Before Advising Begins, for Continuing Students

- send email to advisees with instructions for making appointments
- update records for each student
  - review Concise Schedule in SSC
  - check midterm grades in SSC or Starfish
  - check for any flags in Starfish
  - is degree/major/minor/concentration listed correctly in SSC (and DW)
- Check for any holds in SSC
  - email student to let them know of holds that will impact ability to register
- determine which courses they have left to take (eventually in DW)
- if earned more than 90 hours, do a pre-graduation check and determine if they need to complete a graduation application

Before Advising Begins, For Freshman or First Time Meeting

- check placement scores in SSC or Starfish
  
  **Math**
  
<table>
<thead>
<tr>
<th>Score</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-4</td>
<td>Math 120A</td>
</tr>
<tr>
<td>5</td>
<td>Math 102, Math 120</td>
</tr>
<tr>
<td>5-10</td>
<td>Math 121A</td>
</tr>
<tr>
<td>11</td>
<td>Math 121</td>
</tr>
<tr>
<td>14</td>
<td>Math 126</td>
</tr>
<tr>
<td>20</td>
<td>Math 127</td>
</tr>
<tr>
<td>30</td>
<td>Math 141</td>
</tr>
</tbody>
</table>

  **Biology**
  
<table>
<thead>
<tr>
<th>Score</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-12</td>
<td>BIO 143</td>
</tr>
<tr>
<td>13+</td>
<td>BIO 243</td>
</tr>
</tbody>
</table>

During Advising, For Freshman or First Time Meeting

- ask student to verify that all of their previous course work is listed on SSC
  - AP/IB
  - Dual Enrollment
  - Other transfer credit from other institutions
  - Military course work

During Advising Meeting, Continuing Students

- discuss grades from previous semester
- discuss midterm grades
- select courses for following term (Schedule Planner in SSC)
- confirm they know how to find their registration time and how to register
- discuss Career Readiness
  - job or graduate school path?
  - which NACE competencies have they addressed, how will that appear on resume
  - plans to address other competencies...service learning/internship/study abroad/job shadowing/undergraduate research
- resume check
- social media check
End of semester

❑ review final grades
❑ send congratulatory emails
❑ check academic standing on SSC
   ❑ if on probation, contact student to let them know they may need to do an appeal
❑ check for unsatisfactory academic progress
   ❑ if student has financial aid and earned less than 67% of attempted hours with a 2.0 or better GPA then they may lose their financial aid for the following semester. Contact the student to let them know they may need to do an appeal.