**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