

EOP Advising Services

Advising Portfolio Instructions



WHAT IS AN ADVISING PORTFOLIO?

A portfolio is a structural collection of a person’s progress, achievements, contributions, and efforts that demonstrate accomplishments over time. The purpose of your portfolio is to help you stay organized, demonstrate the many factors associated with your college experience, and reflect on your personal and academic progress. You have the flexibility to maintain your portfolio with original materials to illustrate your goals, accomplishments, and abilities. **You will be expected to bring it with you to your advising sessions so make it practical, valuable, and express individuality.**

HOW TO CREATE YOUR PORTFOLIO?

First: We recommend that you purchase a binder (1 – 1 ½” in width) to develop your Advising Portfolio. Three ring binders make it easy to add or remove items as necessary.

Second: Design and arrange categories/tabs to help you begin organizing your portfolio. Follow the table below for suggestions on how you can organize paperwork and information in each of the tabs. Include SSEP advising activity sheets.* Feel free to add additional tabs as well!

*Not all activity sheets are required for every SSEP student. Consult with your advisor before you print specific forms for your portfolio.

*SSEP activity sheets are available on the SSEP forms webpage.

<u>Tab 1: Academics</u>	<u>Tab 2: Advising</u>	<u>Tab 3: Financial Planning/ Management</u>	<u>Tab 4: Major/Career Exploration</u>	<u>Tab 5: Goals & Reflections</u>
<ul style="list-style-type: none"> ▪ Semester Planner ▪ Weekly Planner ▪ Copy of your current class schedule ▪ Curriculum Sheet(s) ▪ General Education Selection Activity Sheet (EOP and Undeclared Freshmen Students) ▪ Updated Unofficial CPP Transcript ▪ Unofficial Transcripts from Community College 	<ul style="list-style-type: none"> ▪ Advising at CPP Sheet ▪ Acceptance Agreement (EOP Students Only) ▪ Proposed Course Schedule (Undeclared Students Only) ▪ Progress Report (EOP Declared Students Only) 	<ul style="list-style-type: none"> ▪ Copy of your current Financial Aid Award Summary (if applicable) ▪ Scholarship information (you collect) ▪ Income & Expense Worksheet ▪ SSEP College Success Seminar Handouts 	<ul style="list-style-type: none"> ▪ Major/Career exploration activities ▪ Resume and sample of cover letter ▪ Handouts from seminars/activities ▪ MBTI assessment(s) ▪ Volunteer/Intern activities ▪ Professional references ▪ Graduate school research 	<ul style="list-style-type: none"> • Goals & Action Plan • Your individual “kudos” • Sample of work you want to save • Quotes/Things that inspire you • Letters of recommendation

Third: Personalize your Advising Portfolio! You may add color, images, text, etc., to express something about yourself. To make the most out of your portfolio, continually update your portfolio based on your journey and experiences.