

ADVISING FOCUS AREA EXPECTATIONS	RESOURCES
SILVER EXPECTATIONS	
Create a welcoming environment by introducing yourself, explaining your role at the college, and encouraging the student to share his/her background and goals.	Appreciative Advising: Disarm
Ask the student if they have a job/children/other outside responsibilities. Do they have any challenges managing it all?	Appreciative Advising: Discover
Confirm student's career goal and that it aligns with the academic program s/he is currently enrolled at SCC.	PEAK & Career Center AVISO
Verify that a student's major is listed correctly in Datatel/Colleague. If not, help student complete a Change of Major form during the advising session.	Datatel Mnemonics Forms Advising Webpage
Verify the student's contact information (address, phone number) is correct. If not, help student complete a Change of Address form during the advising session.	DATATEL Mnemonics Forms
Verify that all transcripts are in st-IASU. Inform student if transcripts are missing.	Datatel Mnemonics
Review student course progress in STAC, TRCL or AVISO.	Student's Datatel Account AVISO
Share important dates - Advising Day, Registration Dates, Last "W" date by session.	Academic Calendar Advising Webpage
Review student test scores in AVISO or XDNS if needed.	Student's Datatel Account AVISO Self Service Placement Test Guidelines
Ask if the student has considered how s/he will be paying for college - refer to FA. Provide payment deadline information.	SCC Financial Aid Financial Aid Calendar Tuition Payment Plan Community Resource List
Use AVISO Finances tab to inform student of SAP status. If not satisfactory, refer to FA.	AVISO Student's Datatel Account SAP & Financial Aid
Record basic advising notes in AVISO.	AVISO Self Service Department Notes
If the student is registering for online classes, ensure that s/he knows how to login to Moodle. Check to see if class time has been included in his/her daily schedule to support success in an online learning environment.	Appreciative Advising Advising Webpage E-Learning Resources

GOLD EXPECTATIONS: ALL THE EXPECTATIONS OF SILVER PLUS...	
Update student's academic plan during the advising session and print a copy for the student or send one via email.	Department Notes Student's Datatel Account Advising Webpage Self Service
Check to see if the student has multiple majors. Are they needed? What can be removed?	Student's Datatel Account
For students registering for their last semester, complete the Commencement Application using OnBase during the advising session rather than having them return later.	Student's Datatel Account Advising Resources OnBase
Rather than referring student to Enrollment Services, assist student with the change of program or information form (s)	Forms Advising Webpage
Record detailed advising notes in AVISO.	Self Service AVISO
Encourage students to return if they run into roadblocks.	Appreciative Advising

PLATINUM EXPECTATIONS: ALL THE EXPECTATION SOF SILVER AND GOLD PLUS...	
Provide coaching regarding a student's career plan and steps s/he should take now to prepare and/or utilize the services of the Career Center.	Appreciative Advising Advising Webpage PEAK & Career Center Community Resource List Self Service
Partner with students to develop a plan for accomplishing their goals.	PEAK & Career Center Appreciative Advising Community Resource List
Brainstorm with students potential challenges that may occur and possible solutions.	Appreciative Advising Community Resource List
Provide appropriate campus and community resources to ensure success in achieving goals.	Appreciative Advising Community Resources
Close the advising session by making an appointment and plan for the next session.	Appreciative Advising
For transient students and those registering for their last semester at SCC, assist them in completing a Curriculum Transcript Enrollment Verification form so the home or receiving institution, or a potential employer will have needed documentation.	Appreciative Advising Advising Webpage Forms

NOTES: (1) OnBase, Datatel & Self Service are not live links. They are included as reminders of where instructors and students can look for more information.