

Advising Checklist

Name: _____ Graduation Year: _____

First Semester/Initial meeting: during the first four weeks of class. Here is a chance to establish a comfortable working relationship with the student—you could have them fill out an [initial survey](#) before you meet, to collect some information that will help you know them.

- Coursework:** How are classes going? If students seem to be having a difficult time transitioning to college and/or ask about academic support services, you can refer them to [COMPASS](#).
- Friends and Organizations:** How have they connected with others; what are they interested in; what groups have they joined?
- Enrolled in 16+ credits
- Interest in possible majors: _____
- Math Placement:** If students have not completed their math placement, please refer them to Obed Lewis and the Math Workshop (olewis@wittenberg.edu).
- Language Placement:** For questions on language placement, please write Christina Reynolds (reynoldsc@wittenberg.edu).

Notes:

First Semester/Second meeting: during the advising window, before registration. **You can check the student's tentative schedule choices in SelfService.**

- Check on midterms and coursework—how are things going?
- Social connections: friends and organizations.
- Check placement exams—see above
- Registering for 16+ credits
- Interest in majors: _____
- Approve for registration

If a student has expressed an interest in a major (or minor), see if it is possible for them to register for courses in that discipline.

If a student has decided on a major, discuss their courses with them, approve them to register, and then have them fill out a [major declaration form](#). If a student would like to declare a minor, have them fill out a [minor declaration form](#).

Could talk with student about campus job, internship, research opportunities.

File notes about course plans on SelfService—these are permanent, official notes.

Second Semester/Initial meeting: during the first four weeks of class. Always good to start by asking how their break was—and what are they looking forward to in the semester?

- Check last year's grades
- Social connections: friends and organizations
- Check placement exams—see above
- Completed 16+ credits last term
- Registered for 16+ credits this term
- Interest in majors: _____
- [Experiential Learning](#) options (research, internships, study abroad)

If a student has decided on a major, have them fill out a [major declaration form](#).

If a student would like to declare a minor, have them fill out a [minor declaration form](#).

If a student has not completed 16+ credits to date, it can be good to discuss how to gain those credits back: [summer courses](#), [SOCHE courses](#), an online consortium, or [transfer credits](#) from another school. (Remember that summer school carries costs that might make it unfeasible.)

If a student talks about transferring, or expresses dissatisfaction with their experience so far, feel free to refer them to Jon Duraj (jduraj@wittenberg.edu).

Notes:

Second Semester/Second meeting: during the advising window, before registration. **You can check the student's tentative schedule choices in SelfService.**

- Check midterms and coursework—how are things going?
- Check placement exams—see above
- Registering for 16+ credits
- Interest in majors: _____
- [Experiential Learning](#) options (research, internships, study abroad)

If a student has decided on a major, discuss their courses with them, approve them to register, and then have them fill out a [major declaration form](#).

If a student would like to declare a minor, have them fill out a [minor declaration form](#).

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Third Semester/Initial meeting: during the first four weeks of class. Check in about the summer—what did they do? What are they looking forward to this year?

- Check last year's grades
- Social connections: friends and organizations
- Check placement exams—see above
- Completed 32+ credits last year
- Registered for 16+ credits this term
- Interest in majors: _____
- [Experiential Learning](#) options (research, internships, study abroad)

If a student has decided on a major, have them fill out a [major declaration form](#).

If a student would like to declare a minor, have them fill out a [minor declaration form](#).

If a student has not completed 32+ credits to date, it can be good to discuss how to gain those credits back: [summer courses](#), [SOCHE courses](#), an online consortium, or [transfer credits](#) from another school. (Remember that summer school carries costs that might make it unfeasible.)

Notes:

Third Semester/Second meeting: during the advising window, before registration. **You can check the student's tentative schedule choices in SelfService.**

- Check midterms and coursework—how are things going?
- Check placement exams—see above
- Registering for 16+ credits
- Interest in majors: _____
- Approve for registration

If a student has decided on a major, discuss their courses with them, approve them to register, and then have them fill out a [major declaration form](#).

If a student would like to declare a minor, have them fill out a [minor declaration form](#).

File notes about course plans on SelfService—these are permanent, official notes.

Fourth Semester/Initial meeting: during the first four weeks of class. As always, it's good to ask about break and what is exciting about the upcoming semester.

- Check last year's grades
- Social connections: friends and organizations
- Check placement exams—see above
- Completed 48+ credits to date
- Registered for 16+ credits this term
- Interest in majors: _____

Student will need to fill out a [major declaration form](#). **Students do need to declare a major in order to register for Junior year.**

If a student would like to declare a minor, have them fill out a [minor declaration form](#).

If a student has not completed 48+ credits to date, it can be good to discuss how to gain those credits back: [summer courses](#), [SOCHE courses](#), an online consortium, or [transfer credits](#) from another school. (Remember that summer school carries costs that might make it unfeasible.)

Notes:

Note: This meeting would probably not happen unless you became the student's major advisor.

Fourth Semester/Second meeting: during the advising window, before registration.

- Check midterms
- Registering for 16+ credits
- Approve for registration

If a student would like to declare a minor, have them fill out a [minor declaration form](#).

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