

If you are advising first-year students, start with the first box on this page. If you are advising a student who is majoring in your department, start with the appropriate semester below. It is recommended that you ask students to come to the advising meeting with some tasks completed beforehand (e.g., checking their requirements and course offerings, planning courses and back-ups, etc.) to ensure sufficient time to discuss/explore the items below.

First Year, First Semester Advising Meeting:

- ☐ Check on midterm grades and coursework; ask how things are going in their classes and elsewhere
- ☐ If a student seems to be having difficulties transitioning to college and/or asks about academic support services, refer them to their Success Advisor and/or [COMPASS](#).
- ☐ Ask about friends and organizations: Have they connected socially with others?
- ☐ [Math Placement](#): If students have not completed their math placement exam, refer them to Obed Lewis in the Math Workshop (olewis@wittenberg.edu).
- ☐ Check for any account holds^ (see note at the bottom)
- ☐ Interest in possible [major\(s\)](#) and appropriate course(s) to take next semester; if ready to declare, use the [major/minor declaration form](#)
- ☐ [Connections Curriculum](#) requirements and possible courses for next semester
- ☐ Registering for 16+ credits next term (should have multiple back-up options for each course)
- ☐ Check anticipated degree date and whether student is bringing in enough credits to graduate early; student should complete a [Change of Degree Date](#) form if needed
- ☐ Approve for registration in Self-Service by clicking "Advisement Complete"

If a student talks about transferring, or expresses dissatisfaction with their experience so far, please refer them to Student Development (deanofstudents@wittenberg.edu). Please also file an [Early Alert](#) with this concern to facilitate appropriate outreach.

Be sure to enter detailed notes on Self-Service about what you discussed during the Advising meeting, including course plans and other topics, and remember these are permanent, official notes that are visible to others, including the student. The notes field will not allow any special characters. Archive course plans by clicking "Review Complete."

First Year, Second Semester Advising Meeting:

- ☐ Check midterm grades and discuss if needed; refer to [COMPASS](#) if needed
- ☐ Check [Math Placement](#) exam/score (see above)
- ☐ Check for any account holds^
- ☐ Completed 16+ credits last term, registered for 16+ credits this term* (see note at the bottom)
- ☐ Interest in possible [major\(s\)](#) and appropriate course(s) to take next semester; if ready to declare, use the [major/minor declaration form](#)
- ☐ [Connections Curriculum](#) requirements and possible courses for next semester
- ☐ Start to explore possible [experiential learning](#) and/or [civic engagement](#) opportunities (research, internships, study abroad, FIRE Week, etc.)
- ☐ Possible career/grad school interests; refer student to the [Center for Personal & Professional Development](#) to begin working on resume/LinkedIn
- ☐ Registering for 16+ credits next term (should have multiple back-up options)
- ☐ Approve for registration in Self-Service by clicking "Advisement Complete"

Be sure to enter detailed notes on Self-Service about what you discussed during the Advising meeting, including course plans and other topics, and remember these are permanent, official notes that are visible to others, including the student. The notes field will not allow any special characters. Archive course plans by clicking "Review Complete."

Second Year, First Semester Advising Meeting:

- ☐ Check midterm grades and discuss if needed; refer to [COMPASS](#) if needed
- ☐ Check [Math Placement](#) exam/score (see above)
- ☐ Check for any account holds^
- ☐ Completed 32+ credits (sophomore status), registered for 16+ credits this term; if not, how to catch up*
- ☐ Interest in possible [major\(s\)](#) and appropriate course(s) to take next semester if they have not yet declared; if ready to declare, use the [major/minor declaration form](#)~ (see note below)
- ☐ [Connections Curriculum](#) requirements and possible courses for next semester
- ☐ Possible [experiential learning](#) and/or [civic engagement](#) opportunities (research, internships, study abroad, FIRE Week, etc.)
- ☐ Possible career/grad school interests; refer student to the [Center for Personal & Professional Development](#) to begin working on resume/LinkedIn
- ☐ Registering for 16+ credits next term, with appropriate back-ups
- ☐ Check anticipated degree date against progress; student should complete [Change of Degree Date](#) if needed
- ☐ Approve for registration in Self-Service by clicking "Advisement Complete"

~Students must declare a major before they register next semester or they will have a hold placed on their account, delaying their ability to register until they declare a major.

Be sure to enter detailed notes on Self-Service about what you discussed during the Advising meeting, including course plans and other topics, and remember these are permanent, official notes that are visible to others, including the student. The notes field will not allow any special characters. Archive course plans by clicking "Review Complete."

Second Year, Second Semester Advising Meeting:

- ☐ Check midterm grades and discuss if needed; refer to [COMPASS](#) if needed
- ☐ Check [Math Placement](#) exam/score (see above)
- ☐ Check for any account holds^
- ☐ Completed 48+ credits so far, registered for 16+ credits this term; if not, how to catch up*
- ☐ Complete a [major/minor declaration form](#) if they have not already done so~
- ☐ [Connections Curriculum](#) requirements and possible courses for next semester
- ☐ [Experiential learning](#) / [civic engagement](#) (research, internships, study abroad, FIRE Week, etc.)
- ☐ Possible career/grad school interests; refer student to the [Center for Personal & Professional Development](#) for resume/LinkedIn/internship help
- ☐ Registering for 16+ credits next term, with appropriate back-ups
- ☐ Approve for registration in Self-Service by clicking "Advisement Complete"

~Students must declare a major before their registration window opens to avoid a hold on their account and a delay in registering.

Be sure to enter detailed notes on Self-Service about what you discussed during the Advising meeting, including course plans and other topics, and remember these are permanent, official notes that are visible to others, including the student. The notes field will not allow any special characters. Archive course plans by clicking "Review Complete."

Third Year, First Semester Advising Meeting:

- ☐ Check midterm grades and discuss if needed; refer to [COMPASS](#) if needed
- ☐ Check [Math Placement](#) score (see above)
- ☐ Check for any account holds^
- ☐ Completed 64+ credits (junior status), registered for 16+ credits this term; if not, how to catch up*
- ☐ Next courses in the major/minor
- ☐ [Connections Curriculum](#) requirements and possible courses for next semester
- ☐ Check LO1 completion; explore [experiential learning](#) / [civic engagement](#) (research, internships, study abroad, FIRE Week, etc.) if needed
- ☐ Possible career/grad school interests; refer student to the [Center for Personal & Professional Development](#) for resume/LinkedIn/internship/grad school prep help
- ☐ Registering for 16+ credits next term, with appropriate back-ups
- ☐ Check anticipated degree date against progress; student should complete [Change of Degree Date](#) if needed
- ☐ Approve for registration in Self-Service by clicking "Advisement Complete"

Be sure to enter detailed notes on Self-Service about what you discussed during the Advising meeting, including course plans and other topics, and remember these are permanent, official notes that are visible to others, including the student. The notes field will not allow any special characters. Archive course plans by clicking "Review Complete."

Third Year, Second Semester Advising Meeting:

- ☐ Check midterm grades and discuss if needed; refer to [COMPASS](#) if needed
- ☐ Check [Math Placement](#) score (see above)
- ☐ Check for any account holds^
- ☐ Completed 80+ credits so far, registered for 16+ credits this term; if not, how to catch up*
- ☐ Next courses in the major/minor
- ☐ [Connections Curriculum](#) requirements and possible courses for next semester
- ☐ Check LO1 completion; [experiential learning](#) / [civic engagement](#) (research, internships, study abroad, FIRE Week, etc.) if needed
- ☐ Possible career/grad school interests; refer student to the [Center for Personal & Professional Development](#) for resume/LinkedIn/internship/grad school prep help
- ☐ Registering for 16+ credits next term, with appropriate back-ups
- ☐ Approve for registration in Self-Service by clicking "Advisement Complete"

Be sure to enter detailed notes on Self-Service about what you discussed during the Advising meeting, including course plans and other topics, and remember these are permanent, official notes that are visible to others, including the student. The notes field will not allow any special characters. Archive course plans by clicking "Review Complete."

Fourth Year, First Semester Advising Meeting:

- ☐ Has the student applied for graduation? (they received an email from the Registrar about this)
- ☐ Check midterm grades and discuss if needed; refer to [COMPASS](#) if needed
- ☐ Check for any account holds[^]
- ☐ Completed 96+ credits (senior status), registered for 16+ credits this term; if not, how to catch up*
- ☐ Remaining courses in the major/minor
- ☐ Remaining [Connections Curriculum](#) requirements and possible courses for next semester
- ☐ Check LO1 completion; explore [experiential learning](#) / [civic engagement](#) (research, internships, study abroad, FIRE Week, etc.) if needed
- ☐ Possible career/grad school interests; refer student to the [Center for Personal & Professional Development](#) for resume/LinkedIn/internship/grad school prep help
- ☐ Registering for 16+ credits next term, with appropriate back-ups
- ☐ Check anticipated degree date against progress; student should complete [Change of Degree Date](#) if needed
- ☐ Approve for registration in Self-Service by clicking "Advisement Complete"

Be sure to enter detailed notes on Self-Service about what you discussed during the Advising meeting, including course plans and other topics, and remember these are permanent, official notes that are visible to others, including the student. The notes field will not allow any special characters. Archive course plans by clicking "Review Complete."

Fourth Year, Second Semester Advising Meeting:

NOTE: This meeting is most likely only necessary if the student needs to finish up in summer or next semester.

- ☐ Check all requirements for graduation, including total credits*
- ☐ Approve for registration in Self-Service if needed by clicking "Advisement Complete"

Be sure to enter detailed notes on Self-Service about what you discussed during the Advising meeting, including course plans and other topics, and remember these are permanent, official notes that are visible to others, including the student. The notes field will not allow any special characters. Archive course plans by clicking "Review Complete."

***CREDITS TO GRADUATE:** If a student is behind on the 16+ credits per semester timeframe, discuss how to gain those credits back: [summer courses](#), [SOCHE courses](#), an online consortium, or [transfer credits](#) from another school. (Summer school carries additional costs.)

Check anticipated degree date periodically; student should complete a [Change of Degree Date](#) if their progress does not match the original date. **Per the [Academic Catalog](#), the requirements to graduate are:**

- At least 126 total credits completed
 - *Dual-degree students must complete at least 158 credits (126 + 32). A double major (one degree and one diploma) **is not the same** as a dual degree (two degrees and two diplomas). See the [Academic Catalog](#) for more information about graduating with more than one degree earned at Wittenberg University.*
- Program (major, minor) requirements complete or pending complete before anticipated degree date
- A cumulative GPA of at least 2.000
- A major GPA of at least 2.000
- All Learning Outcomes in the Connections Curriculum must be completed

^CLEARING HOLDS: If a student has a hold on their account, they may be prevented from registering until the hold is cleared. Please direct the student to the appropriate office to take care of their hold, depending on the type:

- Financial: Student Financial Services: studentfinancialservices@wittenberg.edu, 937-327-7321, or [click here to schedule a Teams meeting](#)
- Student Conduct: deanofstudents@wittenberg.edu
- Registrar, Final High School Transcript: registrar@wittenberg.edu