

Advisor Tips Sheet – Quick List of Useful Resources

1. Orientation Options Webpage

Access the link below to provide new student orientation and registration options to prospective students.

- <http://www.shoreline.edu/Advising-Orientation/orientation.aspx>

2. COMPASS Test

a.) Compass Study Guides – Encourage students to do these sample tests prior to testing or retesting for any piece of the Compass Test – (Math, English Reading or English Writing).

- <http://www.act.org/compass/sample/index.html>
- http://www.tacomacc.edu/upload/files/academics/areasofstudy/mathematics/review_guide.pdf (Sample problems for Math test)

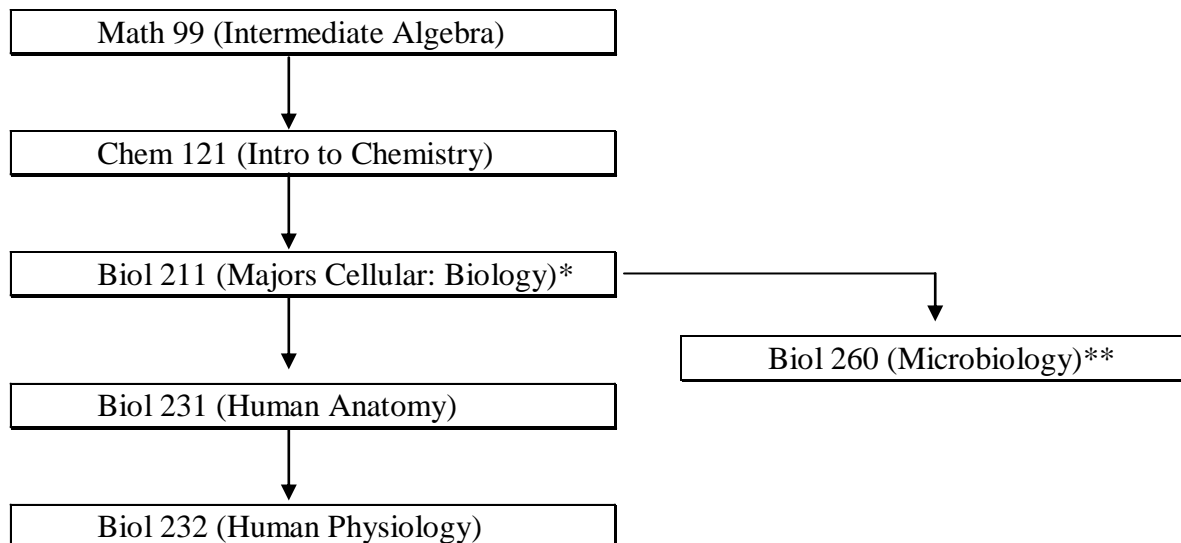
b.) Compass test results interpretation

- Check with the Math and Humanities Depts. for faculty availability to provide Compass Math & English test results interpretation.

3. Math Sequence Flow Chart

- <http://www.shoreline.edu/science/MathDepartment/Flowchart.pdf>

4. Health Occupations prerequisite course sequence flow chart



*Eng. 101 recommended prerequisite for Biology 211

**Biology 260 can be taken any time after completing Chemistry 121 and Biology 211

5. Planning Sheets

- Professional Technical - <http://www.shoreline.edu/planning/default.aspx>
- Transfer – <http://www.shoreline.edu/planning/TransferPlanningGuides.aspx>

6. Official Transcript Evaluations on file

Students who have attended college previously (other than SCC) who want to pursue a TRANSFER degree will need to send in official transcripts & complete a “TRANSFER DEGREE Request for Transcript Evaluation” form:

<http://www.shoreline.edu/shorelinepdfs/TransEvalForm.pdf> To view a student’s completed official transcript evaluation, access the X:\ drive. Open up the CREDIT EVALUATIONS file, select the degree your student is seeking (AA-DTA, AA-IP, Track 1 or Track 2) and access your student’s information.

7. How many classes should the student take

One credit equals about 1 hour in class per week. On average, it requires about 2 hours of studying for each hour in class to maintain excellence, and the actual study time varies from 1 to 4 hours for each class hour. Generally speaking, students should not exceed 60 hours of class time, study time and work time to maintain peak performance.

Numbers of credits	_____	(Equals hours in class per week)
+ Study time	_____	(Hours in class x 2)
+ Work hours	_____	(Hours at a job, family responsibilities, dedicated volunteer hours per week)
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= Total workload	_____	If greater than 60 hours, talk to an advisor before registering.

Are you:

- _____ Full time (12 or more credits)
- _____ Part time (less than 12 credits)

Students must maintain 12 credits or more to be considered full time for financial aid, veteran’s benefits, Social Security, insurance and other reasons. Students may qualify for some financial aid at reduced rates with a half time (6 to 8 credits) or three-quarter time load (9 to 11 credits). See the Financial Aid Office for more information: 5200 level of FOSS building - (206) 546-4762.

8. Quarterly Class schedule

- <http://www.shoreline.edu/CourseProgramDesignSystem/ClassSchedulePublic/ClassScheduleLive.aspx>

9. eAdvising page

Assist distance education students with their advising needs

- <http://www.shoreline.edu/eadvising/>

10. Faculty Advising Webpage

Provides links to Advisee List, Foreign Language Requirement, Academic Calendar, etc.

- <http://intranet.shoreline.edu/facultyadvising/>

11. Tutoring Services

For students requesting additional assistance

- <http://www.shoreline.edu/tutoring/>