

## Advising Appointment Checklist

**Student's Name:** \_\_\_\_\_ **Date/Time of Appointment:** \_\_\_\_\_

**Advisor's Name:** \_\_\_\_\_ **Location of Advisor's Office:** \_\_\_\_\_

Advising is a partnership between a professor and a student. The faculty member's Responsibilities, include providing you with course selection advice and information regarding career opportunities and graduate school. Although your academic advisor will attempt to answer any questions you have, it is your responsibility to understand and to fulfill all graduation requirements.

**To facilitate the advising process, you are required to complete the following checklist before your advising appointment.**

- Review the Undergraduate Catalog, particularly sections that describe course requirements for your major and for graduation.
- Review your latest DARS report to determine which specific courses you need.
- Review your placement test results:
  - \* If you placed in MATH D004 or MATH D005, you must take that course.
  - \* If you placed in English D150, we highly recommend that you take ENG D150.
  - \* If you placed into UCD 998, we highly recommend that you take UCD 998.
- Prepare a tentative schedule of courses. The course offerings can be found at (ADD LINK). Bring the schedule to your advising appointment.
  - \* Select a few alternative classes, as your primary selections may be unavailable.
  - \* If you have declared a major, focus on courses that will help you complete your requirements. If you have not declared a major, explore courses that will help you decide. If you are on academic probation, consider scheduling courses that will improve your ability to learn while you rebuild your GPA.
- Prepare a list of questions for your advisor. Bring the list to your advising appointment