

ADVISING PROCESS

Advisor Checklist

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| <ol style="list-style-type: none"> 1. Teach the importance of career goals. 2. Discuss degree plans and program requirements with advisees. 3. Explain a STARS Guide for transfer degrees. 4. Examine/discuss/explain the MAPS Guide worksheets and requirements each semester. 5. Explain academic policies and procedures. | <ol style="list-style-type: none"> 6. Explain student support services. 7. Be accessible in your office during office hours, by telephone, and via email. 8. Maintain confidentiality pursuant to FERPA. 9. Be knowledgeable in academic and career fields of the majors advised. 10. Provide support to ensure successful progression to graduation. |
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Student's First Semester

Student's Second Semester

Student's Third Semester (and every other semester until Final)

BEFORE

First Meeting with Advisee

- ___ Review the (M) MAPS Guide Career Exploration Worksheet to get to know your student ([M link](#))

DURING

First Meeting with Advisee

- ___ Discuss the (M) MAPS Guide Career Exploration Worksheet with Advisee ([M link](#))
- ___ Have advisee fill out, **by hand**, the (A) MAPS Guide Registration Worksheet as you add classes to build the student schedule on NOAH or the Green Screen; explain that this document will need to be uploaded by the student before the advising meeting for the next semester ([A link](#))
- ___ Discuss with advisee how to upload the completed document to AdvisorTrac ("[How To...](#)" [link](#))
- ___ Complete registration of advisee for first-semester courses
- ___ Remind advisee to print a STARS Guide (if applicable)
- ___ Discuss with advisee how to set a **one semester** goal for (P1) MAPS Guide Goals Worksheet (due at/ before next advising meeting) ([P1 link](#))

BEFORE

End of Semester 1 meeting (0-18 credit hours)

- ___ Review the advisee's (P1) MAPS Guide Goals Worksheet in AdvisorTrac ([P1 link](#))
- ___ Review questions to ask students about the P1 form ([Questions link](#))

DURING

End of Semester 1 Meeting

- ___ For advisee's (P1) MAPS Guide Goals Worksheet, discuss goal setting ([Questions link](#))
- ___ **Review with advisee his/her transfer guide/program of study to make sure he/she is on course for completion.**
- ___ Review advisee's completed (A) MAPS Guide Registration Worksheet in AdvisorTrac, (make adjustments as needed) and successfully register advisee for 2nd semester classes
- ___ Discuss with advisee how to set a new **one semester** goal for (P2) MAPS Guide Goals Worksheet (due at/ before next advising meeting) ([P2 link](#))

BEFORE

End of Semester 2 Meeting (15-30 credit hours)

- ___ Review the advisee's (P2) MAPS Guide Goals Worksheet in AdvisorTrac ([P2 link](#))

DURING

End of Semester 2 Meeting

- ___ For advisee's (P2) MAPS Guide Goals Worksheet, discuss resources, obstacles, and how to overcome obstacles ([Questions link](#))
- ___ **Review with advisee his/her transfer guide/program of study to make sure he/she is on course for completion.**
- ___ Review advisee's completed (A) MAPS Guide Registration Worksheet in AdvisorTrac, (make adjustments as needed) and successfully register advisee for 3rd semester
- ___ Discuss with advisee how to set a **new one semester** goal for (P2) MAPS Guide Goals Worksheet (due at/ before next advising meeting) ([P2 link](#))
- ___ Discuss transfer schools and admission requirements with advisee (if applicable)



End of Final Semester



___ Review Transfer Guide/Degree Plan with Advisee

___ Have Student Complete Graduation Application