

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.

Advising Check List for Departmental Advisors

- 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.