

Responsibilities of Advisees

Returning Students:

To prepare for your advising appointment, it is expected that you will do the following before the meeting:

- Review course offerings online through Self-Service
- Be sure you do not have any holds on your account
- Know if you have completed developmental math and English requirements
- Determine if you still need prerequisite courses for any course that you plan to take next semester
- Review "General Education" and elective sheets
- Prepare a draft of courses that you plan to take next semester
- Be sure you are comfortable with the courses you select and be aware of the time you will need to study for the course, commuting time to the College, etc.
- Check that you sent all official previous transcripts to SCC for evaluation prior to appointment, if applicable

Other advisee responsibilities include:

- Communicate effectively
- Actively participate in the advising experience
- Ask questions
- Keep record of plans and progress toward goals
- Keep important documents
- Complete recommendations of advisor
- Gather information needed for decision making
- Become knowledgeable about College programs
- Accept responsibility for decisions and actions

Please Note: We strongly encourage all students to register using Self-Service at www.salemcc.edu (Click on Self-Service).

To register on the correct day by the total number of credits you have earned, returning full-time students in a degree or certificate program are highly encouraged to:

- 1) See a faculty advisor
- 2) Complete a registration form (during the advising appointment)
- 3) Register online at www.salemcc.edu (click on Self-Service) on the correct registration date. Students experiencing technical difficulties should contact the IT Help Desk and see Student Affairs in Donaghay Hall if IT cannot resolve the issue.

New Students:

Please contact Student Affairs at 856.351.2716 to schedule an appointment to take the placement test, see an advisor and receive instructions on how to register using Self-Service.

Please see the list of responsibilities above to prepare for the advising appointment.