Advising Checklist

- **DATES & DEADLINES**: (be sure to discuss upcoming dates with them, these are located on the web)
  - Final Exams
  - Semester Start Dates
  - Add/drop
  - Credit/NC
  - Withdraw
  - Advising
  - Registration

- **UNITS**: Students need to take 4.0 a semester for 4 years to reach 32. If they drop or fail a course, they need to “catch up” at a later semester or over the summer.


- **MODES**: Do they know what these are? How to locate a course that meets these requirements?
  - Artistic (A), Historic (H), Modeling (M), Scientific (S), Textual (T)

- **CATEGORIES**: Do they know what these are? How to locate a course that meets these requirements?
  - Gender (D), Global (L), Environmental (V), Ethnicity (Y)

- **DIVISION** (if 2 are required, both can be from the same department)
  - 2 (BIOL, CHEM, MATH, CS, GEOL, PHYS, HSP)
  - 2 (FL, ENGL, RS, PHIL, HSP)
  - 1 (ART, ARTH, THEA, MUS, HSP)

- **GPA**
  - Cumulative: must be 2.0 (though some majors require higher)
  - Major, Minor, and Concentration: must be a 2.0, if their cumulative is below a 2.5, check their major GPA.

- **WRITING COMPETENCY EXAM**: Have they taken and passed? Will hold their registration once they become a junior.

- **MAJOR**: Have they declared a major? Is it right in PAWS? Do they know the requirements for it? If they’ve taken courses in their major, how are they doing in those classes? What type of job are they aspiring to? Are they on the right track?

- **MINOR**: Do they plan to declare a minor? Is it right in PAWS? What are their plans? How will this help them with their goals?

- **CONCENTRATION**: Do they plan to declare a concentration? Is it correct in PAWS? What are their plans? How will this help them with their goals?
o OTHER:

✓ PHED (no more than 1 unit of PHED activity courses – (P))
✓ MUSC (no more than 2 units of “ensembles” for non-music students (E))
✓ TRANSFER (they can only transfer in 16 units) Do we have their official transcripts from the other school (are the transfer credits in PAWS)?
✓ DEPARTMENT (only have 16 from one department that count towards their major)
✓ Transfer credits: did they take courses elsewhere during the summer? Did they submit an official transcript with the Registrar’s Office.
✓ AP Credits: Do we have those? How can they be used?
✓ High School Dual Enrollment: These won’t automatically appear in the “cum unit” total, must manually calculate them in
✓ Career Services: Do they plan to go to grad school or get a job? Do they have a plan after graduation? Have they met with career services to talk about this?
✓ Planning Internship: When are they planning to do this? Should begin the process at least one semester prior OR SOONER.
✓ Planning Off Campus: When are they planning to do this? Should begin the process at least one semester prior OR SOONER.
✓ PAWS: Do they know how to pre-register, register and utilize PAWS?

o QUESTIONS to spur discussion with student:

1. How are your classes going for you this semester?
2. What is your favorite class this semester? Why?
3. What have you been doing with your “free” time?
4. Do you have any questions about the degree requirements?
5. What are your plans for the upcoming break?
6. Have you thought about your plans after college? What are they?
7. What campus activities have you attended recently?
8. (If they are taking a course from their major) How is that course going?
9. Where are you living this year and how is it going for you?
10. What do you find most helpful about PAWS?