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| **HOUSTON COMMUNITY COLLEGE SYSTEM**  **BUSINESS TECHNOLOGY DEPARTMENT**  **Increase Student Completion**  **HCC logo trademarkSWHCC College:** |

**STUDENT SURVEY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Name: Last Name First Name MI*** | | | | |
|  |  |  | |  |
| ***Student Empl ID #*** | | | | |
|  | | | | |
| ***Phone Numbers*** | | | | |
| **Home:** | | | **Cell:** | |
| ***E-mail address*:** | | | | |
| ***Semester:*** | | | ***Instructor:*** | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **IAAR**  **Interactive Academic Advising Report (completed online)** | | | | | | | | | |
| **Have you declared a major?** |  | **Yes** | | |  | **No** |  | **If not, please see a HCC Academic Advisor.** | |
| **Graduation Target Date:** |  | |  | **Program/Major:** | | | | |  |
| **(Students must apply for graduation online via the Student Center in PeopleSoft)** | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employment History** | | | | | | | | | | | | | | | | | | | | |
| **Are you currently employed?** | | | |  | | | | **Yes** | |  | | | | **No** | | **If yes, start date:** | | | |  |
| **Is your employment** | | |  | | **Part-time?** | | | | **or** | | |  | | | **Full-time?** | | |  | | |
| **If you are employed, please complete the following:** | | | | | | | | | | | | |  | | | | | | | |
| **Employer** | |  | | | | | | | | | | | | | | | | | | |
| **Address** | |  | | | | | | | | | | | | | | | | | | |
| **City** |  | | | | | **State** |  | | | | **Zip** | | |  | | | **Phone#** | |  | |
|  | | | | | | | | | | | | | | | | | | | | |

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| **Comments:** |

**If you have any questions, please call 713-718-7808, or Fax 713-718-6774 between 8:00 a.m. – 5:00 p.m.**

#### Willie T. Caldwell, Division Chair, Southwest/Program Coordinator, District

**10141 Cash Road, N109, Stafford Texas 77477**

College and Career Planning

Student Success

Business Technology Department

Increase Student Completion

You must complete an online application for graduation in order to receive your certificate or degree and be listed as a completer.



|  |  |
| --- | --- |
| Name: |  |
|  | Print “your” Name |

I, \_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have been given information regarding

Student Name (Print)

the above listed items.

|  |  |
| --- | --- |
| Date: |  |

|  |  |
| --- | --- |
| Instructor Name (Print): |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| College |  |  | Course |  |





Student Success

Organizational Stewardship

Business Technology Department

STUDENT ADVISEMENT CHECKSHEET

When teaching Business Technology/Business Administration/Marketing courses, it is a requirement for the professor to inventory and complete the below list of advisement items from each student.

Have you been informed about IAAR-Interactive Academic Advising Report (completed online via the Student Center in PeopleSoft) (contractual agreement)?

* Yes  No

Have you been made aware of the importance of completing an online application for graduation in order to receive your certificate or degree?

* Yes  No

Have you been given Virtual Career information?

**Website address:** <http://www.hccs.edu/district/students/career-planning/>

* Yes  No

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**Student Name (Print) Date**

These forms must be emailed to your professor on date of completion.

Thank you for completing the surveys!