Reading (Transitional) Advising
Meeting Checklist

☑ **General questions**
How are you doing at BCTC?
How are your classes?
Successes?
Challenges?

☑ **Email**
Do you have a username and password?
Have you used your KCTCS email?
Did you know you need to "double-delete" to keep your email functioning?

☑ **Mandatory Placement Sequence**
Explain process and rationale
Explain/show what classes the advisee may take while enrolled in transitional/developmental courses
Discuss with students about Mandatory Placement, that if they don't pass a current developmental class, they must retake it right away, instead of the next class in the sequence. This schedule change would have to be done in late registration. Might motivate those who aren't working hard enough at midterm. Student needs to understand consequences.

☑ **Complete RDG 20 Advising Sheet with student**
☑ **Major**
Technical Programs – Program of Study link from **Quickview**
AA/AS Degree Worksheets from **Quickview**

☑ **Registration**
What courses should you take? Use carbon Student Advising Form
Have student build schedule
Quick Enroll students into their classes
Print out schedule
If RDG 20 students want to add/drop a course they will need to contact you to make the changes in Quick Enroll.

Do not lift advisor hold

☑ **Tuition Due Dates/Financial Aid**
Important dates – financial aid link from **Quickview**
Deadline for FA
If you need to withdraw from class, hold onto any documentation that explains WHY (i.e. doctor's note, death, etc….)
SAP Appeal

☑ **Resources**
Tutoring services
Counseling services

☑ **In the future…..preparing for an advising session**
What should you bring?
What questions do you have?
When you have successfully completed RDG 20, you will be allowed to change schedule Peoplesoft

☑ **Record relevant information in AdvisorTrac Notes**
☑ **Forward student notes to technical program coordinator**