

# UNIVERSITY ADVISOR ASSESSMENT



NAME \_\_\_\_\_

STUDENT EMAIL/USERID \_\_\_\_\_

STUDENT ID [N number] \_\_\_\_\_

TAHLEQUAH  
APPT. DATE/TIME:

\_\_\_\_\_

\_\_\_\_\_

- Administered CPT [if necessary]  Results/Placement \_\_\_\_\_  N/A
- Complete deficiency agreement & send to Jeff [if appropriate]  YES  NO  N/A
- Needs to enroll in: MATH 0123 \_\_\_\_\_ MATH 0133 \_\_\_\_\_ ENGL 0123 \_\_\_\_\_
- Issue Academic Advising document
- Student has/will have an AA or AS from approved two-year school  YES  NO  PENDING
- Review General Ed/Associates [reverse transfer] info and proficiency requirements
  - >> Concerns/comments \_\_\_\_\_
- Are there IP [in progress] courses which impact enrollment/pre requisites?  YES  NO
- Confirm major >> Change major to \_\_\_\_\_
- Remove New Student hold and identify any other registration holds
  - >> Other registration holds \_\_\_\_\_
- Confirm they have UserID and password. If not, assist with process.
- Explain use and importance of Green Mail
- Cover intake materials [TO DO LIST in NSU folder]
- Demo goNSU Student Tab: Financial Aid, Registration, Bursar, etc.
- OTHER: Student has a question about \_\_\_\_\_