



Advising Appointment – Check List *(first appointment / all meetings)*

*Prior to all advising appointments: Review the **student's academic history on BANNER and DegreeWorks.**
(Transfer credits, changes of major, completed hours, GPA, course substitutions, CPC requirements, holds, etc.)*

- Send an email to your list of advisees reminding them to schedule an appointment to be advised.
- Introduce yourself and explain the role of the academic advisor.
Refer to the “Art Student Advising & Registration Information” form.
Inform them of your office hours, contact information, and provide a business card.
- Ask what career goals, academic and personal interests they have. Explain the various degree programs with an emphasis on the most appropriate one for their career goals.
- Refer the student to the Department of Art & Design website, and briefly show them where to find key information such as faculty contact, advising/registration forms, scholarship opportunities, etc. Also, emphasize the importance of the undergraduate catalog (print or online); many answers can be found here.
- Explain the various curriculum check sheets and how they are used. Emphasize the importance of taking the courses in sequence, and enrolling in major coursework as soon as they declare their major. Explain prerequisites, major restrictions, and GPA requirements (ID 2.5, ARED 2.75).
- Explain the Core Curriculum. Ideally, art majors take major courses and CORE classes in their first semester.
“Getting your CORE out of the way,” can delay graduation, and backlog their art schedule with too many studio courses too late in their degree program.
- Drop/Withdraw: Remind them to consult with you before they drop or withdraw from any course. Explain the difference between a drop/withdrawal. Students are only allowed 5 withdrawals. Explain the consequences of dropping/withdrawing from courses. (a) That they will count against the HOPE grant hours. (b) May delay graduation. (c) Will cause scheduling problems if the courses dropped are prerequisites for other required courses. *Withdrawal deadline is typically the week prior to midterm.*
- Explain the Academic Warning, Probation, and **Suspension Policy and “chain of command”** for solving academic problems. Instructor, then Advisor, Department Head, Dean of the College in question, VPAA.
- Explain credit hours, lecture and studio hours, and full-time academic load (12hrs=full-time, 15 is preferred).
- Explain the Graduation Application Process and timeline (Complete and submit at the completion of 90 hours)
- Students should sign up early for advising appointments and keep the appointment. Each student advisee should review courses on BANNER and have a proposed schedule (based on check sheet) ready at the appointment.
- Review courses/schedule with the advisee and check for prerequisites/issues. Remind them of the problems with taking courses that are not a part of their degree program. Complete and sign the Academic Advising Form. Make sure the student has a list of alternate courses. Make a copy of the form for their advising folder.
- Login to BANNER, check for holds, **“lift their flag,” which** makes them eligible to register for courses. Remind them that they will have to pay their tuition/fees by the Financial Aid deadline or the courses will be dropped.
- Notate a record of each advising session in their file including any problems or concerns by you or the student. If a student does not come in for advising note that in the file as well, then notify the Senior Secretary and Graduate Assistant to follow up with the advisee.
- Provide a copy of their check sheet and remind them to keep a file of their records and to bring it with them at all subsequent advising sessions.
- Remind your advisee to stay in touch with you, especially if considering dropping or withdrawing from a course.