

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

0-4	Math 120A
5	Math 102, Math 120
5-10	Math 121A
11	Math 121
14	Math 126
20	Math 127
30	Math 141

Biology

0-12	BIO 143
13+	BIO 243

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.