

# ADVISING PROCESS

## Advisor Checklist

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