# 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)