

Advisee's Name: _____

Catalog Year: _____

Emphasis: _____

Advisor: _____

ADVISEMENT CHECKLIST FOR ADVISOR AND ADVISEE

- 1.** The student has the following necessary materials: A) Catalog B) Audit/Evaluation Report from Registrar.
- 2.** The student has the Advisement Packet with the necessary worksheets and checklists.
 - A. Advisor Checklist—with advisor designated
 - B. Declaration of Major Form
 - C. Mapping Worksheet and Advisement Sheet: Total Credits Worksheet
 - D. Requirements Checklist for his or her catalog year
 - E. General Education Checklist
- 3.** The Advisor has copies of the student's completed 1) Requirements Checklist and 2) Mapping Worksheet.
- 4.** The Advisor has the student's full name and student ID number.
- 5.** The student knows her or his academic major, specialization or emphasis, and credit requirements.
- 6.** The student has taken care of her or his Math requirements (2010-2011 Catalog Statement: *Students are not permitted to enroll in 300- or 400-level courses until they have completed MA085, (Level II), or MA084b, or any higher-level math course.*
- 7.** The student has identified a minor area or double major and knows the total credits necessary for graduation.
- 8.** The student in English and Secondary Education has been advised or is being advised by her or his Education advisor even while you advise the student on English requirements.
- 9.** DEAL staff advisor liaison (Deb Respicio) has a copy of the student's Requirements Checklist and Advisement Overview Sheet.
- 10.** The student has a timeline for her or his graduation goals.

Questions for Advisor-Advisee to Discuss:

- √ Have you finished your General Education requirements?
- √ How close are you to completing your degree?
- √ Are you satisfied with your grades?
- √ Do you have to maintain a minimum GPA for financial aid, for your professional goals or for scholarships or grants?