

Things to Cover in Advising Appointment

Sophomore Year- October (for Spring Semester)

- Check GPA (cumulative & major)
- Check & discuss Modes & Categories
- Check & discuss general division requirement
- Have they thought about a major (Confirm major, minor, concentration if have one)
- Discuss add/drop & withdraw- important timelines
- Have they taken the writing competency exam
- Talk about Off Campus Experience (if planning to do, save courses they can take)
- AP units- how & where can count

Sophomore Year - March (for Fall Semester)

- Check GPA (cumulative & major)
- Check & discuss Modes & Categories
- Check & discuss general division requirement
- Have they declared a major
- Discuss add/drop & withdraw- important timelines
- Have they taken the writing competency exam
- Are they planning an internship- have they started the process

Junior Year- October (for Spring Semester)

- Check GPA (cumulative & major)
- Check & discuss Modes & Categories
- Check & discuss general division requirement
- Confirm major, minor, concentration
- Discuss add/drop & withdraw- important timelines
- Have they taken the writing competency exam
- Are they planning grad school- have they started exploring options
- Have they met with Career Services
- How many units does student have- should be about 16
- Now that they have a major- look for overlap

Junior Year - March (for Fall Semester)

- Check GPA (cumulative & major)
- Check & discuss Modes & Categories
- Check & discuss general division requirement
- Confirm major, minor, concentration
- Discuss add/drop & withdraw- important timelines
- Have they had a pre-graduation audit
- How many units have they completed
- Should be over ½ done with major requirements
- How many units- should have about 20
- Have they changed their major/minor (is it correct in Banner)
- Have met with Career Services- resume, interview skills

Senior Year - October (for Spring Semester)

- Check GPA (cumulative & major)
- Check & discuss Modes & Categories
- Check & discuss general division requirement
- Have they thought about a major
- Confirm major, minor, concentration
- Discuss add/drop & withdraw- important timelines
- How many units- should have 24
- Have they completed “application for degree”
- Is major/minor/concentration correct in Banner
- Have they had a senior audit
- Discuss graduation information
- Firm up after graduation plans (grad school, job)