

PREPARING FOR ADVISING APPOINTMENTS WORKSHEET

Review this worksheet before meeting with your academic advisor each semester.

Item	Action	Notes
Understand the Advising Policies and Procedures (Examples: Obtain advisor contact information and advising services available to you. Learn how to schedule an appointment)	Take note of your academic advisor's name and contact information. View the advising webpage at your institution to learn about advising resources available to you.	
Bring Important Records and Documents (Example: Transcripts, AP Exam Scores, IEP documentation, etc.)	Make copies of official records or place orders with the document vendors from previous institutions in advance of your appointment. Check with your advisor to ensure all documents are on file with your college.	
Create a List of Questions (Example: When will I graduate? How many classes should I take each semester?)	Arrive with a list of questions and do not hesitate to ask follow-up questions.	
Take Notes (Example: record dates, deadlines, and important information)	Bring a notebook, cell phone, or some type of device to remember important information.	
Review Your Degree Requirements (Example: Review your academic requirements, plans and advising notes)	Make a Preliminary Course Selection Explore Degree Progress Review the College Catalog, Curriculum Guide and/or Transfer Guide	
Get Organized (Example: Records, documents, questions, etc. should be stored in a central location, such as a cell phone or a calendar book)	Store important information in a place that will be easy to remember and access.	

Next Steps: Use this checklist to ensure you have what you need for your next advising appointment.