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?