

**Sophomore year:**

- Refer student to department for major declaration and faculty advisor assignment.
- Discuss student's career and personal goals.
- Discuss resume building in context of campus involvement, leadership, work experience.
- Provide overview of major.
- Discuss opportunities within the major.
  - Areas of specialization
  - Honors concentration
  - Club and/or social activities within the major
  - List servs/newsletter
  - Research opportunities
  - Special Topics and/or seminar courses
  - Intern experiences
  - Study/work abroad (refer student to institutions offering major coursework or other experiences)
- Based on student's interest within the major, discuss faculty research and classes student may be specifically interested in taking.
- Review DARS.
- Check progress in the major, and create initial graduation plan.
- 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.
- Review Online Catalog for course descriptions and pre-requisite and co-requisite classes.
- Plan classes for at least two semesters as there may be a semester gap in advising.
- Discuss specifics about course offerings (i.e. course content and availability).
- Look for advanced courses

## Advising Check List for Departmental Advisors

- Encourage student to meet with Arts & Sciences advisor if questions about General Education.
- Encourage continued communication.