

Suggested Advising Appointment Checklist 11/18/2022

- Confirm the identify of student, Navigate picture or BGSU ID.
- Open student's Advising Notes in Navigate for recording during appointment.
 - Avoid violating FERPA in the notes, personal issues ok.
 - Details!
 - Recommend uploading a PDF copy of the degree audit ran during appointment
- Encourage student note taking.
- Explain your advising process.
 - How to make appointments with you.
 - Method of contact preference.
 - Office hours
 - Summer availability - consider setting an away message with directions if you are not available in the summer.
- Student explains goals/rationale for appointment.
- Is the major still relevant to their goals?
 - Major changes can be made in the college office
- Review the Four Tools
 - Checksheet – make sure the catalog year and semester matches what is stated on their Degree Audit Report (DARS)
 - **Degree Audit Report (DARS)**
 - **Review and note remaining requirements: 122 hours, 40 hours at 3000/4000 level, minimum GPA, MDC, foreign language, BG Perspective, major, minor, focus, concentration, etc.**
 - **Review sequences for major and minor**
 - **Has the student chosen a minor?**
 - Arts and Sciences Student Handbook - should match checksheet year
 - Graduation Plan – an original copy is placed in Navigate Notes section during the students first year.
- Make referrals as needed
 - Counseling Center
 - Career center
 - Learning Commons
 - Health Center
 - Accessibility Services
 - Multicultural Affairs
- Possible additional discussions:
 - Internships
 - No credit - Career Center.
 - For credit – faculty and department office.
 - Research
 - Education Abroad
 - Pre-professional preparation
 - Volunteering

- Graduate school
- Summarize the talking points of the appointment with the student.
- **Complete the advising report notes in Navigate and save.**

Bolded items should be included in all appointments