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?