CSA Quick Guide – Required Advising
(first semester at VC)

Confirm Ready to Register:

➢ TSI Status:
  Check TSI status in TSI tab and send to Student Services if not TSI complete in all areas.

➢ Holds and NSO:
  Check for any holds that will keep students from registering under student holds & NSO attendance under demographic information.

➢ Mark Advising Requirement:
  Add a Y in student advised by CSA under demographic information.

Class Planning:

➢ Major and Degree Plan:
  Discuss career/education goals and provide an unofficial degree plan (include all transfer credits) – print from online catalog: Academic – explanation of degrees, certificates, awards link; CTE - program of study link; Suggested Curricula – suggested transfer curricula guide for selected disciplines/fields of study link

➢ Schedule:
  Have student select add/drop courses under registration options to select courses (write out a trial schedule if not able to register). Explain online, hybrid, and ITV courses including TBA and notes.

➢ Print:
  Print and review schedule (using review/pay account under account info will print bill and schedule)

Additional Advising:

➢ Services:
  Provide information on any services student may need (student email, Canvas, PASS Department, financial aid, etc)

➢ Registration Guides:
  Provide registration guide with important dates and information.
Class Planning:

- **Major and Degree Plan:**
  Discuss career/education goals and provide an unofficial degree plan (include all transfer credits) – print from online catalog: Academic – **explanation of degrees, certificates, awards link**; CTE - **program of study link**; Suggested Curricula – **suggested transfer curricula guide for selected disciplines/fields of study link**.

- **Unofficial Degree Audit:**
  Using **degree audit** and **academic transcript** under registration, fill in the paper degree plan explaining all options (waiver, math path, electives, etc).

- **Schedule:**
  Have student select **add/drop courses** under **registration options** to select courses (write out a **trial schedule** if not able to register). Explain online, hybrid, and ITV courses including TBA and notes, if needed.

- **Print:**
  Print and review schedule (using **review/pay account** under **account info** will print bill and schedule)

Additional Advising:

- **Services:**
  Provide information on any services student may need (student email, Canvas, PASS Department, financial aid, etc)

- **Career Coach:**
  Provide link or refer students who are undecided to Student Services for career exploration.

- **Registration Guides:**
  Provide registration guide with important dates and information.