

## Advising Process for New Students who are Undecided Degree Seeking

Student's Name: \_\_\_\_\_ Power Campus ID: \_\_\_\_\_ Date: \_\_\_\_\_

- Make sure that the student signs in with the Advising Center Office.
- Take completed information sheet from student and place in his or her folder.
- Bring up student's academic record on *Power Campus* and determine for which semester the student has been admitted.
- Check to see if student has ACT scores (students who have not taken ACT are automatically enrolled in *Transitions*).
- Check student's transcript (hint: some FTF will have transcripts because they've taken Early Start courses).
- Check *Stop List* tab and determine if there are holds on student's account.
- Check student's curriculum code and degree code in Power Campus (should be *UNDDS AA* if undecided)
- Explain purpose of *Explorations* program to student and have student sign contract.
- Provide student with list of degree programs offered by the university.
- Review General Education Curriculum Matrix with student.
- Help student make a trial schedule. Make sure that a copy of the trial schedule is placed in student's folder.
- Login to *Self-Service* and authorize student to register for classes.
- Have student sign-up for required Advising Center presentation on How and When to Choose a Major.
- Help student retrieve LSUA username and password. This should be done in the advisor's office.
- Have student logon on to my.LSUA and provide brief overview of most important electronic resources (e-mail, Self-Service, and Net-Partner).
- Make sure that student receives copy of Self-Service instruction sheet.
- Make sure that student is aware of the importance of regularly checking e-mail account.
- Make sure that student is aware of tuition and fee amounts, payment methods, payment deadlines.
- Make sure that student has copy of catalog and handbook.
- Make student aware of need to get ID card and to register vehicle.
- Make sure that student has attended or is scheduled to attend an orientation session.
- Make sure that student completes *Initial Visit Survey* online before he or she leaves your office.

**Advisor's Signature** (signing certifies that the steps listed above have been completed): \_\_\_\_\_