Prior to the Appointment:

- Review the student’s Degree Progress Report in People Soft. Make sure to identify the following:
  - Major
  - Minor
  - Transfer work
  - Number of credit hours EARNED
  - Number of credit hours NEEDED to complete degree
  - Number of Upper Level credit hours EARNED
  - Number of Upper Level credit hours NEEDED to complete degree
  - Current GPA and Academic Standing
  - Unusual grades and/or classes (especially incomplete grades I/G)
  - Holds
  - Enrollment date

- Consider going to the Academic Advising website to print and complete a curriculum guide and/or a “What can you do with a Major in…” flier for your major. These are great resources for students.

Make sure you explain to the student that the curriculum guide only lists major requirements. Students should refer to their Degree Progress Report for official degree completion information. The curriculum guide can be used in combination with the Degree Progress Report to identify requirements met and requirements needed. Some departments have their own advising worksheets. Check with your division or department chair for more information.

During the Appointment:

- Welcome the student
- Ask general questions: How is your semester going? What your favorite class? Tell me about any areas you are finding difficult this semester? (Try to ask open ended questions in an attempt to get the student talking and hopefully avoid yes/no answers).
- Review the student’s Degree Progress Report (the information mentioned above should be discussed with the student).
- Discuss course options for the upcoming semester.
- Talk about pre-requisites, sequential courses and/or course offerings (especially major courses that are only offered in a particular semester).
- Talk about major grade requirements, relocation and/or professional school requirements.
- Ask the student about their career and/or professional goals.
- Discuss the major with the students. Talk to the student about ways to enhance their resume (major related club/organization, related minor, internship, study abroad, directed research project, etc.)
- Discuss appropriate campus resources and referrals.
- Remind the student of any hold information on their account and make referrals if necessary. Remind the student that they will not be able to register until ALL holds are released.
- Remind the student of their assigned enrollment date/time. Encourage them to register on, or near that date/time for the best opportunities of getting the courses they need.

After the Appointment:

- Release the student’s advisement hold
- Make notes in the student’s advising folder