Freshmen year: College of Arts & Sciences Advising Services

__ Review academic progress.
__ Identify challenges in current semester.
   __ Adjustment/transition to college
   __ Outside responsibilities
   __ Performance in classes
__ Explore campus resources.
   __ Programs Abroad Office
   __ Career Services Office
   __ Counselor Education 205, Exploring Majors and Careers
   __ Student Activities Office
   __ Student Success Center
   __ Office of Disability Services
   __ Counseling Center
__ Review Art & Sciences and General Education curriculum.
__ Review University Policies and Procedures.
   __ Registration (drop and add, wait lists, adjustments to course schedule, important withdrawal dates)
   __ Repeat policy
   __ Academic advising
   __ Academic standing
__ Introduce DARSweb (Degree Audit Reporting System).
__ Refer to Departments or Colleges of interest.
__ Refer to Online Catalog for course descriptions and pre-requisite and co-requisite courses.
__ Discuss completion of pre-requisites to desired major.
__ Review academic major guide for contact information and introduction to major.
__ Discuss student’s career and personal goals.

__ Ask If student took AP or IB exams in high school and check to ensure the credit is reflected on the academic history.

__ Complete academic plan for two semesters and discuss alternative course options.

__ Discuss the petition process if student has transferred course work from another institution.

  __ Prepare appropriate petitions (Arts & Sciences or General Education)

  __ Refer to A&S for additional questions about the petitioning process if needed.

__ Encourage continued communication and preliminary contact with faculty in desired major.