



# Orientation Center

## Trident Technical College

### See my advisor! What do I do?

#### **Make an appointment**



##### **Call or e-mail your advisor to schedule an appointment.**

- ✓ Become familiar with your advisor's office schedule each semester; it is posted beside his or her office door.
- ✓ If you need to leave a message on voice mail:
  - Speak clearly.
  - Spell your name if it is unusual.
  - Tell why you are calling.
  - Leave your phone number and a time to call back.
- ✓ There is a direct e-mail link to your advisor in TTC Express on the "My Profile" screen.
- ✓ It may be one week before your advisor returns your call or responds to your e-mail.
- ✓ Contact your advisor early. Don't wait until the end of the registration period.
- ✓ If you want to discuss careers, transferring, or other issues, see your advisor before the registration period if possible.
- ✓ Be on time. If you can't make it, be considerate. Call or e-mail to cancel. Leave a voice mail message if your advisor is unavailable by phone.

#### **Be prepared**

- ✓ Write down your questions before your appointment time.
- ✓ Read *On Course*, the *Catalog*, and the *Student Handbook*. Look over your program of study.
- ✓ Plan a tentative schedule (may not be possible before your first visit).
  - *On Course* explains how to read the class schedule.

#### **Bring important papers**

- ✓ Fill out the top portion of a registration form (available in the division offices or the Admissions Office).
- ✓ Bring a copy of your test scores to your first appointment.
- ✓ Bring the catalog for the year you began your studies in your current program.
- ✓ Bring *On Course* and a list of class times and dates you have selected. Have alternates in mind.
- ✓ Bring transcripts (unofficial) from other colleges if not already recorded in the TTC database.
- ✓ Bring a sequence sheet for your program if you have one.

#### **Ask your advisor about other things**

- ✓ Career consultation
- ✓ Changing majors
- ✓ Transfer advice
- ✓ Drop/Add
- ✓ Where you can get extra help