



Advising Checklist

A quick rundown of important items to check for with each advisee, especially seniors:

- ___ 1. Do they have, or are they working towards, **126 credits overall**?

- ___ 2. Is the **anticipated graduation date** correct? *If not, let the Registrar know.*

- ___ 3. Do they have the **8 for 8** requirement completed? *This needs to be manually checked because the current system cannot do it.*

- ___ 4. Do they have a **2.0 GPA in their major(s)**?

- ___ 5. Do they have a **2.0 GPA in their minor(s)**?

- ___ 6. Do they have a **cumulative 2.0 GPA**?

- ___ 7. Have **50% of the major courses** been taken at Wittenberg?

- ___ 8. Are there any missing **major or minor requirements**?

- ___ 9. Do any courses need to be **substituted**? *If so, please use the substitution form from the advising website (do not wait till the last semester).*

- ___ 10. Are there any **transfer credits** that should be pre-approved?