

■ ACADEMIC ADVISING CHECKLIST FOR TUNXIS STUDENTS ■

I. 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.



■ SEMESTER SCHEDULE PLANNER ■

• Preferred Schedule •

CRN #	Course Code/Course Title	Time
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

• Alternate Schedule •

CRN #	Course Code/Course Title	Time
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

1. _____
2. _____
3. _____
4. _____

