

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.

CSA Quick Guide – Completion Planning

(after completing one semester at VC)

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.