

ADVISING SESSION CHECKLIST

Macon State College

Using printout of Molly Academic Report for student

1. Confirm address
2. Confirm major
 - a. If major is incorrect send to registrar to update
 - b. Send student to correct department to be advised
3. Review Unsatisfied Requirements
4. Look for CPC's
5. Look for LS Math, LS English or LS Reading
 - a. Send to Department of Learning Support, LS 210
6. Review Holds
 - a. See back for listing of common hold codes and ability to override
7. Review previous classes listed on Molly history

Other Topics to Cover

- Foreign language: 1001 vs 1002
(Spanish/French 1 and 2 in high school)
- Regents' Test requirement
- ARC resources
- Importance of GPA
- Academic Probation/Dismissal
- Online course workload
- 1st or 2nd session vs full session
- Graduation requirements and deadlines



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Common Hold Codes			
Code	Type	Override	Refer Student To
AS	Academic Standing Probation Advising	Yes	Academic Advisor
AD	Admissions Office	NO	Admissions 471-2800
AH	Academic Advising Hold	Yes	Academic Advisor
BO	Business Office	NO	Bursar's Office 471-2705
CE	CPC English (will also have LA Hold)	*Yes	Academic Advisor
CF	CPC Foreign Language	*Yes	Academic Advisor – Register for SPAN 1001 or FREN 1001
CM	CPC Math (will also have LA Hold)	*Yes	Academic Advisor
CN	CPC Natural Science	*Yes	Academic Advisor – Register for BIOL 1001K or PHSC 1011K
CS	CPC Social Science	*Yes	Academic Advisor – Register for HIST 1111 or HIST 1112
DS	Dean of Students	NO	Dean of Students 471-2710
DI	Dean of Students - Transcript OK	NO	Dean of Students 471-2710
HH	Housing Hold	NO	Bursar's Office: 471-2705 Residence Life: 471-2317
IM	Immunization Hold	NO	Admissions: 471-2800 or Registrar: 471-2853
LA	Learning Support Advising	*Yes	Academic Advisor
LI	Library	NO	Library 471-2709
LS	Approved LS course and no more than 2 additional hours	*Yes	
NS	Non-Sufficient Funds - Business	NO	Bursar's Office 471-2705
OR	Orientation Hold	NO	Student Life Office - 471-2710
PA	Parking Hold	NO	Bursar's Office: 471-2705 Public Safety: 471-2414
PR	Provisional	NO	Admissions: 471-2800 or Registrar: 471-2853
RO	Registrar's Office	NO	Registrar's Office 471-2853
* Register student for the required course(s) *			

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