Before Appointment

☐ Email advisees to let them know when you be available. Suggest that they:
  - Review Degree Progress Report and make a list of remaining requirements for degree. Note any questions or problems.
  - Draft a schedule based on requirements (place in shopping cart or actually enroll).
  - Think about questions for advisor regarding courses, resources on campus, career plans, or other related topics.

During Appointment

☐ Review students’ DPR
☐ Review students’ list of remaining requirements.
☐ Review schedule, looking at academic history. Ask about work schedule and other obligations. Remind them to budget study time—6 hours a week for each 3-hour class.
☐ Remind them of key dates: add/drop/withdraw deadlines, deadline to apply for graduation, etc.
☐ Review student’s interim grades in SOAR. Ask about how their classes are going, and if they’re having any problems or are taking any classes they especially enjoy.
☐ Refer students to the Student Success website for academic resources, FAQs, key dates and policies, personal issues, etc. and make sure they are aware of what is on the site.
☐ Mention the possibility of summer enrollment as a way to get ahead on coursework while taking smaller classes.
☐ Talk to them about their future plans: career options, further education, etc. Bring up options for their getting involved in research opportunities, department groups, or internships. Suggest they visit career services if appropriate.
☐ Ask if they have any questions.

After Appointment

☐ Clear NEE hold. (Navigate to Student Center in SOAR, click Do Not Enter sign on front page.)
☐ Send any needed course substitutions/waivers/change of major/minor forms to the college Dean’s office for processing.