services staff