

Advising Checklist

LINK to tutorials: edgecombe.edu/current-students/student-success-center/#tutorials

Before Advising:

- Know YOUR student ID # _____ Major: _____
- Know the name of your **academic advisor**: ([GO TO: Student Portal, My Apps, Starfish](#))

Advisor Name: _____

- Schedule appointment with **advisor** via email, phone, or in person:

Phone: (252) 618 - _____ EMAIL: _____@edgecombe.edu

- Be prepared to discuss details of your **CURRENT** academic performance (midterm grades):
- ([GO TO: Student Portal, My Apps, Self-Service, \(left side: grades\), Semester](#))

		NEXT semester classes:
Class: _____	midterm grade: _____	_____
Class: _____	midterm grade: _____	_____
Class: _____	midterm grade: _____	_____
Class: _____	midterm grade: _____	_____
Class: _____	midterm grade: _____	_____

- **Address / resolve all alerts that pop up in Self-Service**

- **PLAN your future classes:** Gather all relevant decision-making information (time of day, online, hybrid, number of credits) ([GO TO: Student Portal, My Apps, Self-Service, Student planning, View your Progress](#) {to determine which classes you have taken and which classes you still need to take, and **select** the classes for your next semester })
- Accept responsibility for your decisions and actions.
- Be courteous and plan ahead (schedule appointments early and cancel or reschedule if necessary)

During Advising

- Be on time for your scheduled appointment
- Please turn off cell phone during your meeting
- Come to appointments prepared with questions and/or topics to discuss

After Advising

- Register for classes that were put on the tentative schedule during advising meeting ([GO TO: Student Portal, My Apps, Self-Service, Plan & Schedule, Click Register](#)).
- Make sure your financial aid is in place. ([GO TO: Student Portal, My Apps, Self-Service, Student Finance, Account Activity](#))

NOTE: If you need to change class times or if tentative classes are full, make those changes according to your preference and class availability. If you wish to change the enrolled courses and are unsure about appropriate alternatives, it is **recommended that you consult with an advisor** from your chosen major.