

First Generation College Student Course Selection Appointment Protocol

Prerequisites

Student has **completed**:

- DISCOVERY! Major Map Workshop
- DISCOVERY! Academic Physical Workshop
- MMAP Appointment
- ARC 2.0 Pilot

Learning Objectives

1. Process of Advising & Registration
 - a. Assessing policy and procedures in course catalog
 - b. Student understands terminology
 - c. Preparing for registration using catalog
 - d. Registering for semester courses using TechSIS
2. Advising Resources
 - a. Reading course schedule
 - b. Reading degree audit in preparation for course selection
3. {Student is aware of appropriate TTU Resources based on need}
 - a. {This is especially true for FGC students who have little or no knowledge of the resources available to them, most at no charge}
4. Transition into Major
 - a. Understanding of their own interests and abilities as they develop their academic goals
 - b. Choosing courses based on self-awareness and academic interests in relation to an appropriate curriculum
 - c. {Student is aware of exploration resources and programs on campus}
 - i. {This is especially true for FGC students who do not know the importance of these resources}

Appointment Outline

1. Advisor reviews ARC Assessment (paper or electronic)
 - a. Begin conversation with: How is your semester going?
 - i. Check mid-term grades
 - ii. Make appropriate referrals to academic and/or counseling resources
 - b. Continue conversation with: Are you still thinking about ...
 - i. (referring to majors listed in AXIS)
 - ii. Update majors in AXIS
2. Perform a Degree Audit in Tech SIS
 - a. Discuss core courses completed & still needed
 - b. Discuss courses related to possible major
 - c. Discuss selected courses in relation to educational goals
3. Review TTU Resources available
 - a. Office of Financial Aid
 - i. Scholarship deadlines

- ii. FAFSA deadlines {This is important for FGC students who may not realize that this must be done every year}
 - b. Resources for Academic Success
 - i. PASS Learning Center
 - ii. Missouri Math Club
 - iii. Writing Center
 - c. Resources for career exploration
 - i. TTU Career Center
 - ii. College Career Centers
 - iii. Professors
 - iv. Someone in that field
 - v. Volunteer
 - vi. Internships
 4. Ask the student if he/she has any questions or problems they would like to discuss.
 - a. {If the student discloses concerns about remaining here at TTU}:
 - i. Make appropriate referrals and document in AXIS
 - ii. {Suggest that the student take the College Student Inventory}
 1. Request that this student have access to take the CSI
 2. Make a follow-up appointment to review the results with the student
 5. Move Advising Hold to Appropriate Semester
 - a. Document on screen 148 – adv in office, date, initials

Advisor's Next Steps

- **AXIS Documentation**
 - a. Completed Workshop – Moved Advising Hold
 - b. Include list of approved courses
 - c. Include advance registration date
 - d. Any special instructions discussed in appointment
 - e. Action steps toward major exploration/declaration