

# Advising Worksheet

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Student ID#: \_\_\_\_\_ Email: \_\_\_\_\_@connect.durhamtech.edu  
 Program of Study: \_\_\_\_\_  Degree  Diploma  Certificate  
 How sure are you of your program choice?  Very  Somewhat  Not at all  
 Other programs you are considering: \_\_\_\_\_  
 Do you plan to transfer to a 4-year college?  Yes  No  
 If yes, which college/major? \_\_\_\_\_  
 Advisor's name: \_\_\_\_\_  
 Advisor's email: \_\_\_\_\_@durhamtech.edu

Planned courses	Course information (days, times, location)	Course prerequisites

- I understand that I must meet the prerequisites for all courses, and if I enroll in an unauthorized class, I can be removed.
- I understand that it is my responsibility to check the dates, days, times and locations of my courses.
- I understand it is my responsibility to be familiar with the requirements for online courses I take, including orientations, hardware and software requirements. See [Distance Learning](#)
- I understand it is my responsibility to access Self-Service and register for courses
- I understand I must pay by deadlines posted on the [Registration](#) web page
- I understand it is my responsibility to schedule an appointment with my advisor around midterm or sooner if I am experiencing difficulties

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*For advisor use only.*

Student is admitted to the college    
  ADVS/ORNT removed    
  Educational plan reviewed  
 New ADVS set for \_\_\_\_\_    
  Student received plan of study/study track/pre-major  
 Registration override required – viewed official transcripts or test scores/updated PERC

**Advisor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_