

# Dual Credit Advising

## Phases



### Prospective Student- Initial Advising Topics

*Before Dual Credit Courses Taken*

Phase 1:

- Discuss goals/learning plan
- Discuss interest areas
- FERPA
- What is general education
- What is a major/certificate
- Recommended courses/courses available
- Provide student success strategies/resources
- Make appropriate referrals
- Important dates/deadlines/timeline

**Supporting Materials:** Future Findr (<https://nextsteps.idaho.gov/futurefindr>), Next Steps website, student's learning plan

### Current Student Advising Topics

*At or Before 15 Credits*

Appointment with advisor for registration/course planning

Phase 2:

- Progress and reflection discussion
- Interest areas and careers discussion
- Important dates/deadlines
- Common college terms
- Understanding degrees: Gen Ed certificate/degree requirements
- Fulfilling High School Graduation Requirements
- Course transfer information
- Recommended courses
- If degree/career goal identified:
  - Outline necessary steps to complete education/career-related goal
  - Co-create a plan to achieve educational/career-related goal

**Supporting Materials:** Advising worksheet, student's learning plan

**As needed:** Assist with academic exceptions, Prior Learning Assessment process, Academic Appeals, Connect with resources

### Graduating Student Advising Topics

Phase 3:

- Transcripts request process
- Transferability of courses
- Discuss credit by exams

**Supporting Materials:** Course Transfer ([coursetransfer.idaho.gov](http://coursetransfer.idaho.gov))