

**Students should prepare in advance for all advising sessions using the following guidelines to ensure that the visit is as effective and beneficial as possible.**

- Come prepared to advising sessions with educational plans (if created; you can find a template [here](#)), all unofficial transcripts (available on [Current Students](#)), any previous advising documents and questions.
- Take responsibility for your education and understand that your advisor will assist you in making informed decisions. Academic advisors are not career counselors. Students are encouraged to visit the Career Center to research possible career choices (visit [Career Services](#) for more information).
- Select course options from the [class schedule](#) and bring this list when you meet with an advisor. If you are planning to take courses in writing (English) or mathematics, but have never taken college courses in these subjects, complete [Compass placement testing](#) prior to meeting with an advisor. Be aware of required prerequisites and courses requiring departmental approval.
- Understand your program requirements by researching the [online college catalog](#) and/or [advising worksheets](#). You are encouraged to bring this information to your advising session and ask questions if you are unsure about anything that is communicated to you.
- Know how many credits and degree/certificate requirements you have completed and each quarter print off an unofficial copy of your transcripts (available on [Current Students](#)).
- Plan ahead so that you are able to work with your advisor in a timely fashion and get the most out of your student-advisor relationship. We make appointments for students on Tuesdays and Wednesdays. This is the best time to have a thorough advising session.
- Be on time for any appointments you schedule, or cancel in advance if you are unable to attend. The telephone number for the front desk is 360-992-2345.
- Understand you are responsible for registering for your own classes after consultation and the identification of the appropriate classes with an advisor. You are encouraged to browse the [class schedule](#) to identify potential courses prior to meeting with your advisor.
- Students with disabilities can contact the Disability Support Services Office to discuss accommodations, 360-992-2314 (voice) or 360-991-0901 VP.