1. Gather relevant decision-making information.
   - Read Catalog or visit the Tunxis web site (www.tunxis.commnet.edu) for pertinent information.
   - Obtain a copy of printed Credit Course Schedule, also available on the web, or check the schedule online at my.commnet.edu.
   - If you plan to transfer, visit web sites of potential transfer institutions for catalog information regarding degree requirements.
   - If you have not declared a major, analyze potential choices and define clear goals. Schedule an appointment with an advisor for assistance.
   - If you expect to receive scholarships, grants, and/or loans, check with the Financial Aid Office to verify your award. Remember that you must re-apply for financial aid each new school year.

2. Familiarize yourself with policy, procedures, and requirements.
   - Read the Academic Information section of the printed Catalog, also on the web.

3. Sign up.
   - Make an appointment with your advisor prior to the early advisement period.

4. Prepare for the meeting with your advisor.
   - Make tentative course selections from Credit Course Schedule. (See reverse side for worksheet.)
   - Choose alternative course selections in case times or courses are not available. (See reverse side.)
   - Write down specific questions that you want to ask your advisor. (See reverse side.)
   - Take all necessary materials to your appointment. (These may include catalog, tentative schedule, pen or pencil, paper, Course Schedule, transcript, and placement test scores.)
   - Be on time.
   - If you must cancel and reschedule your appointment with your advisor, give ample notification before cancellation.

5. During your meeting, you and your advisor will do the following:
   - Evaluate the appropriateness of your tentative schedule, such as days, hours, number of courses, etc.
   - Address the questions that you wrote down.
   - Make appointments to discuss other advising concerns, as necessary, at a later date.
   - Discuss other requirements (especially the program/matriculation guide during the term prior to graduation.)
   - Review career and educational goals.

6. Registration
   - If eligible, register for classes, with registration form signed by advisor.

7. Payment
   - Be sure to make at least the minimum payment necessary after registering for classes.
   - Pay tuition balance, or seek deferred payment plan, by deadline date printed in Course Schedule. (Note: If you fail to pay tuition and fees or to make alternative payment arrangements, you will be removed from your classes.)

8. Referrals
   - Make sure to follow through promptly on any referrals.
### Preferred Schedule

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<th>CRN #</th>
<th>Course Code/Course Title</th>
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### Alternate Schedule

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Use this space to write down specific questions that you would like to ask your advisor.

1. ________________________________________________________________________
2. ________________________________________________________________________
3. ________________________________________________________________________
4. ________________________________________________________________________