



## Completion of First Year (0-15 credits)

### Advisor Checklist

- △ Review the role of an Advisor and when to meet with his/her assigned Advisor.
- △ Review catalogue and degree requirements.
  - △ Create an **Educational Plan** for the next two to four semesters.
    - △ ENG 101 and IDS 105 should be completed **prior** to 15 credits.
    - △ Review the Math and English pathways and the significance of developmental coursework (if needed).
    - △ Each student should have a major and/or identified career path – if not refer to Career Development (Room 209) (860-906-5108) for help.
    - △ Share with students transfer options and refer the student to meet with the transfer counselor in the Counseling Office (Room 208) – (860) 906-5040.
  - △ Assist the student with navigation of the student portal (**my.commmnet.edu**) for registration, schedule printing, checking financial aid status, and reviewing the Degree Evaluation.
    - △ Students should have an understanding of how to select classes, know the course description (where to find it), and what a pre-requisite is.
    - △ Students should have an understanding of the relationship between financial aid and satisfactory academic progress. For assistance refer the student to the Financial Aid Office (Room 216) (860-906-5090)



Completion of First Year (16-30 credits)  
Advisor Checklist

- △ Review student's education plan and make any adjustments as needed
  - △ Confirm the following courses have been completed or scheduled for next semester
    - △ IDS 105 College Success Course
    - △ ENG 101 Composition
    - △ MAT 137 Intermediate Algebra
  - △ Check program of study/declared major (**my.commnet.edu**)
    - △ Review (run) Degree Evaluation (**my.commnet.edu**)
    - △ Students should have an understanding of how to select classes, know the course description (where to find it), and what a pre-requisite is.
- △ Referral to Career Development if major is **General Studies** (non-allied health applicants only)
  - △ Complete Career Assessments and discuss opportunities for experiential learning, internships, and externships
- △ If interested in transfer, advise student to attend transfer fair and make an appointment to meet with the Sabrina Adams-Roberts, Transfer Coordinator in suite 208.
- △ Student should make appointment to meet with the coordinator/chair for his/her *program of interest* before the end of the semester.



## Completion of Second Year (31-44 credits)

### Advisor Checklist

- △ Confirm student has been following education plan and make any necessary adjustments
  - △ Review (run) *Degree Evaluation* ([my.comnet.edu](http://my.comnet.edu))
- △ For student not participating in transfer DAP/GAP, they should begin the college research process by visiting college admissions websites
- △ Encourage student to attend Transfer Fair
- △ Refer student to Career Development (room 209) to work on resume and learn about work experience and internship opportunities.
  - △ Business Internships (860-906-5174)
  - △ Legislative and all other Internships (860-906-5108)
- △ Encourage student to become a leader on campus and in the community
  - △ Refer to Student Activities (Room 707 or 860-906-5087)
  - △ Encourage students to join PTK (if GPA is 3.5 or higher) (860-906-5089)
  - △ Encourage students to join the National Society for Leadership & Success (860-906-5108)
  - △ Encourage Accounting, CIS, Management, IFS, and LAS majors (with 3.0 GPA or higher) to apply to C3 Program ([www.capitalcc.edu/C3](http://www.capitalcc.edu/C3))
  - △ Encourage them to join a professional committee on campus as a student representative



## Graduation/Transition (45-60 credits)

### Advisor Checklist

- △ Confirm the student has begun the transfer application process.
- △ Dual/Guaranteed Admissions students must complete the *Intent to Enroll* form with the transfer counselor in Room 208 (860-906-5040).
- △ Student should continue career planning:
  - △ Encourage student to attend the Career Fair.
  - △ Visit Career Development Office - Room 209 for help transitioning into the workforce (860906-5108).
  - △ Student should seek out letters of recommendation from professors and employers.
- △ Run and review the Degree Evaluation ([my.comnet.edu](http://my.comnet.edu)) to confirm graduation readiness.
- △ Complete Graduation Application and submit to the Counseling Office (Room 208) for signature (860-906-5040).