

Prepare for Your **First** Academic Advising Appointment

Not all students need to meet with an academic advisor. For more information on your next steps, please determine which description best fits you:

- **Option A:** If you are taking classes to transfer back to another institution or for personal enrichment (non-curricular student), you do not need to see an advisor. Access Navigate to register for classes. For assistance on how to register for classes using navigate, [click here](#). If you are unable to self-register, please fill out this [enrollment form](#) with your requested classes and send any unofficial transcripts to registration@tncc.edu. If you have not met course prerequisites, you will be unable to enroll in that course. To review course prerequisites, please check the [college catalog](#).
- **Option B:** If you are pursuing a certificate or degree program (curricular student), complete this survey: [Thomas Nelson Enrollment Survey](#) **BEFORE** scheduling an appointment with your academic advisor. More information is available on our [College Readiness](#) page.
 - Confirm accuracy of your program of study.
 - If you are not enrolled in your intended program of study, review the [college catalog](#), complete the [Program Declaration Form](#) and immediately send the completed form to: advising@TNCC.EDU
 - Review the [college catalog](#), familiarize yourself with your intended program of study, and identify potential courses for enrollment.
 - Access Navigate to schedule an appointment with your academic advisor.
 - Send any/all appropriate documents (ex. unofficial transcripts, AP or IB scores, CLEP, etc.) to the advisor's email address **at least 24 hours** prior to your scheduled appointment.
 - Ensure you have proper access to technology to participate in virtual advising appointments (i.e., zoom, internet, etc.)
 - Download Navigate App
 - Download Zoom App
 - Review [Comprehensive List of Student Resources](#)

***Multiple advising appointments may be necessary to meet your academic advising needs.**