To ensure that a student stays on track to graduate in a timely manner, please fill out the following checklist and place it in the student’s advisement folder.

Did you?

☐ Review the student’s current SGSC transcript
☐ Verify that a first time full time student has been placed in an orientation class (SGSC 1000)
  - To clarify, is the student BOTH a first-time, full-time student?
    - If the answer is YES, the student must take SGSC 1000 in fall 2013. Please advise the student that he or she must also take DVRS 1101 in order to graduate but does not need to take the latter in the first semester.
    - If NO, then is the student a full-time student but not a first-time student?
      - If the answer is YES, the student does not have to take SGSC 1000. Nor does that student have to take DVRS 1101 unless the student took courses on the Waycross Campus. If the student did do the latter, the student must take and pass DVRS 1101 before graduating unless the student has already earned credit in INTN 1001, LEAD 1001, SERV 1001, or STWD 1001 on the Waycross campus before fall 2013.
      - If NO, then the student is a part-time student either returning or beginning College at SGSC. The student does not have to take SGSC 1000 in either case. If returning the student never has to complete DVRS 1101, but if beginning, the student must take DVRS 1101 before graduating.

☐ Check to see if the student has any LS/RHSC (CPC) holds
☐ Review the student’s schedule of courses
☐ Update the student’s program map*
☐ Determine if the student is eligible for Quantway (MLCS 0099)
☐ Review degree requirements with the student
☐ Fill out the Application for Graduation (if student is to graduate in the next semester)
☐ Discuss the importance of completing all Financial Aid paperwork before the deadline (in the Fall)
☐ Remind the student to check Banner to verify contact information
☐ Encourage the student to sign up for Connect-ED

Student Name: ____________________________ ID: ____________________________
Degree/Major: ____________________________ Advisor: ____________________________

*If the student started a degree program at the former South Georgia College or Waycross College, please consult the appropriate catalog for degree requirements.

Comments: ____________________________________________ Date: ___________
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