



CLC 120 College Success Seminar Assignment: Meeting with Your Academic Success Advisor

Name: _____

Purpose: This assignment will connect you with your Academic Success Advisor (ASA) in order to discuss your future academic and career goals and select classes for the upcoming semester(s).

Assignment Overview:

Part 1: Locate Your ASA's Name and Contact Information and Schedule an Appointment

Use the CLC Student Portal to locate your ASA's contact information and schedule an academic planning appointment.

Part 2: Prepare to Meet with Your ASA

Review the topics listed on the second page of this assignment, as they will help you prepare for your appointment. Capture your current thoughts, potential plans, and questions for your ASA in the spaces provided.

Part 3: Meet with Your ASA

Meeting with your ASA during your first semester at CLC is very important. Getting to know more about you and your goals will help your ASA better support you during your educational journey. **When you meet with your ASA, you will discuss courses for your future semesters. Come prepared with a list of possible classes!**

Part 1: Locate Your ASA's Name and Contact Information and Schedule an Appointment

Log into your Student Portal and Access Navigate360 via the Systems and Apps area. Once you are logged into Navigate360, you can locate your ASA's contact information under the Resources tab → People section. Write your ASA's name and contact information below.

ASA's name: _____

ASA's email: _____

Then via the Appointments tab, schedule an "Academic, Career & Transfer Planning" appointment with the Academic Success Advising department. Record the date, time, and location of the appointment in the space below. You will receive a confirmation email to your student email upon scheduling your appointment. If you need to reschedule your appointment, please log into Navigate360 to cancel your existing appointment and then schedule a new appointment.

Appointment date: _____ Time: _____

Location (Zoom or in-person at one of CLC's 3 campuses): _____

If you do not have an assigned ASA in Navigate or you need additional scheduling assistance, please contact the Welcome and One Stop Center at 847-543-2085, Grayslake Campus Room B114.

Part 2: Prepare to Meet with Your ASA

Doing some reflection in advance of your appointment will prepare you to have a more productive conversation with your ASA. First, from the list below, check off any topics that you would like to discuss with your ASA.

- ☐ Choosing a major/program of study
- ☐ Selecting a career or occupation
- ☐ Selecting a transfer institution
- ☐ Accessing financial resources (e.g., grants, loans, scholarships, emergency funds)
- ☐ Accessing academic support services (e.g. tutoring, library, disability services)
- ☐ Getting involved on campus (e.g., student clubs, organizations, events)
- ☐ Connecting to personal support services and resources (e.g., counseling, food and housing resources, transportation)
- ☐ Being successful in my classes
- ☐ Balancing my schoolwork and other life responsibilities (work, family, etc.)
- ☐ Finding a job on or off campus

Then, fill in the table below and bring this worksheet with you to your appointment.

Career or program of study I'm interested in:	
Transfer institution(s) I'm interested in:	
What's going well this semester:	
What has been challenging this semester:	
Questions for My ASA	Classes I'd like to take
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Part 3: Meet with Your ASA and Select Classes for Next Semester

Attend your scheduled appointment and work with your ASA to develop your personalized, semester by semester course plan. Your ASA may provide you with additional action items/tasks or important next steps to progress in your program of study. Write action items and courses down here after your appointment.

Action items from my ASA	Courses recommended by my ASA
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.