

## Advising Appointment Checklist

**Student's Name:** \_\_\_\_\_ **Date/Time of Appointment:** \_\_\_\_\_

**Advisor's Name:** \_\_\_\_\_ **Location of Advisor's Office:** \_\_\_\_\_

Advising is a partnership between a professor and a student. The faculty member's responsibilities include providing you with course selection advice and information regarding career opportunities and graduate school. Although your academic advisor will attempt to answer any questions you have, it is your responsibility to understand and to fulfill all University requirements.

**To facilitate the advising process, you are required to complete the following checklist before your advising appointment.**

- Review the Undergraduate Catalog, particularly sections that describe course requirements for your major and for graduation.
- Review your latest DARS report to determine which specific courses you need.
- Review your placement test results:
  - \* If you placed in Math 101 or Math 102, you must take that course.
  - \* If you placed in English 150, we highly recommend that you take English 150.
  - \* If your reading level is below 80, we highly recommend that you take UC 112.
- Prepare a tentative schedule of courses. Bring the schedule to your advising appointment.
  - \* Select a few alternative classes, as your primary selections may be unavailable.
  - \* If you have declared a major, focus on courses that will help you complete your requirements. If you have not declared a major, explore courses that will help you decide. If you are on academic probation, consider scheduling courses that will improve your ability to learn while you rebuild your GPA.
- Prepare a list of questions for your advisor. Bring the list to your advising appointment.