**MTSU Advisor Training:**

**New Hire Checklist**

* Advising Website introduction and password provided
* Program Utility:
	+ Pipeline
	+ ARGOS
	+ Banner (Screens SAAADMS, SFASRPO, SGASTION, SPACMNT, SPAIDEN, SOAHOLD, SFASTCA, SGAADVR, SZAITRK, SOATEST)
	+ SSC Campus
	+ Degree Works
* File Share:
	+ BDMS
	+ M Drive/Z Drive/V Drive/etc.
* FERPA
* Title IX
* Freshmen:
	+ Prescribed Courses
	+ Scholars Academy
	+ Dual Enrollment
	+ Placement tests
	+ Raider Learning Communities
* GPAs and Academic Standing
* General Education Requirements
* Graduation/Degree Audits
* CUSTOMS
* TBR and SACM
* Forms :
	+ Upper Division
	+ BUAF
	+ Substitutions
	+ Overload Requests
	+ Fresh Start
* Transfer Pathways and TN eCampus
* Campus Resources:
	+ One Stop
	+ Career Center
	+ Counseling Services
	+ Honors College
	+ Veterans Center
	+ LGBTQ Services
	+ June Anderson Center Services