



## Academic Advising Checklist

### 1. Gather relevant decision-making information

- Read the [College Catalog](#) for information on policies, procedures, and requirements.
- Review the Credit Class Schedule online or via [My SCF](#) (SCFconnect)
- If you plan to transfer, visit websites of transfer institutions for information regarding degree requirements
  - [FloridaShines](#) is a great resource for reviewing transfer pre-requisite course listings for institutions in the State of Florida
- If you have not declared a major, analyze potential choices and define clear goals.
  - Visit the [Career Resource Center](#) or utilize [Career Coach](#).
  - If you need to update your current major, please visit [Educational Records](#).
- 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. Schedule an Advising Appointment

- If you are working towards the *Associate in Arts Degree or pre-health science degree* you are encouraged to schedule an Advising Appointment via the appointment scheduler on the [SCF Advising Center webpage](#)
- If you are in a declared *Associate in Science degree or a Bachelor's degree* you are strongly encouraged to meet with your **Program Manager/Director**
  - If you cannot reach your program manager/director during the summer months, please contact: **Jennifer Boris at 941-363-7216 or [borisj@scf.edu](mailto:borisj@scf.edu)**

### 3. Prepare for the meeting with your advisor

- Login to My SCF (SCFconnect) to view your CAPP Degree Audit, making note of missing degree requirements.
- Make tentative course selections from the Credit Class Schedule. (See reverse side.)
  - Ensure course selections are required for your degree and meet Coursework Compliance Requirements.
    - Questions regarding Coursework Compliance should be directed to the **Financial Aid Office**.
- 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 tentative schedule, pen or pencil, paper, unofficial transcripts, CAPP degree audit, and a Picture ID.)
- Be on time!
- If you must reschedule your appointment with your advisor, provide ample notification before cancellation.

### 4. During your meeting, you and your advisor will do the following:

- Review your CAPP Degree Audit.
- Evaluate the appropriateness of your tentative schedule, such as number of courses, degree requirements, etc.
- Address the questions that you wrote down.
- Recommend appointments to discuss other advising concerns, as necessary, at a later date.
- Discuss other requirements (especially transfer pre-requisites) and review career and educational goals.

### 5. Registration

- If eligible, register for classes via My SCF (SCFconnect) referencing the courses you discussed with your advisor.

### 6. Payment

- Check your tuition bill to see charges and fees.
- If using Financial Aid, verify that your award amount is accurate and make plans to pay any remaining balances.
  - Questions regarding your award should be directed to the [Financial Aid Office](#).
- Pay tuition balance, or seek deferred payment plan, by deadline date listed in Academic Calendar.
  - Questions regarding payment and payment plans should be directed to the [College Cashier Office](#).
  - If you fail to pay tuition and fees or make payment arrangements, you will be removed from your classes.

### 7. Referrals

- Make sure to follow through promptly on any referrals.

Access Advising Center Forms via:

[http://scf.edu/StudentServices/advisingcenter/advising\\_center\\_forms/AdvisingCenterForms.asp](http://scf.edu/StudentServices/advisingcenter/advising_center_forms/AdvisingCenterForms.asp)

# Semester Schedule Planner

• *Preferred Schedule* •

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

• *Alternate Schedule* •

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

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_