

Texas Wesleyan University

Advising Checklist For Faculty

Before the student arrives

- _____ Get the student's advising file.
- _____ Check the advising file for probation notices or other possible problems.
- _____ Print a copy of the student's transcript and degree audit.

Once the student arrives

- _____ Verify student's major, degree and catalog with degree audit in file.
- _____ Verify that the transcript correct? (Is all transfer credit on the transcript?)
- _____ Ask if the student has any time constraints that will affect your schedule.
- _____ Ask if the student has any registration holds.
- _____ Ask when the student is planning on graduating.
- _____ Ask if the student has applied for graduation? (If appropriate.)

Make the schedule:

- _____ Advise the student according to the requirements of the major while consulting the student's degree audit and current schedule.
- _____ Check prerequisites for every course.
- _____ Check math completion. Students who have completed more than 15 hours must be enrolled in a math course, consecutively, until MAT 1302 or MAT 1304 has been completed.
- _____ Advise the student to plan ahead for courses that are not offered every year.
- _____ Encourage the student to create a graduation plan if he/she has not already done so.

Before the student leaves:

- _____ Ask the student for his/her current contact information (phone #, e-mail).
- _____ Sign the student's advising form.
- _____ Keep the top copy of the form and put it in the student's file.

After the student leaves

- _____ Make notes of issues discussed during the advising session on the log sheet in the student's file.
- _____ Contact the appropriate person to remove the advising block.