

Advising Appointment Preparation Sheet

Student Information

Name _____
Appointment Date/Time _____
Email _____ Phone _____
Current Major(s) _____ Minor(s) _____
Projected Graduation Date _____ Graduation Progress Evaluation Done? _____

Check items of interest as you prepare to meet with your advisor.

The Big Picture

- _____ 1. Thinking of yourself as a scholar
- _____ 2. Exploring the values and benefits of a liberal arts education
- _____ 3. Setting goals and making decisions
- _____ 4. Organizing and maintaining a record of progress toward degree
- _____ 5. Developing a personal experience log and career development portfolio

Opportunities

- _____ 1. Study abroad
- _____ 2. Undergraduate research
- _____ 3. Externships or internships
- _____ 4. Graduate or professional school
- _____ 5. Academic organizations
- _____ 6. Second major and/or minor(s)
- _____ 7. Informational interviewing or job shadowing
- _____ 8. Summer study or travel
- _____ 9. SI (Supplemental Instruction)
- _____ 10. Forming a study group

Specific Questions and Concerns

- _____ 1. A requirement
- _____ 2. A policy or procedure
- _____ 3. Transfer credit
- _____ 4. Academic standing
- _____ 5. Non-academic concerns
- _____ 6. Making a particular decision
- _____ 7. A referral
- _____ 8. Campus life and culture
- _____ 9. Career questions
- _____ 10. Course-related issues

Program Planning

Check off items as you complete them in preparation for your appointment.

- _____ 1. Become familiar with the university and college academic requirements and policies by reading the University Catalog.
- _____ 2. Access and print your Degree Audit Report (DAR). Read it and note questions on the audit, and bring it to the appointment.
- _____ 3. Prepare a list of courses and alternatives for the next semester. Read course descriptions and note prerequisites. Consult the schedule of classes and prepare sample schedules. Check locations.
- _____ 4. *(Optional)* Create sample schedules. Print and bring to appointment.
- _____ 5. Outline a plan for multiple semesters based on sequences and prerequisites.

Note any additional questions/concerns on the back of this sheet.