

# Advising Checklist

## **Before Advising Appointment:**

- ☐ Review degree checksheet/FlightPath
- ☐ Review transcript
- ☐ Review courses taken/not taken; review midterm grades
- ☐ Identify low grades/difficult courses, GPA issues
- ☐ Review previous advising sessions in FlightPath
- ☐ Check for holds
- ☐ Check for developmental requirements/completion

## **During Advising Appointment:**

- ☐ Discuss job opportunities and career plans
- ☐ Determine hours left for degree
- ☐ Determine anticipated graduation date & remind graduating students to complete online application for graduation following instructions at <http://ulm.edu/registrar/>
- ☐ Discuss TOPS and scholarship criteria to maintain eligibility
- ☐ Discuss obligations that impact timely graduation or acceptable performance (work, family, etc)
- ☐ Discuss potential schedule and alternative courses
- ☐ Discuss the intensity of online courses and how to schedule in both 8-week terms
- ☐ Use FlightPath to complete advising procedure and place comment
- ☐ Discuss SSC and need for tutoring/SI as needed
- ☐ Have student sign FlightPath advising sheet